

# SAMPLE HEALTH AND SAFETY PLAN – AVALON PARISH

**Date of last review:** 2 December 2012

**Date of this review:** 22 April 2013

Health and safety issue	Potential injury	Action	Assigned to	Report back by	Review
Kitchen floor. Slips and falls can occur if food or drink has been spilt.	Sprains/fractures/ concussion.	Keep a mop and bucket in the kitchen. Instruct staff to clean up any spill. Reinforce verbal message with sign.	Lance	20-Jun-13	Quarterly
Tree on edge of path – two overhanging limbs appear to be sagging more than usual	Impact injury from height.	Contact professional contractor to immediately undertake any required lopping, pruning or felling	Gawain	15-Jul-13	1-Sep-13
Unguarded office guillotine.	Finger laceration/ amputation.	Replace with a guillotine with a guard fitted.	Percy	1-Jul-13	1-Sept-13
Steps outside entrance. Slippery when wet.	Sprain/broken bones/bruising.	Paint with non-slip paint.	Gwen	15-Jul-13	1-Sep-13
Rug in vestry keeps rucking up	Tripping	See if it can be secured. If not remove or replace with nonslip mat or rug.	Richard	1-Jul-13	1-Sept -13