

## Appendix 1. CORPORATE HEALTH AND SAFETY ACTION PLAN 2025-26

### Key

	On track/ complete		Work in progress		Yet to start/Action Required
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Aim: to develop a pro-active health and safety management system that controls corporate health and safety risks  
(HS(G) 65) *Successful H & S Management*

No.	Method	Person(s) Responsible	Target Date	Comments	Progress
1	<b>Effective H&amp;S Policies and Procedures</b>				
	Fire Policy	JP, MC, OH	03/25	Revised BDH fire procedure to incorporate sweeper system	
			04/25	Revised ETH fire procedure to incorporate sweeper system	
			July 25	Review fire procedure at EDDC sites including:	
				Camperdown	
				Manston	
				Thelma Hulbert Gallery	
				Manor Pavilion Theatre	
	First aid policy	JP, MC	Sept 2025	Policy required to incorporate recently reviewed procedures	
	Corporate Health and Safety Training Policy  To retain knowledge skills and ability managers and staff require	JP	Dec 2025	To incorporate training requirements needed at all levels of the organisation including: <ul style="list-style-type: none"> <li>Director's Responsibilities</li> <li>IOSH Managing Safely</li> </ul>	

	training to ensure their capabilities			<ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• First aid</li> <li>• Fire Warden</li> <li>• Duty Manager</li> <li>• Job specific roles including conflict, needlestick, etc..</li> </ul>	
	Display Screen Equipment Policy	JP, MC	Dec 2025	Policy required to incorporate procedures (currently being reviewed). To incorporate office and hybrid working	
	<b>Policy Register (see below)</b>				
	(i) Bomb and Other Threats Policy ( <i>review date stated on register: 3/1/2014</i> )	MC	Sept 2025	Policy review commenced as part of Duty Manager procedures	
	(ii) Driving at Work Policy (review date: 7/1/2020)	JP	April 2025	Policy reviewed and consulted. Next review date 2027	
	(iii) Employee Safety Database Policy	MC, JP	Sept 2025	Policy review commenced. Aim to incorporate into Violence at Work Policy	
	(iv) Exmouth Town Hall Fire and Other Incidents Plan (review date 7/1/21)	JP	May 2025	Sweeper system introduced. Review as per Blackdown House procedure	
	(v) Guidance to the CDM Regulations (review date 1/1/2018)	JP	Sept 2025	(v1 authorised by Cabinet July 2018 with a review date July 2022) Review commenced	
	(vi) Health and Safety Policy (review date 6/1/2020)	JP/MC	Dec 2025	Currently reviewing separate arrangements Statement signed-off annually	
	(vii) Lone Working Policy (review date 8/1/2019)	JP	March 2026	Business requirements for a Lone Worker solution completed to replace the mobile worker app. Procurement process to commence once business case signed off by EDDC, TDC and ECC	
	(viii) The Management of Contractors Policy (review date 1/5/2015)	JP	Sept 2025	Review of arrangements for managing contractors currently underway to include improved communications and corporate oversight concerning RAMS and works in progress.	

	(ix) Vibration Policy (review date 6/1/2015)	JP	Sept 2025	Reviewed arrangements for managing HAV - test equipment purchased, and the majority of 800 pieces of equipment has been tested in conjunction with a stock-take and inventory review.	
	(x) Violence at Work Policy (review date 6/1/2012)	JP	Sept 2025	Commenced review, to incorporate Employee Safety Database Policy	
	(xi) Young People at Work Policy (review date 6/1/2015)	JP	Dec 2025	Current policy on Intranet	
2	<b>Organising for H &amp; S (develop the H &amp; S culture)</b>				
	Volunteer handbook	MC, OH	June 25	Volunteer handbook to be devised	
	Support H&S training matrix	MC & OH	24-25	Training matrix in place	
	Tendering process for a corporate health and safety management solution	JP	Dec 2025	(RISK: LGR could delay project)	
	Tendering process for a Lone Worker Solution	JP	Dec 2025	(RISK: LGR could delay project)	
	Communication Plan  Regular communication and consultation updates to managers and staff	JP, MC, OH	June 2025	To include: <ul style="list-style-type: none"> <li>• Central Joint Safety Panel meeting &amp; HR/UNISON meetings</li> <li>• SLT/ELT report(s)</li> <li>• News and Views &amp; Stay Connect</li> <li>• Noticeboards</li> <li>• Sharepoint H&amp;S pages</li> </ul>	
	<b>Secure competence of employees (Training)</b>				
	Organise and resource a prioritised programme of Corporate H & S training needs:	MC, OH, JP	March 2026	Training to be recorded on H&S training matrix Include training providers and costings	

	(i) Fire warden training	MC, OH	May 25	To cover Camperdown, Manston, THG and Manor Pavilion Theatre			
	(ii) Conflict training	MC	25-26	Courses to be arranged throughout the year To include handling violence and aggression training for all Duty Managers			
	(iii) Sharps Training	MC, OH	25-26	Arranged as needed			
	(iv) Manual Handling Training	MC, OH	25-26	Arranged as needed			
	(v) Director's H&S training	MC	25-26	Courses to be arranged throughout the year			
	(vi) Risk Assessments	MC, OH	25-26	Courses to be arranged throughout the year			
	(vii) IOSH Managing Safely (3 days)	OH & MC	25-26	Courses to be arranged throughout the year			
	(viii) Duty Manager procedural training	MC	25-26	Courses to be arranged throughout the year			
	(ix) First aid training	MC	May 25	Arranged as necessary			
	Welcome mornings	MC	25-26	Arranged as necessary			
	Streetscene Induction	OH	25-26	Arranged as necessary			
	Streetscene tool box talks	OH	25-26	Month	Operative Topic	Office Topic	
January				Winter Driving	Winter Driving		
February				Personal Protective Equipment	Display Screen Equipment		
March				Conflict	Conflict		
April				Beach / Water Safety	Beach / Water Safety		
May				Fire Safety (Outside) / Heat	Fire Safety (Inside) / Heat		
June				Fuel Use	Lone working / Locking gates		
July				Manual Handling	Manual Handling		
August				Driving	Driving		
September				Sharps	TBD		
October				Mental Health Awareness	Mental Health awareness		
November				Floods / Flood Channels	Floods / Flood Channels		
December				TBD	TBD		

3	<b>Planning &amp; implementing</b>				
	Risk mapping	OH, MC	25-26	<p>Ensure risk assessments are available for all tasks carried out with new risks assessed and recorded when arising.</p> <p>Test risk assessments against audits, inspections and investigations to ensure up-to-date, relevant and implemented.</p> <p>Ensure regular review of risk assessments</p>	
	EDDC owned sewage works	OH	Sept 25	Identify sites and assess risks	
	Petrol storage areas	OH	Sept 25	Review and assess risks with a DSEAR assessment (on completion of relevant qualification)	
	Display Screen Equipment (DSE) assessments	MC, JP	Sept 25	Review process and procedures	
	<p>Review provision of defibrillators across operational sites</p> <p>4 defibs located at ETH, BDH, Seaton Wetlands, Camperdown (currently maintained by SWAT)</p>	MC, JP	Sept 25	<p>Supported Defibrillator Package Memorandum of Understanding provided by SW Ambulance Trust is ending on 01/09/25.</p> <p>If we intend to keep the defibrillator/s registered on the 999 system (allocated in an emergency) we will need to go online and 'claim' the defibrillator/s via <a href="http://www.thecircuit.uk">www.thecircuit.uk</a> and arrange for a suitable guardian to regularly inspect and report them</p>	
	Hand-Arm Vibration	OH	June 25	<p>Final testing of equipment to be completed</p> <p>(the majority of 800 pieces of equipment has been tested and tagged in conjunction with a stock-take and inventory review</p>	

	Consider staff wellbeing skin cancer checks	JP	June 25	Check providers and cost	
	Health Surveillance via Optima	OH, JP	July 25	Review Occupational Health Risk Matrix for staff who need it, considering: <ul style="list-style-type: none"> <li>• Audiometry</li> <li>• Respiratory/lung function</li> <li>• Skin assessment</li> <li>• HAVS T1/T2</li> </ul>	
	EDDC waste contract with Suez  (contract ends June 26)	JP	March 26	EDDC has decided to establish a new Local Authority Trading Company (LATCo) to manage recycling and waste services. This agreement needs to consider any health and safety implications for the Corporate team	
	Countryside	JP, OH, MC	25-26	Establish regular meetings with Countryside to ensure risk assessments, procedures, training and support is in place	
4	<b>Measuring Performance</b>				
	Regular checks of key operational sites	MC, OH	25-26	<ul style="list-style-type: none"> <li>• Fire checks monthly</li> <li>• First aid box checks monthly</li> <li>• Defibrillator checks monthly</li> </ul>	
	Regular (minimum annual) inspections of operational sites	MC	25-26	<ul style="list-style-type: none"> <li>• THG</li> <li>• Manor Pavilion Theatre</li> <li>• Exmouth Town Hall</li> <li>• East Devon Business Centre</li> <li>• Blackdown House</li> <li>• Seaton Wetlands Centre</li> </ul>	

		OH	25-26	<ul style="list-style-type: none"> <li>Camperdown</li> <li>Manston</li> </ul> <p>Other sites: Axminster, Honiton, several in Sidmouth, Ottery St Mary, Phear Park, x2 Exmouth, Football pitches and Sidmouth RFC plus others</p>	
	Fire Drills	MC, OH	25-26	To be arranged at key operational sites every 6 months	
	Lone working usage report	MC	monthly	Data to feed into the lone worker policy review	
	Accident, incident, near-miss statistics	MC, OH	On-going	<ul style="list-style-type: none"> <li>Monthly statistics, reported quarterly for SLT</li> <li>Annual H&amp;S report</li> <li>Streetscene Operational H&amp;S meetings</li> </ul>	
	Violence reported incidents	MC	On going	<ul style="list-style-type: none"> <li>Monthly statistics, reported quarterly for SLT</li> <li>Annual H&amp;S report</li> <li>Streetscene Operational H&amp;S meetings</li> </ul>	
	Health Surveillance checks via Optima	OH	July 25	Annual health checks used to identify ill health caused at work	
	Corporate Health and Safety Plan	JP, MC, OH	On going	Check progress via annual Performance Excellence Review, monthly 1-2-1 and Corporate H&S team meetings	
5	<b>Performance Review</b>				
	Corporate H&S Audit to be carried out by SWAP Internal Audit Services	JP	Sept 25	Scope of audit yet to be agreed	
	Audits	JP, MC, OH	24-25	<ul style="list-style-type: none"> <li>Audits to review adherence to policy and procedures</li> <li>Services and scope of audit to be agreed</li> </ul>	

	<b>Corporate:</b> Review progress to check that all actions have been completed by managers particular: <ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Corporate H&amp;S training</li> <li>• Training matrix updated</li> </ul>	MC	24-25	Every quarter	
	<b>Streetscene:</b> Review progress to check that all actions have been completed by managers particular: <ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Corporate H&amp;S training</li> <li>• Training matrix updated</li> </ul>	OH	24-25	Every quarter	
	Fire risk assessments	OH, MC	Dec 25	Review existing fire risk assessments at operational sites (on completion of relevant qualification)	
6	<b>Completed work</b>				
	PPE Review in Streetscene	OH		Review complete and implemented. Monitoring to ensure compliance	