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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 StandardsNHS 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 sheetsStress survey *(which can be sourced from the iCSP national safety rep website).* |  |  |  |
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