

HEALTH AND SAFETY ACTION PLAN 2020-21

Subject	Action Required	Timescale
Health and Safety Arrangements	<p>To review all the corporate health and safety procedures falling due during 2020-21, ensuring they are relevant to the structure following transition, and to update the health and safety policy</p> <p>Hand arm vibration policy drafted / awaiting stakeholder input.</p>	<p>March 2021</p> <p>Drafted December 2020 / January 2021</p>
Risk Assessments	<p>To update and amend risk assessments for service delivery, ensuring they reflect the new organisational structure: -</p> <ul style="list-style-type: none"> • Priority to be given to the Parks Team due to the high level of risk and outdated procedures, if necessary, contracting external assistance to complete the task - initial assessment - completion <p>Risk assessments have been undertaken for hand arm vibration and Covid 19.</p>	<p>June 2020 March 2021</p> <p>Completed Oct 2020 and ongoing</p>
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 Community Protection, Parks and Countryside Officers have attended training • training for new workstation assessors <p>Parks and maintenance staff attended IOSH Working Safely training</p> <p>Hand arm vibration training has been undertaken by all employees who may be exposed to this risk and managers</p>	<p>When required Completed quarter 3</p> <p>October 2020</p> <p>Completed Oct 2020</p> <p>Completed Dec 2020</p>