

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"> • Accident and Near Miss Reporting • Bomb and Terrorism • Contractors • Fire • First Aid Arrangements • Legionella Arrangements • Lone Working • Manual Handling • Sharp and Needle Stick Injuries • Unacceptable Behaviour • Workplace Arrangements • Workplace Transport • Young Persons 	<p>June 2017</p> <p>September 2017</p> <p>December 2017</p>	<ul style="list-style-type: none"> • The fire procedure was reviewed and updated to incorporate office changes. • The contractors' procedure was reviewed and updated to incorporate changes in legislation. • The first aid arrangements and accident procedure have both been reviewed. Improvements have been suggested to the accident reporting procedure which are being implemented. • 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. • Manual handling, unacceptable behaviour and workplace transport arrangements have all been reviewed. • 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. These procedures have now been reviewed. • Health and Safety Committee representatives have been asked to feedback any comments on the following procedures by the end of January 2018: legionella arrangements and lone working. • All procedures have been reviewed and updated where necessary.

Subject	Action Required	Timescale	Progress
Risk Assessments	<p>To review all service risk assessments</p> <ul style="list-style-type: none"> • Customer Services • Environmental Health • Facilities • Finance • Housing • IT • Legal and Democratic Services • Parks • Park Rangers • Planning and Building Control • People, Policy and Performance • Revenues and Benefits 	December 2017	<p>Risk assessments for the following areas have been reviewed:</p> <ul style="list-style-type: none"> • Environmental Health • River Bailiff (oyster sampling and pontoons) • All managers have been asked to review their service risk assessments before the end of the financial year. • Customer Services / Revenues and Benefits • Facilities • Finance • Housing • Legal and Democratic Services • IT • People, Policy and Performance • Countryside and Coast are taking a more detailed look at their risk assessments and processes, they hope to complete this by the end of April / May 2019 • Currently outstanding: Planning / Building Control • Community and Living
Legionella	<p>To review the procedures in place to manage the risk from legionella and identify any shortcomings</p>	October 2017	<p>Due to resource issues, this work has not yet started.</p> <p>Two areas were looked at in detail:</p> <ul style="list-style-type: none"> • the Council offices, Princes Road, Maldon • the Splash Park, Park Drive, Maldon <p>The risk assessments, schematic plans, written management schemes and monitoring programmes were reviewed and recommendations made to managers designated as responsible persons.</p>

Subject	Action Required	Timescale	Progress
Training	<p>To deliver the health and safety training where required, to include:</p> <ul style="list-style-type: none"> • Conflict management / diffusing aggression techniques • Refresher first aid training • Mental health first aider training • Developing an e-learning module for manual handling 	<p>October 2017 (carried over from 2016-17 action plan)</p> <p>As and when required December 2017</p> <p>March 2018</p>	<p>Conflict management training has been organised. Training took place on the 18th July 2017.</p> <p>Mental health first aid training has been organised for the 7th and 14th December 2017.</p> <p>Training has now taken place.</p> <p>This work is being carried forward to the 2018-19 action plan. Work is in progress on a display screen equipment e-learning module.</p>