

Health & Safety Action Plan



Main person seen: Joseph Bloggs

Visit Date: 30 August 2022

Areas visited: All offices and meeting rooms, WCs, staff room and kitchenette.

Areas not visited: I was informed that I had visited all areas relevant to your business.

Address: 32 Evergreen Street, Grand Lane, Bridgehampton, Cardiff, CF10 1AB.

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
3.1	Fire risk assessment. There was no documented fire risk assessment in place.	Complete an assessment with regard to the risk from fire in the workplace. The Fire Risk Assessment must include identifying potential fire hazards, fuel, ignition sources and people at significant risk. Communicate the findings of the assessment to the employees and review the assessment as necessary or annually as a minimum requirement.	2-2	Urgent action required	I	Joseph Bloggs	
6.9	Risk assessment of new and expectant mothers. A new and expectant mothers risk assessment is not in place. You informed me that there are currently two pregnant employees, who have not been subject to a personal risk assessment.	You should have a general risk assessment in place if you employ women of child bearing age. If you are notified that an employee is pregnant, or someone has given birth within the last six months, a specific risk assessment should be conducted to consider any additional risks they may be exposed to (for example, from working conditions, the use of physical, chemical or biological agents, or postural related issues). Any risks identified must be managed to reduce, or remove them.	1-11	Urgent action required	I	Joseph Bloggs	
3.13	Obstruction on fire exit route(s). There was an obstruction seen during the visit (consultant to add detail) Please refer to image(s) under item 3.13 in the Photographs section	Fire escape routes and dedicated fire exits should be kept clear at all times to facilitate speedy escape in the event of a fire or emergency. Re-iterate to all employees the importance of maintaining safe access and egress routes of emergency exits. Regular inspections of these areas should be undertaken at specified intervals. Any obstructions found within the dedicated routes should be removed immediately.	2-1	Urgent action required	I	Joseph Bloggs	

Ref.	Non-conformity and evidence	Action required	GN No	Agreed Timescale	Status	Allocated to	Completion Date (Initials)
6.2	Risk assessment of display screen equipment use. Display screen equipment risk assessments have not been conducted.	Risk assessments should be undertaken to ensure that the hazards associated with display screen work are controlled. Ideally, display screen equipment self-assessment questionnaires should be completed by all employees who use display screen equipment. Review the assessments at least annually or whenever significant changes to the workstation are made.	5-11	Six weeks	I	Joseph Bloggs	
6.1	Risk assessment of general work tasks. Risk assessments of tasks conducted in the normal operation of the business have not been reviewed within the last twelve months.	Carry out a review of the risk assessments for the significant hazards posed by the general operations of the business. Ensure that these are documented and any further control measures are implemented. Risk assessments should be reviewed on at least an annual basis.	1-10	Six weeks	F	Joseph Bloggs	
4.1	Health and safety induction training. A documented process for employee health and safety induction is not in place.	Ensure that the health and safety induction programme is conducted, documented and accepted. Include as a minimum: fire and first aid arrangements, Health and Safety Policy, workplace safety rules and procedures and employees' duties under health and safety law.	1-14	Six weeks	F	Joseph Bloggs	
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Health & Safety Compliance Review



Main person seen:	Joseph Bloggs
Visit Date:	30 August 2022
Areas visited:	All offices and meeting rooms, WCs, staff room and kitchenette.
Areas not visited:	I was informed that I had visited all areas relevant to your business.
Address:	32 Evergreen Street, Grand Lane, Bridgehampton, Cardiff, CF10 1AB.

Summary of Findings

4	<div>I</div>	Immediate and urgent action required. Detailed plan on the Action Plan
16	<div>F</div>	Further action is required to improve safety management. Detailed on the Action Plan
23	<div>S</div>	Satisfactory, monitor and review on an on-going basis.

Specific details of the areas, daily practices, and safety arrangements considered by me are to be found on the following pages.

Overview Of Areas Relating To Documentation



Ref.	Documentation	Status	Supporting evidence – action required
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Overview Of Areas Relating To Equipment



Ref.	Equipment	Status	Supporting evidence – action required
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Overview Of Areas Relating To Fire



Ref.	Fire	Status	Supporting evidence – action required
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Overview Of Areas Relating To People



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Overview Of Areas Relating To Premises



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Overview Of Areas Relating To Occupational Health



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Overview Of Areas Relating To Other



Ref.	People	Status	Supporting evidence – action required
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Supporting Photographic Evidence

3.13



3.14

