

Safety Action Plan

| Subject Area | Priority | Action Required | Suggested Completion Date | Completed By |
|----------------------|----------|---|---------------------------|-----------------------------------|
| Cleaning- General | 3 | Where necessary ensure a written safe system of work is available. I understand that this process is being developed. | 29/04/2018 | |
| Cleaning- General | 3 | Keep records of training. | 29/04/2018 | |
| Electrical Safety | 3 | Southern Road: I understand that a majority of remedial actions have now been completed, with only one fault remaining. I understand this is due to be completed in the very near future. | 29/04/2018 | 02.02.18 |
| Fire Safety Overview | 3 | Ensure Door Guards are functioning correctly and batteries replaced promptly. | 29/04/2018 | 02.02.18 |
| Fire Safety Overview | 3 | Relocate external wood pile currently stored next to the Depot wall as this could present an arson risk. | 29/04/2018 | |
| Fire Safety Overview | 3 | Replace any old luminescent fire action notices. | 29/04/2018 | 1 replaced 02.02.18 1 on order |
| 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. | 29/04/2018 | |
| Legionella Bacteria | 3 | Check the boiler settings to ensure that water is being heated for distribution to taps and showers to 60°C. | 29/04/2018 | |

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| 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. | 29/04/2018 | |
| Recreation & Play Areas | 3 | Repair holes and trip hazards in the ground around play equipment e.g. review the significant number of mole hills around the Southern Road play area and discuss options. | 29/04/2018 | |
| Work Equipment | 3 | Arrange for compressor (bowser) to undergo regular inspection and planned maintenance where appropriate. Remove any obsolete equipment (EM/80 compressor) which is no longer used. If equipment is to be used in the future, then please ensure it is maintained according to the manufacturer's specifications. | 29/04/2018 | |
| Workplace HSW | 3 | Replace waste pipe cover at the entrance to the Southern Road premises as this hole may become a trip hazard. | 29/04/2018 | |
| Workplace HSW | 3 | Southern Road: Monitor the showers and changing rooms in order to maintain a reasonable standard of cleanliness. | 29/04/2018 | |
| Workplace HSW | 3 | Depot yard: whilst some repairs have been completed please monitor damaged driveway, as uneven surfaces may pose a trip hazard. | 29/04/2018 | |
| Stress | 4 | Provide employees with information on stress. Guidance can be found in the HSE document 'Working together to reduce stress at work'. | 29/01/2019 | |