**OHS Action Plan 2017 (Lambs Lane)**

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| Date: 12th October 2017 | Depot: Lambs Lane  | Prepared by: Sean Whittle | Approved by: Clive Owen  |

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| **Safety Issue or Hazard** | **Target Date** | **Remarks** | **Action Required** | **By Whom** | **Associated Costs** | **Resources Required** | **Completed Date** |
| H&S Policy and HAE poster to be displayed around site on notice boards | Immediate | No H&S policies posters were visible on notice boards around site. Employees not therefore reminded of H&S responsibilities. No first aider / fire marshals details on notice boards | A copy of the A1 H&S Policy need to be signed and printed and displayed in various locations around the depot. Devise posters of all first aider and fire marshals with contact details | Office Manager |  |  |  |
| Site Signage  | Dec 2017 | Signage around site was good but additional review should be undertaken for entrance visitor information  | A number of signs would assist in reminding employees and visitors of the site H&S procedures. | Office Manager |  |  |  |
| General house keeping | Immediate | Employees leave equipment etc around site which can create trip hazards etc  | Daily H&S walk around. Remind employees of H&S responsibilities and what action to take.  | Office Manager / Yard Manager |  |  |  |
| Gas Bottles | Immediate | A number of Butane / Propane Gas bottles stored at various locations around the depot | A lockable cage should be purchased to store all gas bottles when not in use and key held by responsible person | Office Manager |  |  |  |
| Smoking Area | Immediate | Smoking area is immediately outside staff canteen but employee smoke outside main office.  | Remind employees to smoke in designated areas only.  | Office Manager |  |  |  |
| Cleaning Material  | Immediate | Some cleaning materials were in various open locations around the site. | A lockable cupboard should be purchased to store all potentially hazardous material when not in use and key held by responsible person | Office Manager |  |  |  |
| Fire Extinguishers | immediate | All depot fire extinguishers were stored on the floor and labels were illegible  | Fire extinguisher whilst conducted some of the labels have become un readable and the extinguishers should ideally be stored off the floor and on a wall with signage to indicate their location and use.  | General Manager |  |  |  |
| First Aiders | Nov 17 | At present there is only one trained first aiders. Additional person needs to be trained to provide cover | Arrange first aid training for another site employee 0 course booked for Dave in Nov 17 | General Manager |  |  |  |
| Electrical Equipment testing | Immediate | PAT testing not present on any electrical equipment on site | Competent person to conduct PAT testing on all electrical equipment  | Office Manager |  |  |  |
| Legionella testing | immediate | No record of legionella test conducted on shower in canteen area | Competent person to conduct legionella test and ensure conducted at regular intervals | Office Manager / H&S Rep |  |  |  |
| Wash room areas | Immediate  | No drying equipment present in toilet, staff canteen and workshop toilet | Provide hand towels in toilets | Office Manager |  |  |  |
| Yard road markings / Staff Parking | Immediate | Road markings / designated walkways / staff parking area were worn and need to be re painted | RE paint all defined walkways  | Yard Manager |  |  |  |
| Main depot gate | immediate | Main depot gate was unsecured and moves in the wind and could hit either employees or vehicles entering the site  | Ensure gate is secured  | Yard Manager |  |  |  |
| Warehouse roof | immediate | Part of Warehouse roof was hanging off and could hit employees who use the walkway to access back yard area | Remove loose material and ensure roof secure |  |  |  |  |