

BOLSOVER DISTRICT COUNCIL HEALTH AND SAFETY ACTION PLAN

Introduction

The document sets out the key targets for Council's health and safety provision for the period April 2016 to March 2017. It is not designed to be an exhaustive list as issues may arise or stakeholders may have further demands during the course of the year which will need to be accommodated into the scope of the provision.

| KEY TARGET | OWNER | LEAD OFFICERS | TARGET DATE | EXPECTED OUTCOME | STATUS |
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| <p><u>Risk Assessments</u></p> <p>Corporate risk assessment provision across the Council to be reviewed to ensure its suitability and sufficiency with legislation/ best practice requirements.</p> | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Team</p> | <p>March 2017</p> | <ol style="list-style-type: none"> 1. Communicate risk assessment approach to be utilized to all sectional managers. (May 2016) 2. Review suitability and sufficiency of current risk assessments <ul style="list-style-type: none"> ➤ Housing Services (May 2016) ➤ Street Services (October 2016) 3. Identify additional risk assessments required. <ul style="list-style-type: none"> ➤ Housing Services (May 2016) ➤ Street Services (October 2016) 4. Train up sectional risk assessment teams. <ul style="list-style-type: none"> ➤ Housing Services (June 2016) ➤ Street Services (November 2016) | |

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| | | | | <p>5. Transfer existing risk assessments into new corporate format.</p> <ul style="list-style-type: none"> ➤ Housing Services (July 2016) ➤ Street Services (December 2016) <p>6. Develop new risk assessments required.</p> <ul style="list-style-type: none"> ➤ Housing Services (September 2016) ➤ Street Services (February 2017) <p>7. Enter all risk assessments on to SHE Assure System. (March 2017)</p> | |
| <p><u>COSHH Assessment</u></p> <p>To ensure compliance with Control of Substances Hazardous to Health Regulations.</p> | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Team</p> | <p>February 2017</p> | <p>1. Operational Managers to provide list of Chemicals/Substances used within their section.</p> <ul style="list-style-type: none"> ➤ Housing Services (May 2016) ➤ Leisure Services (May 2016) ➤ Street Services (October 2016) ➤ Property and Estates (October 2016) <p>2. Up to date Material Safety Data Sheets to be obtain for each chemical.</p> <ul style="list-style-type: none"> ➤ Housing Services (June 2016) ➤ Leisure Services (June 2016) ➤ Street Services (November 2016) ➤ Property and Estates (November 2016) | |

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| | | | | 2016) | |
| | | | | 3. COSHH Assessments to completed for all substances <ul style="list-style-type: none"> ➤ Housing Services (September 2016) ➤ Leisure Services(September 2016) ➤ Street Services (February 2017) ➤ Property and Estates (February 2017) | |
| <p><u>Employee Protection Register</u></p> <p>To review the administration of the employee protection register to ensure that it is appropriately supported by the relevant policies and training.</p> | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Team</p> | <p>December 2016</p> | <ol style="list-style-type: none"> 1. Ensure Health and Safety Policy includes arrangements for use of Employee Protection Register. (April 2016) 2. Ensure electronic violence at work form has been developed and is accessible to staff. (June 2016) 3. Ensure electronic form is available on ERIC. (June 2016) 4. Train operational area managers/ administrators on use of new on-line system. (August 2016) 5. Ensure Operational managers' brief staff within their operational area on how to log a violent incident. (December 2016) | |

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| <p><u>Lone Worker Provision</u></p> <p>To review lone worker provision within the Council to ensure its suitability and sufficiency with legislation/ best practice requirements.</p> | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Team</p> | <p>March 2017</p> | <ol style="list-style-type: none"> 1. Identify all operational areas where lone working is conducted. (May 2016) 2. Review lone working procedures within all operational areas. (July 2016) 3. Establish corporate standard for lone working. (September 2016) 4. Communicate corporate lone worker standards to operational area managers. (October 2016) 5. Ensure Operational managers' brief staff within their operational area on lone worker standards. (December 2016) 6. Establish suitable and sufficient lone worker standards in all operational areas. (March 2017) | |
| <p><u>Health and Safety Training</u></p> <p>To ensure that a suitable and sufficient system is in place within the Council to identify, resource and deliver relevant health and safety training in order that the authority meets statutory obligations and continually improves the</p> | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Team</p> | <p>March 2017</p> | <ol style="list-style-type: none"> 1. Identify corporate health and safety training requirements for forth coming year. (April 2016) 2. Identify training requirements which is to be included on health and safety training tender. (June 2016) | |

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| competence of its staff. | | | | <ol style="list-style-type: none"> 3. Procure of health and safety training provider. (August 2016) 4. Produce internal training schedule including allocation of provisional dates for training delivery. (May 2016) 5. Produce external training schedule including allocation of provisional dates for training delivery. (September 2016) 6. Deliver indentified health and safety training in line with agreed schedules. (March 2017) | |
| ACTIONS CARRIED OVER FROM 2015/2016 ACTION PLAN | | | | | |
| <p><u>Health and Safety Policies</u> Health and Safety policies to be reviewed/ amended in respect to content and format to ensure consistency across the Council</p> | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Team</p> | <p>April 2016</p> | <ol style="list-style-type: none"> 1. Organisational Arrangements to be developed for all key H&S areas. (March 2016) 2. Overall Health and Safety Policy to be approved by Safety Committee (April 2016) 3. Health and safety Policy to be signed off by SMT (April 2016) | |

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| <p>- Fire Compliance 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> | <p>Joint Assistant Director for Human Resources and Payroll</p> | <p>Health and Safety Team</p> | <p>March 2016</p> | <p>1. Introduction of Fire Log book for Pleasley Vale Mill (March 2016)</p> | |
| <p><u>Health and Safety Training</u></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 Team</p> | <p>May 2016</p> | <p>1. Complete outstanding Internal training for 2015/2016:</p> <ul style="list-style-type: none"> ➤ Fire Awareness (May 2016) ➤ Risk Perception (May 2016) ➤ Manual Handling May 2016) | |

Management and Monitoring Process

This plan will be presented to the Bolsover District Council’s Safety Committee for consultation and approval. Once the final draft is approved the Health and Safety Adviser will report progress against the plan as a standing item at each quarterly Safety Committee meeting

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

Action Plan Comments

In the Original Draft Action Plan a health and safety audit was an item however due to the fact that the authority is considering a proposal for an external agency to conduct a corporate wide health and safety audit this has been removed from the internal plan.

The overall Internal Action Plan may become subject to change if the external audit identified areas where urgent action was required which had not been initially identified in the plan.

The Action Plan has taken recommendations from the external audit of Housing Repairs Section to influence the scope of the actions which should be addressed during the year however many of these had been highlighted already for inclusion prior to the audit.

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