

## Appendix.1

2002-2003 HEALTH AND SAFETY ACTION PLAN : PROGRESS REPORT				
	DETAILS	ACTION BY	TARGET	COMMENTS
1.	Appointment of an Asbestos Co-ordinator who will established and maintain an effective property register and develop a strategy for the management of asbestos containing materials in EAC properties	Department in conjunction with Health and Safety Manager	October 2002 for appointment	Appointed person now in post. Appointment made November 2002
2.	Lone working, Avoidance of violence, Manual Handling, Noise and vibration issues at work, Electrical Safety and Managing Contractors - Guidance to be developed and distributed	Tech Services Health and Safety Officer/B & W Health and Safety Co-ordinator in Conjunction with Corporate Safety Section	Ongoing	Dept awareness training on Lone Working/Violence at Work now being delivered  Preparation of Guidance notes being progressed in conjunction with Corporate Safety Section
3.	Continue development of toolbox talks - Personal Protective Equipment (PPE) Working at Heights, Office Safety, Risk Assessment , Hypodermic needles and syringes	Tech Services Health and Safety Officer/ B & W Safety Co-ordinator	Ongoing task. PPE completed within B & W, Hypodermic needles and syringes completed within Tech Services	Ongoing delivery of tool box talks within Building and Works Section taking place.
4.	Management workplace safety inspections	Managers	Six Monthly	Ongoing
5.	Develop a HATS Health and Safety employee handbook	Corporate Health and Safety Section/ Tech Services Health and Safety Officer/ B & W Safety Co-ordinator	December 2002 for issue to employees.  Revised Date May/June 2003	Dept first draft issue approved for printing.  Final review to take place of published copy.
6.	Development and use of ROSPA safety auditing system within HATS sections	Managers/ Health and Safety Officer/ B & w Safety Co-ordinator	Ongoing	Pilot Audit completed within Tech Services.  Corporate meeting to discuss implementation arranged.
7.	Updating and reviewing of Risk assessments	Managers/ Health and Safety Officer/ B & w Safety Co-ordinator	Ongoing	Risk assessments currently reviewed and updated within Sections
8.	Fire Risk Assessments	Managers/ Health and Safety Officer/ B & w Safety Co-ordinator	Ongoing	Completed and actioned within B&Ws and at Lugar Offices.

	<b>DETAILS</b>	<b>ACTION BY</b>	<b>TARGET</b>	<b>COMMENTS</b>
9.	Ensuring COSHH assessments have been carried out on hazardous Substances	Tech Serv Safety Officer/ B & W Safety Co-ordinator	Ongoing	COSHH assessments Being continually reviewed within B & Works
10.	Portable Appliance Testing	Managers	Completed within all three Sections of HATS	New procedure note issued to assist with this process
11.	Develop training and guidance on safe driving	HATS in conjunction with Corporate Health and Safety Section	April 2003	To be developed
12.	Clarify Display Screen Equipment eyesight tests and spectacle repayment process as it affects the Department	Technical Services Health and Safety Officer/Corporate Safety Section.	June 2002	Guidance complete. Approved by Corporate Sub Committee
13.	Maintaining effective communication of Health and Safety within Department	Senior Section Managers "via" Departmental Risk Management Group, Asbestos Working Group and Section Health and Safety Representative Groups	Ongoing	Regular meetings of all groups being held. Health and Safety Notice boards purchased for all three Sections to provide feedback to Dept staff.
14.	Monitoring of Contractors working on Council Contracts - Unsafe acts/omissions.	Technical Services Health and Safety Officer/B & Ws Safety Co-ordinator	Ongoing	Regular and increased inspection of appointed Contractor's health and safety performance on EAC contracts.
15.	Ladder and associated equipment Inspections	Building and Works Safety Co-ordinator	Ongoing and Annually	Completed inspection reports submitted to appropriate managers. Defective ladders taken out of commission.
16.	Health and Safety Induction Training	Technical Services Health and Safety Officer/B & Ws Safety Co-ordinator	Ongoing	All departmental new starts continue to receive appropriate health and safety induction, both corporately and within B & Ws
17.	IOSH Managing Safety Course – Health and Safety qualification for supervisors and managers	Managers/ Corporate Health and Safety Section	Ongoing	Successful completion of course by Section managers and supervisors Training ongoing