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| **Aim/Objective** | **Activity** | **Resources** | **Planned completion** | **Actual completion** | **Reflection/Outcome** |
| Safety inspection for all workplaces | 1. Undertake a safety inspection on (insert *topic/issue*) 2. Write up report 3. Share results with appropriate staff members/managers 4. If there are hazards to establish an action plan with members/managers on how to resolve | CSP safety inspection checklist \*  NHS Staff Council Workplace H&S Standards |  |  |  |
| Ensure all physiotherapists are members of the CSP | * Do workplace mapping exercise with steward on where potential members could be found - then   approach them about joining the CSP | CSP recruitment materials. |  |  | . |
| Raise awareness of ARC (year) | * Share ARC motions in team meeting. * Ask members are there any health and safety issues they want CSP to address. | Motions |  |  |  |
| Promote the work of my employer’s health and safety committee | * Attend H&S committee meetings * Feedback to colleagues either through team meetings or via email on relevant issues. * Check is committee working effectively according to NHS staff council guidance * Liaise with other safety reps in the workplace to identify and resolve any deficiencies | NHS Staff Council workplace H&S Standards  NHS Staff Council publication  *The importance of Effective Partnership working on Health, safety and wellbeing* |  |  |  |
| **Aim/Objective** | **Activity** | **Resources** | **Planned completion** | **Actual completion** | **Reflection/Outcome** |
| Attend CSP safety rep regional training and share experiences with colleagues | Book the two regional training dates in the diary and liaise with my manager well in advance of the date about time off. |  |  |  |  |
| *(An example of a specific piece of work)*  Raise awareness of stress issues in the workplace | * Send out one CSP stress advice sheet each week in (month) * Put advice sheet up on Health and Safety notice board * Complete stress survey * Share results of stress survey | CSP stress advice sheets  Stress survey *(which can be sourced from the iCSP national safety rep website).* |  |  |  |
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