

Task Name	Bucket Name	Priority	Due date	Description
Waste Management Policy and Procedure reviewed and updated	Policy	Medium	14/07/2025	Draft has been prepared, with main procedure being split into separate documents covering key areas, such as clinical waste, recycled waste, etc. Proposed consultation start date of July 2024. Suggest revised implementation date of 30/08/24 Oct 24 - drafting complete. Final cross referencing of two documents to ensure consistency being undertaken. Consultation expected in November 2024. Likely to be shared with H&S Group for approval in December/January. Suggest revised completion date. Jan 25 - Revised completion expected March 2025 due to ongoing complications splitting and aligning documents. H&S to approve change. Apr 25 - To be moved to 2025/26 workplan due to change of date. current date was based on draft for consultation. Target date to be amended to reflect actual publication expected mid July 2025. Therefore recommend new target date on 2025/26 workplan of 14/07/25. May 25 - Moved to 2025/26 workplan
Bomb Threat Procedure to be reviewed and updated	Policy	Medium	14/07/2025	Behind Schedule – Development of draft procedure has commenced. Final draft for consultation by 30/09/24 Oct 24 - Being developed in tandem with Security Policy. Completion date to be revised to 31/12/2024 Jan 25 - Policy pushed back on Ops & Finance Policy Tracker to 31/04/25. approve change for workplan. Apr 25 - To be moved to 2025/26 workplan due to change of date. current date was based on draft for consultation. Target date to be amended to reflect actual publication expected mid July 2025. Therefore recommend new target date on 2025/26 workplan of 14/07/25. May 25 - Moved to 2025/26 workplan
Security Policy and Procedure reviewed and updated	Policy	Medium	14/07/2025	Behind Schedule (Carried Over) - Draft Security Policy and procedure has been developed however further work required to finalise before being sent out for consultation. This will be undertaken in quarter 1 and sent for consultation in quarter 2. July 24 - Suggest revised implementation of 30/09/24 Oct 24 - Draft still to be finalised. Suggest revised completion 31/12/24 Jan 25 - Policy pushed back on Ops & Finance Policy Tracker to 31/04/25. approve change for workplan. Apr 25 - To be moved to 2025/26 workplan due to change of date. current date was based on draft for consultation. Target date to be amended to reflect actual publication expected mid July 2025. Therefore recommend new target date on 2025/26 workplan of 14/07/25. May 25 - Moved to 2025/26 workplan
Identify additional Health & Safety training modules that can be utilised and rolled out across the organisation	Training	Medium	31/03/2026	
Asbestos Management Procedure reviewed and updated	Policy	Medium	31/03/2026	
Smoke-Free Environment Procedure reviewed and updated	Policy	Medium	31/03/2026	

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First Aid and Provision of First Aid Equipment Procedure reviewed and updated	Policy	Medium	31/03/2026	
Control of Contractors Procedure reviewed and updated	Policy	Medium	31/03/2026	
Create a database for all Health & Safety related Risk Assessment action plans to improve our monitoring and reporting arrangements for all indentified actions and provide greater reassurance to the organisation.	General Health & Safety	Important	31/03/2026	
Review existing Health & Safety Checklists undertaken for premises across the estate so they can be digitised, to improve our ability to monitor and report on compliance across the estate	General Health & Safety	Important	31/03/2026	
Develop a draft Health & Safety Strategy, utilising the information gathered through workplace safety culture survey and health and safety audits	General Health & Safety	Medium	31/03/2026	
Secure agreed 85% target across the organisation for the Health & Safety for Homeworkers training module	Training	Important	31/07/2025	
Training arranged for senior managers within Screening and Microbiology on risk reporting and management using Datix	Risk	Important	31/07/2025	
Develop and issue a workplace Safety Culture Survey to determine employees' attitude to safety in the organisation and help raise standards	General Health & Safety	Medium	31/07/2025	<p>survey has been developed and approved by the Health & Safety Group. Currently being delayed due to organisational culture survey and aligning with other surveys taking place across the organisation. Further discussions to determine date this can be issued to staff. <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>Oct 24 - Suggested new due date for completion – 31/12/24 <input type="checkbox"/></p> <p>Jan 25 - Discussion ongoing with POD. Some concerns raised over potential crossover of questions with organisational culture survey undertaken. Discussions ongoing but intention is to have H&S survey out for staff by end of financial year. <input type="checkbox"/></p> <p>Apr 25 - Meeting arranged with POD on 28/04/25 to discuss survey and amendments to be made to avoid duplication of work across organisational surveys. To be moved to 2025/26 workplan <input type="checkbox"/></p> <p>May 25 - Moved to 2025/26 workplan</p>

Health and Safety Workplan 2025-26

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Develop Health & Safety Key Performance Indicators for future reporting.	General Health & Safety	Important	31/07/2025	<p>Dec 24 - Meeting set up for end of January with Microbiology H&S Lead to discuss potential KPI's that can be tracked. A meeting will also be set up with the new H&S for Screening to discuss once in post. An implementation paper will be presented to the H&S Group at the Q4 (April 25) meeting. □</p> <p>Apr 24 - January meeting was postponed due to the unavailability of H&S Advisor. Meeting has been rearranged to include Screening H&S Manager for 08/05/25. The implementation paper will be presented to the H&S Group at the Q1 meeting in July 25. Action to be moved to 2025/26 Workplan. □</p> <p>May 25 - Moved to 2025/26 workplan</p>
Health and Safety Policy reviewed and updated	Policy	Medium	31/10/2025	
Water Management Policy and Procedure reviewed and updated	Policy	Medium	31/12/2025	
Fire Safety Policy and Procedure reviewed and updated	Policy	Medium	31/12/2025	