

HEALTH AND SAFETY ACTION PLAN 2021-22

Subject	Action Required	Timescale
Health and Safety Arrangements	<p>To review all the corporate health and safety procedures, ensuring they are relevant to the structure following transition, and to update the health and safety policy</p> <p>Amend the draft health and safety policy following stakeholder feedback and submit to Members for approval.</p>	<p>December 2021.</p> <p>With quarter 3 report.</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 • Priority to be given to the Parks Team due to the high level of risk and outdated procedures, if necessary, contracting external assistance to complete the task. • To review the management of hand arm vibration (HAVS) hazards to ensure recommendations by the HSE are being implemented and reserved. 	<p>March 2022</p> <p>This work is well underway: an external health and safety consultant has been appointed; he has completed audits on various activities within Parks; has assisted in written risk assessments for various park activities; made recommendations and given advice.</p> <p>March 2022</p> <p>This work is well underway: a HAVS policy has been drafted as requested by the HSE – see Appendix 2 for full Policy. All residual machinery to be measured for vibration and tagged. Supervisor is undertaking weekly checks to ensure employees are logging their exposure.</p>
When required	<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 first aiders. 	