

HEALTH AND SAFETY ACTION PLAN 2019-20

Subject	Action Required	Timescale	Progress
Health and Safety Arrangements	To review all the corporate health and safety procedures falling due during 2019-20, ensuring they are relevant to the new future model	March 2020	<ul style="list-style-type: none"> • Accident and near miss reporting procedure reviewed and updated to reflect changes in staffing: new staff have been identified and made aware of the procedure. • Contractors' procedure reviewed and updated as some links were no longer working and relevant staff were reminded of this procedure. • The fire procedure is being updated on a regular basis to reflect all the changes in staffing and the relocation of staff within the Council office building. • Legionella arrangements have been reviewed and measures are in place to account for the office's being closed most days. • The manual handling and unacceptable behaviour procedures have been updated to reflect the new structures. • The lone working procedure is currently being reviewed.
Risk Assessments	To update and amend risk assessments, ensuring they reflect the new organisational structure: - <ul style="list-style-type: none"> • Strategy, Performance and Governance • Resources • Service Delivery Units 	October 2019 October 2019 March 2020	<ul style="list-style-type: none"> • The managers of the Resources and Strategy, Performance and Governance teams have been asked to complete their risk assessments by October 2019. • Risk assessments have not yet been received from the back-office service areas: email sent 29 October 2019 asking the tier 2 managers for an update. As no risk assessments have been forthcoming, assumption that these staff are not exposed to significant risk. • The environmental health and planning risk assessments are currently under review and being updated to take account of Covid 19. • No other risk assessments relating to other frontline services have been received at this time.
Hand Arm	To respond to the Health and Safety Executive's investigation into HAV hazards		<ul style="list-style-type: none"> • To date, the HSE has not contacted the Council following the submission of HAV information.

Vibration (HAV)	and risks within the Parks Team	June 2019	<ul style="list-style-type: none"> • An appointed HSE inspector contacted the Council in October 2019 asking to visit the depot in Promenade Park: a date and time are being arranged. This visit took place in November 2019: material breaches in the law were found in relation to workplace transport – see Appendix 2 for details. Action has been taken to comply with the law; the HSE has been informed of the action taken; the HSE inspector intends to revisit the depot in quarter 4. • The HSE inspector revisited and has now closed the case: a charge has been made for the officer’s intervention following this investigation.
Training	<p>To deliver health and safety training where required, to include: -</p> <ul style="list-style-type: none"> • refresher first aid training and training for new first aiders • training for new workstation assessors 	<p>When required and June 2019</p> <p>October 2019</p>	<ul style="list-style-type: none"> • First aid training for additional first aiders (following the departure of staff with first aid qualifications) and training for workstation assessors has not yet been organised. • Conflict resolution training is currently being organised for Customer Service staff. This training has now taken place. • One officer has been trained in first aid, however, further training has been postponed because of the Coronavirus outbreak. This will be taken forward when restrictions are lifted.