

## HEALTH AND SAFETY ACTION PLAN 2017-18

| Subject                        | Action Required   | Timescale   | Progress   |
|--------------------------------|---|---|--|
| Health and Safety Arrangements | <p>To review all the corporate health and safety procedures falling due during 2017-18</p> <ul style="list-style-type: none"> <li>• Accident and Near Miss Reporting</li> <li>• Bomb and Terrorism</li> <li>• Contractors</li> <li>• Fire</li> <li>• First Aid Arrangements</li> <br/> <li>• Legionella Arrangements</li> <li>• Lone Working</li> <li>• Manual Handling</li> <li>• Sharp and Needle Stick Injuries</li> <br/> <li>• Unacceptable Behaviour</li> <li>• Workplace Arrangements</li> <li>• Workplace Transport</li> <li>• Young Persons</li> </ul> | <p>June 2017</p><br><p>September 2017</p><br><p>December 2017</p> | <ul style="list-style-type: none"> <li>• The fire procedure was reviewed and updated to incorporate office changes.</li> <li>• The contractors' procedure was reviewed and updated to incorporate changes in legislation.</li> <li>• The first aid arrangements and accident procedure have both been reviewed. Improvements have been suggested to the accident reporting procedure which are being implemented.</li> <li>• The Health and Safety Committee decided to review the Bomb and Terrorism procedure once the police have moved into the Council offices in Princes Road, Maldon, so that corporate procedures could be aligned with Police procedures.</li> <li>• <b>Manual handling, unacceptable behaviour and workplace transport arrangements have all been reviewed.</b></li> <li>• <b>Health and Safety Committee representatives have been asked to feedback any comments on the following procedures: sharp and needle stick injuries and workplace arrangements by the end of November 2017.</b></li> </ul> |
| Risk Assessments               | <p>To review all service risk assessments</p> <ul style="list-style-type: none"> <li>• Customer Services</li> <li>• Environmental Health</li> <li>• Facilities</li> <li>• Finance</li> <li>• Housing</li> <li>• IT</li> <li>• Legal and Democratic Services</li> <li>• Parks</li> <li>• Park Rangers</li> </ul>   | <p>December 2017</p>  |  |

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|------------|---|--|--|
|            | <ul style="list-style-type: none"> <li>• Planning and Building Control</li> <li>• People, Policy and Performance (PPP)</li> <li>• Revenues and Benefits</li> </ul>  |  |  |
| Legionella | To review the procedures in place to manage the risk from legionella and identify any shortcomings  | October 2017   |  |
| Training   | <p>To deliver the health and safety training where required, to include:</p> <ul style="list-style-type: none"> <li>• Conflict management / diffusing aggression techniques</li> <li>• Refresher first aid training</li> <li>• Mental health first aider training</li> <li>• Developing an e-learning module for manual handling</li> </ul> | <p>October 2017 (carried over from 2016-17 action plan)</p> <p>As and when required<br/>December 2017<br/>March 2018</p> | <p>Conflict management training has been organised. <b>Training took place on the 18<sup>th</sup> July 2017.</b></p> <p><b>Mental health first aid training has been organised for the 7<sup>th</sup> and 14<sup>th</sup> December 2017.</b></p> |