

## HEALTH AND SAFETY ACTION PLAN 2021-22 – Update Q4 2021/22 and Q1 2022/23

Subject	Action Required	Update /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>Review of Health and Safety arrangements (procedures and practices) continue to be to be reviewed, and where necessary new arrangements have been put in place.</p> <p>The Health and Safety Policy has been reviewed and updated. This will brought to Members for consideration at the next available Strategy and Resources Committee.</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"> <li>• Priority to be given to the Parks Team due to the high level of risk and outdated procedures, if necessary, contracting external assistance to complete the task</li> <li>• To review the management of hand arm vibration (HAVS) hazards to ensure recommendations by the HSE are being implemented and reserved.</li> </ul>	<p>A significant number of Risk Assessments have been completed with a strong focus on Parks and Cemeteries.</p> <p>All relevant staff have received training on writing risk assessment, which will be a continuous area for training.</p> <p>This work is well underway: a HAVS policy has been drafted as requested by the HSE and will be presented to the S&amp;R in Oct.</p> <p>All residual machinery is being measured for vibration and tagged.</p> <p>Supervisor is undertaking weekly checks to ensure employees are logging their exposure.</p> <p>Further HAVS training has been delivered to mop up all new staff.</p> <p>Staff are being encouraged to review their risk assessments following their training. This will be on going training.</p>

<p>When required</p>	<p>To deliver health and safety training where required, to include: -</p> <ul style="list-style-type: none"> <li>• refresher first aid training and training for first aiders</li> </ul>	<p>Further First Aid training is being arranged for new staff, and those with an identified need. This will be ongoing training.</p> <p>Additional training has been delivered for areas such as working at height and ladder training</p>
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