

## APPENDIX 1.

### Bolsover District Council's Draft Health and Safety Action Plan for 2015/16

#### Introduction

This document sets out the key targets for the Authority's health and safety provision for 2015/16. It is not designed to be exhaustive as issues may arise or stakeholders may have further demands during the course of the year which will need to be accommodated into the workload of the provision.

| Key Target   | Owner  | Lead Officer              | Target Date | Expected Outcome  | Status |
|--|--|---------------------------|-------------|---|--------|
| <p><b><u>Health and Safety Policies</u></b><br/>Health and Safety Policies to be reviewed/amended in respect to content and format to ensure consistency across the Council.</p> | Joint Assistant Director for Human Resources and Payroll | Health and Safety Adviser | March 2016  | <ol style="list-style-type: none"> <li>1. Health and Safety Policy Statement to be developed for Council. (June 2015)</li> <li>2. Organisational Organ-a-gram to be developed outlining H&amp;S responsibilities of key roles within the organisation. (July 2015)</li> <li>3. Organisational Arrangements to be developed for all key H&amp;S areas. (October 2015)</li> <li>4. Overall Health and Safety Policy to be approved by Safety Committee (December 2015)</li> <li>5. Health and safety Policy to be signed off by SMT (March 2016)</li> </ol> |        |
| <p><b><u>SHE Software System</u></b><br/>- To fully launch system across the Council and ensure capabilities of the system are fully utilised by the strategic</p>               | Joint Assistant Director for Human Resources and Payroll | Health and Safety Adviser | March 2016  | <ol style="list-style-type: none"> <li>1. To deliver SHE System training to all designated users across the Council (September 2015)</li> <li>2. To provide initial support to operational areas whilst they familiarise themselves with the system. (December 2015)</li> </ol>   |        |

|   |  |                           |            |   |  |
|---|--|---------------------------|------------|---|--|
| alliance.   |  |                           |            | 3. To establish monitor systems to ensure accident/incident investigations are suitable conducted?<br>(March 2016)  |  |
| <p><b><u>Fire Compliance</u></b><br/>-Introduction of new format Fire Log book across all sites</p> <p>- Establish monitoring system to ensure statutory compliance maintained.</p> <p>- All Staff to receive Fire Awareness Training</p> | Joint Assistant Director for Human Resources and Payroll | Health and Safety Adviser | March 2016 | <p>1. Introduction of Fire Log Book and Monitoring System -<u>Riverside Depot</u> – (June 2015)</p> <p>2. Develop Fire Awareness training schedule (July 2015)</p> <p>3. Introduction of Fire Log Book and Monitoring System –<u>Pleasley Vale Mill</u> – (September 2015)</p> <p>4. Introduction of Fire Log Book and Monitoring System –<u>The Arc</u> – (October 2015)</p> <p>5. Introduction of Fire Log Book and Monitoring System –<u>Creswell LC</u> – (January 2016)</p> <p>6. Introduction of Fire Log Book and Monitoring System –<u>Bolsover Contact Centres</u> – (February 2016)</p> <p>7. Introduction of Fire Log Book and Monitoring System –<u>Sheltered Accommodation</u> –1 per Month (March 2016)</p> <p>8. Deliver fire Awareness Training to all Staff (March 2016)</p> |  |
| <p><b><u>First Aid Compliance</u></b><br/>-Ensure all</p>   | Joint Assistant Director for                             | Health and Safety Adviser | March 2016 | 1. Conduct First Aid Assessment for all Sites (July 2015)   |  |

|   |   |                                  |                   |   |  |
|---|---|----------------------------------|-------------------|---|--|
| <p>sites have had a site first aid assessment completed for them.</p> <p>- Ensure all first aid boxes on site and in vehicles meet relevant British standard.</p> <p>- Establish system for monitoring and re-ordering new stock.</p> <p>-Review Defibrillator training requirements.</p> | <p>Human Resources and Payroll</p>                              |                                  |                   | <ol style="list-style-type: none"> <li>2. First aid Boxes Restocked &amp; Monitoring System established <u>The Arc &amp; Riverside Depot</u> (August 2015)</li> <li>3. First aid Boxes Restocked &amp; Monitoring System established Bolsover Contact Centres Centres (November 2015)</li> <li>4. First aid Boxes Restocked &amp; Monitoring System established Pleasley Vale &amp; Creswell LC (December 2015)</li> <li>5.</li> <li>6. First aid Boxes Restocked &amp; Monitoring System established Sheltered Accommodation (February 2016)</li> <li>7. Review Defibrillator Training (March 2016)</li> </ol> |  |
| <p><b><u>Health and Safety Training</u></b></p> <p>Develop training framework and deliver relevant internal training courses.</p>   | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Adviser</p> | <p>March 2016</p> | <ol style="list-style-type: none"> <li>1. Develop Corporate Training Matrix (July 2015)</li> <li>2. Develop training schedule for Internally delivered courses (July 2015)</li> <li>3. Develop relevant training presentations required (September 2015)</li> <li>4. Deliver relevant training (March 2016)</li> <li>5. Arrange delivery of external courses (March 2016)</li> </ol>  |  |

## **Management and Monitoring Process**

This plan will be reported to the Bolsover District Council's Safety Committee. The Health and Safety Adviser will report progress on the plan as a standing item at each Committee meeting throughout the year.

Progress towards these targets will be reviewed quarterly by the Joint Assistant Director of Human Resources, in consultation with key stakeholders and the Health and Safety Adviser.

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