

Implementation Guide and Record

Our Safety Management System is a key tool for us to use to help educate staff on their responsibilities and safe ways of working and to manage risk effectively and proactively. We will use the record below to record the key stages of the implementation of our Health and Safety Management System and to track progress towards compliance. We will amend this as required.

Date Started	Key Activity	Evidence - Location of the Records, Documents
22/1/26	Initial Audit and Action Plan	LBH H+S Man System
26/1/26	Statement of Intent Signed	As above + F&S minutes
As required	Employee Handbooks Issued	Given to new
As required	Employee Handbook Acknowledgement Form Returned	Sign to acknowledge
Annual	Fire Risk Assessment Completed	On computer system
Annual	Fire Marshals Appointed	Listed on walls
Annual	Fire Log Book Established and Evacuation Drills Scheduled	Records with Site Manager
As required	PEEPs Documented	
Annual	Legionella Risk Assessment Completed	Records with Site Manager
Annual	Legionella Controls Documented	" "
Jan 2026	Risk Assessment Index Compiled	On computer system
Various	Risk Assessments Completed	" "
June 2025	Specific Risk Assessment Completed for: Home Working - N/A Lone Working Policy	Policy File on system
	Hazardous Substances Inventory Sheet completed	
	Hazardous Substance Risk Assessments Completed	
	Training Matrix Established - Needs Analysis Compiled	
Easter 2026	Workplace Inspections Started	EFM visit
Ongoing	Health Surveillance	Welfare reports
Annual	Review Action Plan	On computer system