

Corporate Health and Safety Action Plan 2026 – 2027

Aim: To embed a mature health and safety management system that Plans, Does, Checks, Acts thereby ensuring compliance, reducing harm, and fostering a positive health and safety culture in line with HS(G)65.

No.	Action	Responsible person	Target completion Date	Comments	Progress
					Complete
					In Progress
					Not started
1.	Effective H&S Policies and Procedures				
1A	Fire Policy – To update all fire procedures in corporate and operational buildings.	JP, MC, OH	June 2026	Revised BDH fire procedure to incorporate sweeper system – approved by ELT	Videos to be signed off
1B	First aid policy	OH, MC	Sept 2026	Policy required to incorporate recently reviewed procedures	
1C	Corporate Health and Safety Training Policy To retain knowledge skills and ability managers and staff require training to ensure their capabilities	OH, MC	Dec 2026	To incorporate training requirements needed at all levels of the organisation including: <ul style="list-style-type: none"> • Director’s Responsibilities • IOSH Managing Safely • Risk Assessment • First aid • Fire Warden • Duty Manager Job specific roles including conflict, needlestick, etc..	Ongoing training program
1D	Display Screen Equipment Policy	JP, MC	August 2026	Policy required to incorporate procedures (currently being reviewed). To incorporate office and hybrid working	Review and incorporate into Assure System
2	Policy Register (see below)				
2A	Bomb and Other Threats Policy	MC, OH	Oct 2026	Policy reviewed as part of Duty Manager procedures	

2C	Employee Safety Database Policy	MC, JP	Oct 2026	Policy review commenced. Aim to incorporate into Violence at Work Policy	
2D	Guidance to the CDM Regulations (review date 1/1/2018)	OH	Oct 2026	(v1 authorised by Cabinet July 2018 with a review date July 2022) Review commenced	Currently under review.
2F	Lone Working Policy (review date 8/1/2019)	JP	Oct 2026	New lone worker system (Vatix) currently being implement. Policy review to follow	Policy review as part of new Vatix lone worker system
2G	The Management of Contractors Policy (review date 1/5/2015)	OH	Oct 2026	Review of arrangements for managing contractors currently underway to include improved communications and corporate oversight concerning RAMS and works in progress.	Initial meeting held, further talks to be discussed.
2H	Vibration Policy (review date 6/1/2015)	OH	Sept 2026	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.	Update completed. Consultation prior to approval required
2I	Violence at Work Policy (review date 6/1/2012)	JP	Oct 2026	Commenced review, to incorporate Employee Safety Database Policy	
2J	Young People at Work Policy (review date 6/1/2015)	OH, JP	Dec 2026	Current policy on Intranet	
3	Organising for H & S (develop the H & S culture)				
3B	Support H&S training matrix	MC & OH	Dec 26	Training matrix in place	Review as per implementation for Assure system.
3C	Implementing Evotix Assure corporate health and safety management solution	JP, OH, MC	Dec 2026		New system being built currently

3D	Implementing Vatrix Lone Worker Solution	JP, OH, MC	June 2026		New system in UAT trail
3E	Communication Plan Regular communication and consultation updates to managers and staff	MC, OH	August 2026	To include: <ul style="list-style-type: none"> • Health and Safety Forum meetings (previously CJSP) • SLT/ELT report(s) • News and Views & Stay Connect • Noticeboards • Sharepoint H&S pages 	OH to set up initial Comms meeting. Regular H&S Forum (CJSP) meetings. Noticeboards updated regularly across operational sites.
4	Secure competence of employees (Training) These will continue to carry on as training is always required				
4A	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	Ongoing
4B	Fire warden training	MC, OH	Completed May 2025	To cover Camperdown, Manston, THG and Manor Pavilion Theatre	MC organised and is complete.
4C	Conflict training	MC	Ongoing per service need	Courses to be arranged throughout the year To include handling violence and aggression training for all Duty Managers	Ongoing, last one 21 st 22 nd April
4D	Sharps Training	MC, OH	Ongoing per service need	Arranged as needed	Ongoing, last one 21 st 22 nd April
4E	Manual Handling Training	MC, OH	Ongoing per service need	Arranged as needed	Ongoing, last one 21 st 22 nd April
4F	Director's H&S training	MC	Ongoing per service need	Courses to be arranged throughout the year	Ongoing
4G	Risk Assessments	MC, OH	Ongoing per service need	Courses to be arranged throughout the year	Ongoing
4H	IOSH Managing Safely (3 days)	OH & MC	Ongoing per service need	Courses to be arranged throughout the year	Ongoing

4I	Duty Manager procedural training	MC	Ongoing per service need	Courses to be arranged throughout the year			Ongoing
4J	First aid training	MC	Ongoing per service need	Arranged as necessary			Ongoing
4K	Welcome mornings	MC	Ongoing per service need	Arranged as necessary			Ongoing
4L	Streetscene Induction	OH	Ongoing per service need	Arranged as necessary			Ongoing
4M	Streetscene tool box talks	OH	Monthly completion	Month	Operative Topic	Office Topic	OH writes monthly TBT for any concerning issues and HSE related matters that are relevant for operational purposes, then delivers these on a monthly basis
				January	Manstone + Camperdown Depot Rules	Manstone + Camperdown Depot Rules	
				February	Working around Traffic (chapter 8 Basics)	Working around Traffic (chapter 8 Basics)	
				March	Strimmer and blower safety	Manual Handling and Safe Desk Setup	
				April	Safe use of Lithium Batteries (E-bikes, Tools, Vans)	Safe use of Lithium Batteries (E-bikes, Tools, Vans)	
				May	Personal Protective Equipment (PPE) Refresh	Display Screen Equipment (DSE) + Eye Health And Personal Protective Equipment (PPE) Refresh	
				June	Fire Safety + Heat Stress	Fire Prevention + Office Heat Management	
				July	Noise at Work	Noise at Work	
				August	Smoking at Work	Smoking at work	
				September	Working Near Water	Working Near water	
				October	Driving (Include Winter, Depots) + Securing loads Refresh	Driving (Include Winter, Depots) + Securing loads Refresh	
				November	Slips Trips and Falls (Winter Focus)	Slips Trips and Falls (Winter Focus)	
5	Planning & implementing						

5A	Risk mapping	OH, MC	26-27	<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>	
5B	Display Screen Equipment (DSE) assessments	MC, JP	Sept 26	Review process and procedures	Review as part of Assure implementation
5C	Consider staff wellbeing skin cancer checks	JP	August 26	Check providers and cost	Requested and waiting for costs and prices.
5D	Health Surveillance via Optima	OH, JP	July 2026 / August 2026	<p>Review Occupational Health Risk Matrix for staff who need it, considering:</p> <ul style="list-style-type: none"> • Audiometry • Respiratory/lung function • Skin assessment • HAVS T1/T2 	<p>Completed July 2025.</p> <p>In talks for July 2026 awaiting Optima scheduling.</p>
5E	Countryside	OH, MC	25-26	Establish regular meetings with Countryside to ensure risk assessments, procedures, training and support is in place	
5F	Terrorism Protection of Premises Act 2025 (Martyn's Law)	JP, OH, MC	March 26	Need to review the impact of Martn's Law to include the identification and assessment of premises relevant to the act	
6	<h2>Measuring Performance</h2> <p>Ongoing throughout the year</p>				

6A	Regular checks of key operational sites	MC, OH	26-27	<ul style="list-style-type: none"> • Fire checks monthly • First aid box checks monthly • Defibrillator checks monthly 	Ongoing throughout the year.
6B	Regular (minimum annual) inspections of operational sites	MC	26-27	<ul style="list-style-type: none"> • THG • Manor Pavilion Theatre • East Devon Business Centre • Blackdown House • Seaton Wetlands Centre 	Ongoing throughout the year.
6C	Regular (minimum annual) inspections of operational sites	OH	26-27	<ul style="list-style-type: none"> • Camperdown • Manstone <p>Other sites: Axminster, Honiton, several in Sidmouth, Ottery St Mary, Phear Park, x2 Exmouth, Withycombe Raleigh Football club and changing rooms and Sidford RFC and Changing rooms plus others</p>	Ongoing throughout the year.
6D	Fire Drills	MC, OH	26-27	To be arranged at key operational sites every 6 months	Schedules in place to ensure compliance.
6E	Lone working usage report. Utilise Vatrix reports, once implemented	MC	monthly	Data to feed into the lone worker policy review	Ongoing throughout the year.
6F	Accident, incident, near-miss statistics Utilise Assure reports, once implemented	MC, OH	On-going	<ul style="list-style-type: none"> • Monthly statistics, reported quarterly for SLT • Annual H&S report • Streetscene Operational H&S meetings 	Ongoing throughout the year.
6G	Violence reported incidents Utilise Assure reports, once implemented	MC	On going	<ul style="list-style-type: none"> • Monthly statistics, reported quarterly for SLT • Annual H&S report <p>Streetscene Operational H&S meetings</p>	Ongoing throughout the year.

6H	Health Surveillance checks via Optima	OH	July / August 2026	Annual health checks used to identify ill health caused at work	Ongoing throughout the year.
6I	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	
7	<h2>Performance Review</h2> <p>Ongoing throughout the year</p>				
7A	Corporate H&S Audit to be carried out by SWAP Internal Audit Services	JP	2026	Audit completed	Actions being worked through.
7B	Audits	JP, MC, OH	26-27	<ul style="list-style-type: none"> Audits to review adherence to policy and procedures Services and scope of audit to be agreed	Audits between Corporate and Operational are now aligned for best practice.
7C	Corporate: Review progress to check that all actions have been completed by managers particular: <ul style="list-style-type: none"> Risk assessments Corporate H&S training Training matrix updated	MC	26-27	Every quarter	RA's updated yearly or when accident has occurred. Review RA's prior to updating Assure risk management module
7D	Streetscene: Review progress to check that all actions have been completed by managers particular: <ul style="list-style-type: none"> Risk assessments Corporate H&S training Training matrix updated	OH	26-27	Every quarter	RA's updated yearly or when accident has occurred as per HSE's best practices.
7E	Fire risk assessments	OH, MC	Dec 26	Review existing fire risk assessments at operational sites and implementation of findings	RA completed, need to ensure

					findings of action plan(s) completed
8	SWAP AUDIT Actions				
8A	<p>The H&S team will create incident & accident reporting guidance for staff and post this to the intranet.</p> <p>The new H&S system (Assure) will allow action monitoring with visibility across the H&S team, but in the meantime, the H&S team will introduce a monitoring process to ensure that remedial actions arising from incident & accident reports are completed. This will also include an escalation process if actions remain unactioned.</p>	OH, MC	30/06/2026	Assure: UAT testing accident, incident, hazard, violence commencing June. This will include an escalation process to ensure all actions are completed within a specified timescale	
8B	Formal procedure for Personal Emergency Evacuation Plans (PEEPs)	OH, MC	31/03/26	<p>PEEPs are mentioned in fire arrangements policies. Strategic Leads are responsible for ensuring PEEPs are in place, though we were advised that line managers are responsible for ensuring their individual staff have plans. The H&S team are comfortable with the number of PEEPs in place and countermeasure are, where possible, put in place to evacuate staff promptly and safely with the need of a PEEP.</p> <p>Need to regularly remind staff to consider whether they require a PEEP so reminders can be incorporate into a communication plan.</p>	

8C	Officers (interviewed) were unaware of the retention/disposal periods for the incident/accident forms or the risk assessments.	OH, MC	Dec 2026	Assure: only relevant and recently reviewed documents, including accident and incident report forms will be uploaded into Assure. Retention periods need to be considered Corporately	
8D	The H&S team will produce a communications plan which will cover the collating and subsequent publication of relevant H&S policies and procedures via the Stay Connected staff communication channel.	OH, MC, JP	Dec 2026	Selective H&S items communicated via Stay Connect, notice boards and Sharepoint. More to follow as corporately programmes continue to be rolled out.	
8E	Fire drill(s) frequency and remedial actions	OH, MC	Dec 2025	BDH operates a fire sweeper system with other sites adopting a fire warden system. Fire warden training has been completed and all sites operate a minimum 6-monthly evacuation drill. A standardised report covers all sites where actions are reported to the relevant service. Any remedial actions lie with the H&S team until such time as they have been completed with an escalation process in place via ELT.	
8F	Health and Safety Inspections across operational sites	OH, MC	Dec 2025	A standardised report of inspection is completed at regular intervals for all sites. Actions are prioritised according to risk and reported to the relevant service for remedy. Any remedial actions lie with the H&S team until such time as they have been completed with an escalation process in place via ELT.	
8G	Health and Safety training for staff	OH, MC	31/03/26	A Corporate training programme is in place. Training matrices are in place and regularly updated and will be further reviewed prior to uploading to the Assure system.	

				Mandatory H&S training on Totara remains an issue for operatives without a user log-on	
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9 – Completed work

Overview

Throughout the year, the Corporate and Operational Health and Safety functions have delivered a comprehensive programme of work aligned to the HSE Plan–Do–Check–Act model (HSG65). All actions identified as *Green* within the Corporate Health and Safety Action Plan have been successfully completed, embedding improved governance, competence, assurance, and risk control across the organisation. This work continues to strengthen compliance, reduce risk, and support a positive and proactive health and safety culture.

Work Completed During the Year

Policies, Procedures and Governance

- Completion and implementation of multiple reviewed and updated health and safety policies, including Fire Safety arrangements across corporate and operational sites, Health and Safety Policy sign-off, Vibration (HAV) controls, Driving at Work, Lone Working arrangements, and supporting procedural guidance.
- Fire procedures reviewed and updated across key sites, including the introduction of enhanced evacuation and sweeper systems where required.
- Volunteer Handbook implemented, supporting consistent standards for volunteers across services.

Training and Competence

- A corporate and operational training matrix established and maintained, ensuring visibility and assurance of statutory and role-specific training.
- Delivery of extensive training programmes, including Fire Warden, First Aid, Conflict Management, Manual Handling, Sharps Awareness, Risk Assessment, IOSH Managing Safely, Directors' Health and Safety responsibilities, Duty Manager training, and operational inductions.
- A structured programme of monthly Streetscene toolbox talks delivered throughout the year, addressing seasonal and risk-critical topics.

Risk Management and Operational Controls

- Comprehensive risk assessment coverage maintained across services, with regular review and testing through inspections, audits, and investigations.

- Completion of Hand–Arm Vibration monitoring, with equipment tested, tagged, recorded, and a rolling programme in place for future years.
- Completion of DSEAR reviews for petrol storage areas, sewage works risk assessments, and fire risk assessments across operational sites.
- Defibrillator provision reviewed, retained, registered, and placed under appropriate guardianship arrangements.

Monitoring, Inspection and Assurance

- Regular site inspections, fire drills, fire checks, first aid checks, defibrillator inspections, and lone working usage reporting embedded as business as usual.
- Corporate Health and Safety Audit completed via Internal Audit, with actions identified and being addressed through agreed improvement plans.
- Accident, incident, near-miss and violence reporting embedded, with data reviewed monthly and reported quarterly and annually.

Ongoing Best Practice: Corporate and Operational H&S

Health and safety is now embedded as ongoing business practice, not a one-off programme. Key areas of continued focus include:

- Maintaining a robust policy review cycle to ensure arrangements remain current, compliant, and reflective of service needs.
- Continuous training needs analysis, refresher training, and induction for staff, managers, volunteers, and elected members.
- Proactive risk management, ensuring new and emerging risks are identified, assessed, and controlled.
- Regular monitoring through inspections, audits, performance data, and health surveillance to identify trends and prevent harm.
- Strong communication and consultation with managers, staff, unions, and safety panels to support engagement and learning.
- Close alignment between Corporate and Operational Health and Safety, ensuring consistency, shared learning, and best practice across all services.