

Safety Action Plan

Subject Area	Priority	Action Required	Suggested Completion Date	Completed By
Asbestos	2	Carry out a review survey of the Depot to determine ongoing condition of any asbestos materials. The last report available appears to have been completed in January 2008.	10/05/2016	
Electrical Safety	2	Arrange for the fixed electrical wiring test for Southern Road Depot, to achieve compliance with the Electricity at Work Regulations 1989. Maintain a copy of the test certificate on file.	10/03/2016	
Passenger & Goods Lifts	2	The lift car should be fitted with an audible alarm button/telephone.	10/03/2016	
Passenger & Goods Lifts	2	Ensure that the audible alarm/telephone is checked regularly and record all tests.	10/03/2016	
Cleaning- General	3	Provide training for employees on the safe system of work.	10/05/2016	
Cleaning- General	3	Where necessary ensure a written safe system of work is available.	10/05/2016	
Cleaning- General	3	Keep records of training.	10/05/2016	
COSHH	3	Carry out a COSHH Assessment for each hazardous substance in use or created.	10/05/2016	
COSHH	3	Review and update staff COSHH acknowledgment forms and consider an index at the beginning of the Safety Data Sheet file at the Depot.	10/05/2016	

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COSHH	3	Provide relevant employees with information, instruction and training on the risks to health associated with the use of hazardous substances. Record any specific training provided.	10/05/2016	
COSHH	3	Arrange for the storage of hazardous substances to be reorganised. Please ensure chemical storage cupboard in the kitchen at the Town Hall is secured.	10/05/2016	
Electrical Safety	3	Provide additional electrical sockets at the Town Hall to minimise the use of multi-point adaptor sockets and/or reduce the risk from trailing wires. Never connect extension leads together, as noted today. Combining extension leads puts additional stress on the sockets and fuses and can cause them to overheat and potentially catch fire, should their safety fuses fail.	10/05/2016	
Fire Safety Overview	3	Carry out or commission a specific fire risk assessment for the Depot.	10/05/2016	Fire Risk Assessment undertaken 30.10.15 Action Complete
Fire Safety Overview	3	As this is the only evacuation route from the first floor please provide under-stair 30 minute fire protection at the Depot, as discussed previously.	10/05/2016	
Fire Safety Overview	3	Relocate external wood pile currently stored next to the Depot wall as this could present an arson risk.	10/05/2016	

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Fire Safety Overview	3	Improve the fire evacuation time. To do this, you will need to understand the reasons for the delays and overcome these. Practice the evacuation until the premises can be evacuated within 3 minutes.	10/05/2016	
Fire Safety Overview	3	Ensure that by staff shouting "Fire, Fire, Fire" can be heard in all occupied parts of the Depot.	10/05/2016	
Fire Safety Overview	3	Indicate the location of the assembly point(s) on fire action notices. Complete fire action notices at the Depot.	10/05/2016	
Fire Safety Overview	3	Ensure fire door at the Depot, which is extremely difficult to open and now poses a significant risk in the event of a fire, is repaired or replaced at the earliest opportunity, as discussed.	10/05/2016	
First Aid	3	Nominate one person to take charge of the first aid kits to ensure that the FA box in the Town Hall can be accessed easily e.g. Very difficult to open. Ensure the small first aid kit at the Depot is included in the regular contents checking regimes.	10/05/2016	
H&S Management	3	The Health and Safety Policy is being reviewed by Ellis Whittam and will be sent to you in due course.	10/05/2016	
Ladders	3	Record all instruction and training given to ladder users.	10/05/2016	
Legionella Bacteria	3	Carry out a monthly check on the cold water entering the building and cold water at locations around the premises to verify that the temperature is below 20°C, the minimum growth temperature for legionella bacteria. Record all readings.	10/05/2016	

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Legionella Bacteria	3	Check the boiler settings to ensure that water is being heated for distribution to taps and showers to 60°C.	10/05/2016	
Legionella Bacteria	3	Carry out a monthly check on hot water outlets in rotation to verify that the hot water in circulation is above 50°C. Record all readings.	10/05/2016	
Lone Working	3	Define activities which can and cannot be undertaken alone. Adopt a policy that states mandatory and prohibited activities.	10/05/2016	
Lone Working	3	Undertake a risk assessment which covers all work undertaken by lone workers. Ensure working when dark or at night is covered in the lone working risk assessment. 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. Consider where potential violence / criminal activity may place workers at higher risk.	10/05/2016	
Passenger & Goods Lifts	3	Provide training in the lift winding process including the emergency hand lowering procedure and the safety precautions to be observed.	10/05/2016	
Stress	3	Carry out a specific stress risk assessment to help determine main causes of stress in workplace, current controls and any further actions required. It is a legal requirement to assess, implement corrective measures and bring to the attention of those affected the significant findings of the assessment.	10/05/2016	

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Work Equipment	3	Arrange for work equipment in the Depot e.g. Pump truck and the Air compressor (as per the previous reports recommendation) to undergo regular inspection and planned maintenance as appropriate.	10/05/2016	
Work Equipment	3	Keep records of inspections and maintenance for work equipment readily available to view.	10/05/2016	
Workplace HSW	3	Inspect loose paving stones at the entrance to the Southern Road premises as they are uneven and may become a trip hazard.	10/05/2016	
Workplace HSW	3	Review cause, and repair damp area (in the entrance hallway of the Depot) as discussed.	10/05/2016	
Workplace HSW	3	Review provision of ventilation in the showers at Southern Road, as there is evidence of mould on the ceilings.	10/05/2016	
Fire Safety Overview	4	Consider increasing fire extinguisher checks to weekly checks.	10/02/2017	
H&S Management	4	Establish a programme of risk assessment review. This should be done at least annually and when any significant changes.	10/02/2017	
Legionella Bacteria	4	Keep records of all checks and samples taken. Records should be kept for 2 years.	10/02/2017	
Stress	4	Establish a stress policy in consultation with employees and bring to the attention of all.	10/02/2017	
Stress	4	Provide employees with information on stress.	10/02/2017	

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Workplace HSW	4	Consider provision of a maintenance regime for the main shutter doors at the Depot.	10/02/2017	