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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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