

Ref	Details of Work	Targets	Status R–Red A–Amber G–Green	Estimated Time of Delivery	Comments
1	Policy and Procedure	1.0 Reviews 1.1 Statement of Intent (Annual review) 1.2 Potentially Violent Person Policy 1.3 Fire Safety Policy 1.4 Lone Worker Policy 1.5 Vibration at Work Policy 1.6 Safety Policy Organisational Structure	A A A A A A	April 2017 July 2017 Oct 2017 Dec 2017 Feb 2018 Mar 2018	
2	Training	2.0 Training Programme 2.1 Deliver mandatory training programme 2017 - 2018 2.2 Deliver H&S training for Playscheme staff 2.3 Develop and provide risk assessment training 2.4 Review provision of work place first aiders and arrange training as required. 2.5 Review training materials and provide tool box talks to front line and other staff as requires	A A A A A	March 2018 July 2017 Dec 2017 June 2017 March 2018	
3	Audit	3.0 Health and Safety Audits 3.1 Audit – Revenues and Benefits 3.2 Audit – Environmental Health 3.3 Audit – Cultural Services 3.4 Audit – Public Buildings & Cleaners 3.5 Workplace Inspections 3.6 Inspection - Customer Services 3.7 Inspection – Waste & Cleansing 3.8 Inspection – HR, Communications and Economic Development 3.9 Inspection – Housing Operations	A A A A A A A A	June 2017 Sept 2017 Dec 2017 Feb 2018 July 2017 Oct 2017 Jan 2018 Mar 2018	
4	Reports	4.0 Reports 4.1 Submit annual health and safety report – 16/17 4.2 Produce quarterly accident statistics 4.3 Produce management information for H & Safety Cttee and other bodies as required	A A A	June 2017 Jun/Sep/Dec /Mar Apr/Jul/Oct/ Jan	

5	Assessnet	5.0 Maintain system 5.1 Maintain Accident module and report RIDDORs 5.2 Review and update DSE module questions 5.3 Review annual licence	A A A	As required Nov 2017 Dec 2017	Carried forward from 16/17
6	ROSPA	6.0 RoSPA submission 6.1 2016 submission due 6.2 Register for 2017 and plan submission	A A	5th June 17 Dec 2017	
7	Meetings	7.0 Governance 7.1 Monthly update meeting with Senior Management 7.2 Quarterly Health and Safety Committee	A A	Ongoing Monthly Jun/Oct/Dec /Mar	
8	Communication	8.0 Communication activities 8.1 Health and Safety notice board update 8.2 Intranet updated with new procedures/policies 8.3 Provide campaign on general housekeeping within offices	A A A	Ongoing As required Mar 2018	Carried forward form 16/17
9	Health & Safety Management Framework	9.0 Miscellaneous 9.1 Support well-being initiatives 9.2 Provide advice on relocation of Depot 9.3 Asbestos Policy review and then support any additional actions as required 9.4 Annual health surveillance programme for HAVS and Audiometry	A A A A	March 2018 TBC TBC March 2018	