**MATHEMATICAL SCIENCES – ANNUAL SAFETY PLAN 2016- 2017**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **Complete** |
| **Safety inspections and actions review** |  |  | **\*** |  |  | **\*(AR)** |  |  | **\*** |  |  | **\*(AR)** | **11/5** |
| **Accidents – recommendations review** |  |  | **\*(AR)** |  |  | **\*(AR)** |  |  | **\*(AR)** |  |  | **\*(AR)** | **3/7** |
| **Hazard inventory** | **\*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Safety team review** | **\*** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Facilities Management repair review** | **\*** |  |  | **\*** |  |  | **\*** |  |  | **\*** |  |  |  |
| **Review of induction/refresher training** | **\*** |  |  |  |  |  |  |  |  |  |  |  | **Vital ?** |
| **General equipment condition checks** |  | **\*** |  |  |  |  |  | **\*** |  |  |  |  |  |
| **Review of safety communication** |  | **\*** |  |  |  |  |  |  |  |  |  |  |  |
| **Fire safety review & evacuation** |  |  | **\*(R)** |  |  |  |  |  |  |  |  |  | **Nov 16** |
| **Electrical equipment inventory/PAT** |  |  |  |  |  |  |  |  |  |  | **\*** |  |  |
| **Manual handling assessments** |  |  |  | **\*** |  |  |  |  |  |  |  |  | **n/a** |
| **Expectant mothers review** |  |  |  | **\*** |  |  |  |  |  |  |  |  |  |
| **Working at height review n/a** |  |  |  |  |  |  |  |  |  |  |  |  | **n/a** |
| **Asbestos -- now FM** |  |  |  |  |  |  |  |  |  |  |  |  | **n/a** |
| **Recycling and waste handling review** |  |  |  |  |  | **\*** |  |  |  |  |  |  |  |
| **Slips trips assessment review** |  |  |  |  |  | **\*** |  |  |  |  |  |  |  |
| **Non ionising radiation review (microwaves)** |  |  |  |  |  |  |  |  | **\*** |  |  |  | **4/7/17** |
| **Display screen equipment assessments** |  |  |  |  |  |  |  | **\*(R)** |  |  |  |  |  |
| **Late/lone working review** |  |  |  |  |  |  |  | **\*** |  |  |  |  |  |
| **General housekeeping and storage** |  |  |  |  |  |  |  |  | **\*** |  |  |  |  |
| **First aid review** |  |  |  |  |  |  |  |  |  | **\*** |  |  | **12/5** |
| **Stress review** |  |  |  |  |  |  |  |  |  | **\*(R)** |  |  |  |
| **Office environmental issues** |  |  |  |  |  |  |  |  |  |  | **\*** |  |  |
| **Control of non-employees** |  |  |  |  |  |  |  |  |  |  | **\*** |  |  |
| **Disability issues** |  |  |  |  |  |  |  |  |  |  |  | **\*** |  |
| **Safety review – yearly report** |  |  |  |  |  |  |  |  |  |  |  | **\*** |  |

**(AR) = actions review (R) = include refresher training on topic**