

Model Health and Safety Plan

This record is provided by the Health and Safety Department and Aon Risk Services, the University's insurance brokers, as a template, which provides a basic outline for a health and safety plan. A health and safety plan is recommended as a way of formally identifying the health and safety issues in each management unit and setting out a timetable for these issues to be addressed.

Formal plans help to demonstrate to outside observers such as Auditors, Health and Safety Executive Inspectors, etc that efficient health and safety managerial systems are in place.

The model plan will require to be amended and/or expanded to address fully the ongoing issues relevant to each area, and therefore should not be regarded as exhaustive.

Subject / Item	Person Responsible	Target Date	Status
Health & Safety Committee meetings (once per term)	WP	January May September	Completed 15/01/2010 - minutes distributed
Office safety review, incl workstation assessments and manual handling assessments	AB	March 2010	Programme planned
Review all COSHH assessments	DJ	April 2010	
Health and Safety awareness training for managers and Area Safety Adviser	WP	May 2010	Contact Health and Safety Department for available dates
Fire Awareness Training	JW	June 2010	Coordinate with Health and Safety Department
New lab risk assessments (COSHH, General, GM, etc)	DS	July 2010	
Review biological containment laboratory protocols	AB	July 2010	

Laboratory fume cupboard performance checks	DS / Works Division	Aug 2010	Remind WD of new fume cupboards; ensure all tests completed by required date
PAT testing review			Add new items to register; delete obsolete items, ensure testing up-to-date
School safety audit	AB/PC/DJ	Oct 2010	
Servicing of specialist lab equipment (on contract)	DS	Oct 2010	
Engineering tests of lifting equipment (Contractor via WD)	AB/DJ	Nov 2010	Notify WD of new equipment; ensure all tests completed by required date
Policy review	AB	Dec 2010	
Safety plan review	AB/RE	Dec 2010	