

SAFETY ACTION PLAN

SUBJECT	ACTION REQUIRED	PRIORITY	ACTION DATE	COMPLETION DATE
Fire Safety	Whilst the Council does have an evacuation plan it should be reviewed to ensure it is sufficient for each of the buildings i.e. the Public Hall's plan will be different from the Museum's. Also the Public Hall will have a different plan for an evening with entertainment (300 visitors) to the one where there is a smaller event such as a Council Meeting. All employees should be aware of their role. The Museum staff are unaware of their roles.	2	21/07/2018	
Fire Safety	Liaise with tenants in the Guildhall to ensure they are aware of the fixed precautions provided e.g. smoke detection and sound of the alarm. They are responsible for their own evacuation	2	21/07/2018	
Fire Safety	All event organisers should provide the Council with a risk assessment of the activity such as The Lions' Pantomime. The assessment should consider access and egress in the event of an emergency as well as other risks	2	21/07/2018	
Fire Safety	Although the fire doors may operate correctly in the Forrester's hall, human intervention has been seen at least one fire door propped open with a wedge. All staff should be trained to refrain from this practice or the doors themselves should be fitted with magnetic closers linked to the fire alarm	2	21/07/2018	
External Areas	The Council should arrange for an arboriculturalist to report on all the trees in its area and devise an on-going inspection regime to ensure they remain in good condition.	2	21/07/2018	
Asbestos	Establish a procedure whereby any contractor liable to disturb asbestos containing materials in the future over and above the impending work, is made aware of its location. An exchange of information between the Council and a contractor is essential to enable the contractor to put in place adequate precautions	3	19/09/2018	
Asbestos	Before any minor work is carried out on asbestos materials, an assessment of the potential exposure to asbestos must be carried out by a competent person and a written plan prepared of the work completed. Minor work could include decorating, hanging pictures etc.	3	19/09/2018	
COSHH	For all hazardous substances used obtain a copy of the suppliers health and safety data sheet. Data sheets are often held on manufacturers websites so this could be a task for an assistant to gather information	3	19/09/2018	
COSHH	Carry out a COSHH Assessment for each hazardous substance in use or created.	3	19/09/2018	

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COSHH	Develop a management system that ensures before any hazardous substance is taken into use a COSHH assessment is first completed and any actions determined put into place.	3	19/09/2018	
COSHH	It was not clear what hazardous substances were used at the time of the meeting however cleaning products can have health effects which need to be considered when using and storing them. Certain items may react in a fire with others and should be stored safely. Refer to the data sheets for information.	3	19/09/2018	
Fire Safety	Currently the Council is still working its way through the recommendations from the existing fire risk assessments and there have been no changes since they were done. It should be noted that when the work starts on the refurbishment there will be a need to change the fire risk assessment and again when it is completed	3	19/09/2018	
Fire Safety	It is appreciated that there are complicating factors involved in getting the fire risk assessment recommendations completed such as the large cost and the impending refurbishment and it is also noted that considerable investment has also been undertaken into fire alarms. Continue to work towards compliance	3	19/09/2018	
Fire Safety	Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.	3	19/09/2018	
Fire Safety	Establish a procedure for the evacuation of disabled persons particularly in the event of a large show being put on.	3	19/09/2018	
Fire Safety	Ensure that a procedure is in place to call the emergency services in the event of a fire emergency. A member of staff will do this during working hours but to hirers know the procedure?	3	19/09/2018	
Lone Working	Undertake a risk assessment which covers work undertaken by lone workers. This should include the WC cleaner as well as the Foresters Hall cleaner and various other Council workers.	3	19/09/2018	
Lone Working	Ensure working when dark or at night is covered in the lone working risk assessment.	3	19/09/2018	
Lone Working	Risk assessment of young workers, women, new and expectant mothers and disabled should be included to ensure they are not put at any greater risk when working alone.	3	19/09/2018	
Personal Protective Equipment (PPE)	Ensure risk assessments identify the need for PPE and who is required to wear it.	3	19/09/2018	

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Construction	Once the extent of the work has been decided a Principal Contractor will need to be appointed in writing. The Designer can assist in this s process	3	19/09/2018	
Work Equipment	Complete work equipment risk assessments to identify the hazards, risks and control measures that are relevant to the operation and maintenance of each type of work equipment.	3	19/09/2018	
Work at Height	Before working at height a risk assessment must be completed.	3	19/09/2018	
Work at Height	Establish a safe system of work for all work at height. This includes the scaffold platform work, gutter cleaning etc.	3	19/09/2018	
Work at Height	Provide information and training for employees required to work at height, complete risk assessments or prepare systems of work.	3	19/09/2018	
Work at Height	Ensure those using the scaffold are trained properly including hirers.	3	19/09/2018	
Work at Height	All temporary working platforms including scaffolds and ladders etc. must be inspected before first use; after substantial additions, dismantling or other alteration	3	19/09/2018	
Employee Training	Provide all new staff with health and safety instruction as part of their induction training.	3	19/09/2018	
Accident / Incident Reporting	Make suitable arrangements to include near miss / incident reporting	3	19/09/2018	
Accident / Incident Reporting	Investigate the details of each serious accident/incident to identify the probable cause(s) and/or trends.	3	19/09/2018	
Contractors	Review safety systems and procedures of contractors prior to engagement. Undertake assessment of health and safety standards adopted by the contractors.	3	19/09/2018	
Asbestos	Carry out labelling of all known asbestos containing materials.	4	18/12/2018	
Fire Safety	Review the level of lighting in the clock tower. The emergency lighting stops before the top. This may be adequate to light the entire area but it should be checked	4	18/12/2018	
Fire Safety	Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.	4	18/12/2018	
Manual Handling	Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury.	4	18/12/2018	

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Manual Handling	Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training	4	18/12/2018	
Misc.	Fit red cord alarm pulls to the WCs	4	18/12/2018	
Construction	Ensure all CDM 2015 requirements have been fulfilled for the new refurbishment	4	18/12/2018	
Temperature	Provide wall mounted thermometers, one to each area (not each work room)	4	18/12/2018	
Health and Safety Policy	The Health and Safety Policy must be brought to the attention of all staff and a record kept as evidence of compliance.	4	18/12/2018	
Health and Safety Policy	The Health and Safety policy should be readily available for staff. Make the policy available by <placing on intranet, providing copy in staff room, signposting it's whereabouts on the notice board>	4	18/12/2018	
Health and Safety Policy	Clarify roles and responsibilities for health and safety, set these out in the H&S Policy and provide training to ensure competence of key persons. In particular it would be advisable to have a member of staff with a Health and Safety qualification or some training.	4	18/12/2018	
Monitoring and Measuring	Set suitable priorities for the safety action plan and monitor regularly	4	18/12/2018	
Monitoring and Measuring	Establish monitoring and performance criteria for health and safety. This will help work to a programme of continuous improvement.	4	18/12/2018	
Communication and consultation	Arrangements must be put into place for communicating with and consulting staff on Health and Safety matters.	4	18/12/2018	
Employee Training	Develop a programme of basic Health and Safety training for staff.	4	18/12/2018	
Risk Assessment	Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment	4	18/12/2018	
Risk Assessment	Ensure competent persons are employed to carry out risk assessments.	4	18/12/2018	
Risk Assessment	Establish a programme of risk assessment review. This should be done at least annually and when any significant changes.	4	18/12/2018	
Risk Assessment	Ensure staff are given access to risk assessments and changes are notified.	4	18/12/2018	
Lifting Equipment	The new platform lifts should have a Written Scheme of Inspection in place and a contract signed	5		