**OHS Action Plan 2014 (Lambs Lane)**

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| Date: 15th July 2014 | 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 | July 2014 | 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 | July 2014 | As the site has undergone alterations in recent months a review of all H&S signage needs to be completed | All site signage needs to be purchased ie speed signs, no smoking signs, kitchen signage etc | Yard Manager |  |  |  |
| Emergency evacuation area | July 2014 | At present employees are unaware of the area to meet in case of emergency | A designated emergency evacuation area needs to implemented | 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. Purchase more cupboards to store items when not in use. | Office Manager / Yard Manager |  |  |  |
| Items stored above head height | Immediate | In workshop store area – there are items over 20kgs stored above head height | All items above 20kg need to be moved to lowest point in store area | Office Manager / Yard Manager |  |  |  |
| Gas Bottles | Immediate | 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 office. No smoking signs present on site | Smoking area needs relocating on site and ashtray purchased to dispose of cigarette ends. No smoking signage needs to be purchased and placed at various locations on site | 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 out of date | Fire extinguisher checks needs to be conducted and replaced if required | General Manager |  |  |  |
| First Aiders | July 2014 | At present there are two trained first aiders. Additional person needs to be trained to provide cover | Arrange first aid training for another site employee | General Manager |  |  |  |
| Electrical Equipment testing | July 2014 | PAT testing not present on any electrical equipment on site | Competent person to conduct PAT testing on all electrical equipment | Office Manager |  |  |  |
| H&S training | 2014 | No records of H&S training | Ensure all H&S training required is conducted i.e. DSE, manual handling, using oxyacetylene equipment etc | General 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 canteen and workshop toilet | Provide hand towels in toilets | Office Manager |  |  |  |
| Visitor sign in process | August 2014 | No visitor sign in process / no H&S information given to visitors on site / no PPE for visitors | Devise visitor sign in process / provide H&S cards for visitors / provide correct PPE for all visitors | Office Manager |  |  |  |
| Yard road markings / Staff Parking | Sept 2014 | No road markings / designated walkways / staff parking area | Conduct audit of depot and devise plan to place road markings where required around the depot | 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 |  |  |  |
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