

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 Work began during quarter 3, updating many of the Council's health and safety arrangements and procedures. New procedures were written pertaining to noise and working at height as some staff may be subjected to these hazards and risks.</p> <p>With quarter 3 report The Health and Safety Policy has been reviewed and updated, in particular, to reflect the current organisational structure – see APPENDIX 2</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 • Priority to be given to the Parks Team due to the high level of risk and outdated procedures, if necessary, contracting external assistance to complete the task • To review the management of hand arm vibration (HAVS) hazards to ensure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 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 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. Further HAVS training has been delivered to mop up all new staff.</p> <p>Training is being delivered by the external health and safety consultant: risk assessment training for staff began in quarter 3 and will be continued in quarter 4. Staff are being encouraged to review their risk assessments following their training.</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	<p>A review of first aid arrangements has been undertaken, taking into account the agile working arrangements and reduced staff numbers based at the Council offices on any given day.</p> <p>First aid refresher training is being given as and when it falls due.</p>
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