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| **Financial Year****20\_\_ - 20\_\_** | **Policies** | **Individual****Roles &****Responsibilities Assigned** | **Incident****Report****Process**  | **Training****Records** | **Health & Safety****Meetings** | **Risk Assessments** | **Action****Plan** | **Quarterly Workplace** **Inspections** | **Audit** | **Review** |
| April |  | To Managers ✓ | Review✓ | Produce Plan ✓ |  | Prepare Risk Register & Action Plans ✓ |  | ✓ |  |  |
| May |  | To Staff✓ |  |  | ✓ | Manual Handling ✓ |  |  |  |  |
| June |  |  |  |  |  | COSHH✓ |  |  |  |  |
| July |  |  | Review✓ |  | ✓ | DSE✓ |  | ✓ |  |  |
| August |  |  |  |  |  | Violence and Aggression✓ |  |  |  |  |
| September |  |  |  | Review Progress✓ | ✓ | Other✓ | Produce ✓ Submit to appropriate manager |  |  |  |
| October |  |  | Review✓ |  |  |  | ✓ | ✓ |  |  |
| November |  |  |  |  | ✓ |  |  |  |  |  |
| December |  |  |  |  |  |  |  |  |  |  |
| January |  |  | Review✓ |  | ✓ |  |  | ✓ | ✓ |  |
| February |  |  |  |  |  |  |  |  |  | ✓ |
| March | Review✓ |  |  |  | ✓ |  |  |  |  |  |

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