Health and safety year plan

What you do for health and safety each month, who does it and which duty it helps with. The months are a suggestion: cross out what doesn't fit and add what's yours.

SITE | YEAR | PLAN OWNER | NUMBER OF EMPLOYEES

How to use the template

1. Fill in the site, the year and who owns the plan.
2. Cross out what doesn't fit and add what's yours, like a refit or a new opening.
3. Put a person against every month, not a job title.
4. Make the month's item a standing point at your team meeting, so every shift hears what's done.
5. Do the annual review on page two with someone who works the shifts.
6. Put whatever needs to improve into the action plan, with an owner and a date.

MONTH	WHAT YOU DO	WHO	WHY	DONE
January	Review your arrangements and policy for the year ahead	Ops manager	Reg 5 and your policy	☐
February	Check who does what for health and safety on every site	Ops manager	Your policy	☐
March	Safety walk on every site before summer	GM	Reg 5 monitoring	☐
April	Review risk assessments for summer: outdoor seating, heat, new shifts, seasonal staff	GM	Reg 3	☐
May	Induction for seasonal staff: hazards, procedures and who to ask	GM	Reg 13	☐
June	Safety walk in full summer trading, and check the spring fixes worked	GM	Reg 5 monitoring	☐
July	Agree who's in charge over the holidays, and make sure they know	Ops manager	Your policy	☐
August	Staff survey on workload, hours and wellbeing	Ops or HR	Good practice	☐
September	Safety walk on every site before autumn	GM	Reg 5 monitoring	☐
October	Risk assessment for Christmas trading or parties: hours, staffing, lone working	GM	Reg 3	☐
November	Go through the year's accidents, near misses and RIDDOR reports	Ops manager	Reg 5 review	☐
December	Safety walk in the Christmas rush, and carry open actions into January	Ops manager and GM	Reg 5 review	☐

Every month: near misses and open actions as a standing point at the team meeting, and nobody works alone before their induction.

Annual review

DATE | WHO TOOK PART | NEXT REVIEW

QUESTION	YES	NO	WHAT WE'LL DO
Is the policy up to date, and do your managers know what it says?	☐	☐	
Does it still say who does what, when and how, on every site?	☐	☐	
Do your risk assessments cover this year's changes, with the significant findings recorded?	☐	☐	
Did everyone, seasonal staff included, get training when they joined?	☐	☐	
Were accidents and near misses looked into, and the reportable ones reported?	☐	☐	
Were the fixes from walks and assessments done and checked?	☐	☐	
Have you consulted your staff on health and safety this year?	☐	☐	
Do you have competent help, inside the business or outside it?	☐	☐	

Who does what

TASK	WHO	SITE	FROM

The full guide: todolo.io/en/blog/health-and-safety-management · Want this in the app? Book a demo