

Health and safety action plan

Actions

Item	Action	Action by (date)	✓ ✗
Fire arrangements	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
First aid	1 Refresh courses to be booked.	11/12	<input type="checkbox"/>
	2		<input type="checkbox"/>
Housekeeping	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
Welfare	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
Security	1 New CCTV Recorder Required	12/12	<input type="checkbox"/>
	2		<input type="checkbox"/>
Electrical safety	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
Work equipment (WE)	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
External areas	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
Display screen equipment (DSE)	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
Hazardous substances (COSHH)	1		<input type="checkbox"/>
	2		<input type="checkbox"/>
Undertaken by:	Print name :Paul Jones.....	Date	...07/10 /12
	Signature		