

The annual safety management plan assists you to plan and take action for safety objectives. This plan is reviewed at each Parish Council meeting to ensure action is taken to meet safety goals.

Parish Site: _____

Time Period: January to December _____ (insert year)

SAFETY GOALS (focus on a few major areas for safety each year)

Example: Improve hazard reporting

1	
2	
3	
4	

ACTIONS (agreed actions and timeframes to achieve goals)

Example: Ensure agreed action are completed on time

	Action	Timeframe
1		
2		
3		
4		

Complete this table to reflect Parish activities for the year – you can amend the suggested activities

Activities/Checklists	Allocate Month for Activity	Allocate Person Responsible	Completed
Buildings Checklist			
Workplace Checklist			
Emergency Procedures Checklist			
Fire Safety Equipment Testing			
Fire Extinguishers			
Fire Hoses			
Fire Blankets			
Working Bees [Working Bee Checklist]			
Church Services Checklist			
Christmas Party [Onsite Events Checklist]			
Event [Offsite Events Checklist]			
Event [Onsite Events Checklist]			
Maintenance of fire systems			
Safety and Emergency Training			
Maintenance of equipment			
Documentation Updates [i.e. First Aid Qualifications/ Blue Card Documentation etc]			
Parish Council Safety Management Review [Annual]			

Parish Annual Safety Management Plan

ACTION PLAN Take action to control identified hazards

Problem/Issue	Risk Rating	Proposed Action	Person Responsible	Proposed Timeframe	Completed Date
<i>Example Only: Unmarked concrete steps leading to back door of Parish hall</i>	<i>MOD</i>	<i>Place bright yellow markers on edge of each step</i>	<i>Mr. G Thumb [volunteer handyman]</i>	<i>End of June</i>	<i>31 May 2015</i>

ANNUAL SAFETY MANAGEMENT PLAN REVIEW

Safety goals have been achieved

Comments:

Safety activities and actions have been achieved

Comments:

Date:

Name: Signature:



Parish Annual Safety Management Plan