

STRATEGIC BUSINESS UNIT

**OCCUPATIONAL
HEALTH AND SAFETY
RISK PROFILE**



INDEX

Page No.

1. INTRODUCTION	3
2. PLAN	4
2.1 Policy	4
2.2 Health and Safety Law Poster	4
2.3 Management Arrangements	4
2.4 H&S Training Update	17
2.4 H&S Training Update	18
3. DO	19
3.1 Risk Assessments	19
4. CHECK	31
4.1 Accident Reporting and Investigating	31
4.2 Health and Safety Audits and Inspections	33
5. ACT	39
5.1 Prioritised Action Plan	39

1. INTRODUCTION

National Services Scotland (NSS) has a legal duty to put in place suitable and effective arrangements for managing occupational health and safety. NSS has chosen the widely recognised Health and Safety Executive Model, HSG65, on which to base its own health and safety management system, “The NSS Occupational Health and Safety Performance Management System” (OHSPMS).

A key requirement of HSG65 is to develop a risk profile for the work activities associated with its business undertakings. This risk profile document provides a framework to assist each NSS Strategic Business Unit (SBU) to identify the local health and safety management arrangements they have in place for their own particular area of responsibility and accountability. Collectively these SBU risk profiles help to form the overall management arrangements for the whole of NSS, which helps ensure that NSS meets its legal obligation.

The Risk Profile document is divided into 4 core elements under which SBUs are required to provide specific key information on, firstly who is responsible for managing health and safety risks associated with their work activities and secondly how this is achieved. These are the 4 elements along with a brief description of the information required under each of them,

Plan

Identify how key occupational health and safety documentation and information is communicated to staff in the SBU and names of individuals who are responsible for managing OH&S. Also the names and training status of staff who are trained to undertake a specific OH&S role on behalf of the organisation, including those who represent staff on the SBU OH&S committee.

Do

Identify and prioritise the risks associated with the work activities undertaken by the SBU and provide a brief description of the controls in place to manage these risks, including the location of the manager(s) responsible and accountable for implementing and enforcing these controls.

Check

Carry out both reactive and proactive monitoring and provide accident/incident statistics for the SBU as well as identifying the findings of any local or national audit/inspections carried out. This element should be updated regularly and a copy must be submitted to OHSAC in line with quarterly reporting timescales.

Act

Develop a prioritised action plan to provide the details on how the SBU plan to address any issues/gaps identified within any of the areas of the risk profile document. Beginning with the highest risk first, each action should detail which element and sub-section the corrective action is against to address the particular issue/gap, as well as who is responsible for implementing this action and the timescale for completion. As with the previous element of the risk profile document the action plan should be regularly updated and a copy must be submitted to OHSAC in line with quarterly reporting timescales.

Update the H&S Training Plan to ensure all staff are trained in the required H&S mandatory and local specific training needs.

2. PLAN

The planning element requires you to provide information on how health and safety is organised within the SBU and identify who the named individuals are with specific roles and responsibilities for managing and monitoring health and safety.

2.1 Policy

The Health and Safety at Work (etc) Act 1974 requires NSS to prepare a written statement of general policy with respect to the health and safety of its employees, signed by the Chief Executive and its contents brought to the attention of all its employees.

Requirement	Evidence of Compliance
Identify how the NSS Occupational Health, Safety and Wellbeing Policy is made accessible to staff in your SBU.	
Confirm the location of where the NSS signed Statement Of Intent is displayed in the NSS workplaces, at which staff from your SBU are based.	

2.2 Health and Safety Law Poster

The Health and Safety Information for Employees Regulations requires NSS to display, in all of its premises, the HSE Health and Safety Law Poster with up to date contact details of all relevant key health and safety contacts.

Requirement	Evidence of Compliance
Confirm the location of where the HSE Health and Safety Law Poster, containing the names and contact details of the key health and safety personnel for the site, is displayed in the NSS premises, at which staff from your SBU are based.	

2.3 Management Arrangements

Under the Management of Health and Safety at Work Regulations 1999 NSS are required to have suitable arrangements in place to manage health and safety. This includes ensuring there are effective means of supporting staff at work, through the provision of adequate information, instruction, training and supervision on all matters concerning their health, safety and wellbeing.

Requirement

(a) SBU Organisational Framework Chart

Provide a copy of your SBU's organisational framework chart below, containing names and job titles, outlining the line management structure responsible for health and safety within each of the main individual work streams.

Requirement	Evidence of Compliance
<p data-bbox="331 141 496 174">(g) <u>Minutes</u></p> <p data-bbox="92 219 730 365">Identify how minutes of health and safety meetings as well as other up to date health and safety information is communicated to staff in your SBU.</p>	

Requirement	Evidence of Compliance
<p data-bbox="320 483 512 517">(h) <u>SMT Link</u></p> <p data-bbox="92 555 730 813">Describe briefly, how senior management provide visible support and commitment to the SBU Health and Safety Committee, ensuring that a robust escalation process is in place to address any issues requiring SMT involvement. (Guidance on how this may be achieved is provided in OHSPMS)</p>	

Requirement	Evidence of Compliance
<p data-bbox="268 936 560 969">(i) <u>Shared Premises</u></p> <p data-bbox="92 1008 730 1227">Where two or more occupants share premises, provide details of what suitable and effective arrangements are in place to ensure adequate communication, co-operation and co-ordination between all parties concerned.</p>	

2.4 Training Arrangements for ALL Staff

Training Arrangements for ALL Staff

The Management of Health and Safety at Work Regulations 1999 requires NSS to ensure that staff are safe at work are provided with clear instructions and information and adequate training. This is to ensure that staff have information and guidance on:

- Hazards and risks that they may face
- Measures in pace with those hazards and risks
- How to follow emergency procedures

Mandatory for ALL training

- These has been deemed as a NSS mandatory module and are required to be completed by all staff and will support and ensure that all NSS staff have the required and appropriate information and training to carry out their duties safely. This includes:
 - Health and Safety Induction Interactive
 - Manual Handling Interactive

Mandatory for Role ALL Staff

- This training is mandatory where an employee has been identified as a user within the relevant procedure / Training Passport ie:
 - DSE User is a member of staff who habitually uses DSE for the purposes of their employers undertaking as a significant part of their normal work.
 - A COSHH User is defined as an employee who is required to use or store chemicals in the workplace as a significant part of their normal work
 - Manual Handling practical – these can be identified through the manual handling passport
 - A Lone Worker is an employee who works by themselves without close or direct supervision,

Mandatory for Role for Managers

- This training has been identified to provide guidance and support to ensure that managers are compliant with Health and Safety Legislation
 - Active Senior Leadership - Senior Manager has been defined as a Divisional Director or their Deputy, or anyone that has been delegated with the management of health and safety within their SBU
 - Health and Safety for Line Managers - This training is mandatory for all Line Managers who have been defined as anyone who has management responsibilities for at least one person other than themselves.

Nominated Competent Person – Role Specific for Advisors

- Definition of a Nominated Competent person is an employee with the ability to undertake responsibilities and perform activities to a recognised standard with the necessary skills, knowledge and experience.
- This training is mandatory where an employee has been identified as a NSS Nominated Competent Person, ie,
 - Risk, COSHH and Manual Handling Assessor is anyone who completes risk assessments on behalf of the organisation
 - Accident Investigator is anyone who supports or completes investigations or analysis of IR1's

- Manual Handling Trainer is anyone that has completed the NSS Training programme and delivers training across NSS
- DSE Assessor is anyone that has completed the NSS Training programme and delivers training across NSS

SBU specific

- Any health and safety training that is specific requirement for their Strategic Business Unit, ie:
 - SNBTS - Liquid Nitrogen training

Please identify below, the list of training requirements and completion across your **SBU for ALL** staff that has been classed as users under each of following categories.

Further details can be found within the HWL Training Passports on HR Connect

Staff/Course	No. of Staff on Site	No. require Training	No Planned				No Completed			
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Mandatory for ALL Training - Learnpro										
HWL Induction – Learnpro Module										
Manual Handling Awareness – Learnpro Module										
Mandatory for Role for ALL Staff										
Manual Handling Practical Training – Face to Face										
Lone Working for Staff – Learnpro Module										
Display Screen Equipment – Learnpro Module										
COSHH – Learnpro Module										
Scottish Mental Health 1 st aid										
Mandatory for Role for Managers										
Active Safety Leadership for Senior Managers										
Health & Safety for Line Managers										
Mentally Healthy Workplace for Line Mangers										
Lone Working for Managers										
Nominated Competent Person - Role Specific for Assessors										
Risk Assessment										
COSHH										
DSE										
Accident Investigator										
First aiders										
SBU Specific training (arranged by SBU)										

2.5 H&S Training Requirements for Nominated Persons

Training Requirements for Nominated Competent Persons

The Management of Health and Safety at Work Regulations 1999 requires NSS to appoint nominated competent people to assist with undertaking the specific duties required to meet its legal obligations under health and safety law.

Please identify below, the names of your **CURRENT SBU Nominated Competent Persons** who have completed the identified NSS Training Course's below and who are **actively undertaking Assessments / Training** (Guidance on the roles and responsibilities can be found in the role Specification documents which can be found within the training pages on HR Connect: http://www.nssscotland-hr.scot.nhs.uk/healthy-working-lives/risk-assessor_2.htm)

List the training requirements and completion across the SBU under each of following categories

	No required as identified per SBU risk assessment	No Current / Active (within 3 years of training or refresher)	No actively undertaking assessments / delivering training	No of new competent persons required	No require refresher training 2017/18
Health & Safety for Committee Members					
General risk assessors					
Manual Handling Risk Assessors					
Manual Handling Trainers					
COSHH Risk Assessors					
DSE Assessors					
Accident Investigators					
First Aiders					

3. DO

The doing element requires you to identify the health and safety hazards associated with the work activities undertaken in your SBU and to provide details on what arrangements are in place to ensure the risks from these hazards are suitably and effectively controlled.

3.1 Risk Assessment

The “Management of Health and Safety at Work Regulations 1999” requires NSS to carry out risk assessments for all significant hazards in the workplace, and to ensure suitable and sufficient control measures are put in place to reduce the risks to an acceptable level.

Requirement			
(a) <u>Slips and Trips</u>			
<p>The Workplace (Health, Safety & Welfare) Regulations 1992 requires NSS to ensure, so far as is reasonably practicable, that all floors, traffic routes and pedestrian thoroughfares are suitably maintained and kept free of any article or substance which may potentially cause a person to slip, trip or fall.</p> <p>Slips and trips are the most common cause of accidents resulting in work related injury throughout industry and is one of the 4 key priority areas identified in “Safe and Well at Work” (the Occupational Health and Safety Strategic Framework for NHS Scotland), which NSS has to report against.</p> <p>Starting with the highest risk, identify below any areas where typically, staff in your SBU could potentially be at significant risk of sustaining a slip or trip related injury and what current preventative control measures are in place to reduce this risk. (Guidance on the type of information requested here is provided in the OHSPMS).</p>			
Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(b) Manual Handling

The Manual Handling Operations Regulations 1992 requires NSS to avoid, so far as is reasonably practicable, the need for employees to carry out manual handling activities that could potentially result in injury. Where it is not reasonably practicable to avoid hazardous manual handling activities, a suitable and sufficient risk assessment must be undertaken and subsequent controls put in place to reduce the risk of injury.

Musculoskeletal injuries sustained as a result of manual handling at work accounts for over a third of all RIDDOR reportable accidents in industry, and are responsible for an estimated 12 million lost working days every year. It is also one of the 4 key priority areas identified in "Safe and Well at Work" (the Occupational Health and Safety Strategic Framework for NHS Scotland), which NSS has to report against.

Starting with the highest risk, identify below any work activities undertaken in your SBU where staff could potentially be at significant risk of sustaining a musculoskeletal injury and what current control measures are in place to help comply with these regulations and subsequently reduce the risk of staff sustaining manual handling related injuries. (Guidance on the type of information requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(c) Working at Height

The Work at Height Regulations 2005 requires NSS to avoid, so far as is reasonably practicable, the need for employees to work at height. Where work at height cannot be avoided, suitable and sufficient measures must be put in place to prevent, so far as is reasonably practicable, any person or object falling a distance liable to result in personal injury.

Falls from height are one of the biggest causes of workplace fatalities and major injuries throughout industry.

Starting with the highest risk, identify below any work activities undertaken in your SBU where staff could potentially be at significant risk from a working at height related injury, and what current control measures are in place to comply with these regulations and subsequently reduce the risk or consequences of someone falling from height or being struck by an object falling from height.(Guidance on the type of information requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(d) Works Plant, Machinery & Equipment

The Provision and Use of Work Equipment Regulations 1998 (PUWER) requires NSS to provide work equipment, whether owned by them or not, that is,

- Suitable and safe for use and the purpose intended;
- Suitably maintained, properly installed and inspected regularly for faults or damage;
- Used only by people who have received adequate information, instruction & training
- Accompanied by suitable health and safety measures such as protective devices etc
- Used in accordance with other specific requirements and legislation eg LOLER & PPE Regs.

Starting with the highest risk, identify below any work equipment employed to undertake work activities which staff in your SBU could potentially be at significant risk of injury and what current control measures are in place to ensure compliance with PUWER and subsequently reduce the risk of injury to a person, while using work equipment.(Guidance on the type of information requested here is provided in the OHSPMS)

Work Equipment	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(e) Works Vehicles

The Workplace (Health, Safety & Welfare) Regulations 1992 requires NSS to ensure, so far as is reasonably practicable, that vehicle routes and pedestrian routes are separated, and where the same traffic route is used by both, there should be sufficient separation between them through the introduction of physical controls and safe systems of work.

Starting with the highest risk, identify below any particular areas where staff in your SBU could potentially be at significant risk from works vehicles, and what current control measures are in place to comply with these regulations and subsequently reduce the risk of someone sustaining an injury due to being struck by a works vehicle. (Guidance on the type of information requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(f) Hazardous Substances

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires NSS to ensure, so far as is reasonably practicable, the exposure to staff of substances hazardous to health is prevented and where this is not reasonably practicable, a suitable and sufficient assessment of the risks should be carried out prior to any work involving the use of these substances being undertaken.

Starting with the highest risk, identify below the work activities in your SBU where staff could potentially be at significant risk of harm from exposure to hazardous substances, and what current control measures are in place to comply with these regulations and subsequently reduce the risk of someone sustaining injury or ill health due to exposure to these substances. (Guidance on the type of information requested here is provided in the OHSPMS).

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(g) Ionising Radiation

The Ionising Radiation Regulations 1999 requires NSS to take all necessary steps to restrict, so far as is reasonably practicable, the extent to which staff and any other persons are exposed to ionising radiation. This should be achieved by means of engineering controls, design features, warning devices and safe systems of work.

Starting with the highest risk, identify below the work activities where staff in your SBU could potentially be at significant risk from exposure to Ionising Radiation, and what current control measures are in place to comply with these regulations and subsequently reduce the risk of someone sustaining injury or ill health due to over exposure to Ionising Radiation.(Guidance on the type of information requested here is provided in the OHSPMS).

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(h) Violence & Aggression

The Health and Safety at Work (etc) Act 1974 requires NSS to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its employees. This includes carrying out a suitable and sufficient risk assessment, where a potential foreseeable risk of violence & aggression exists, either due to the nature of the work being carried out or the individual circumstances or surroundings of those undertaking the work.

Violence & aggression incidents are a particular issue in certain parts of the NHS and one of the 4 key priority areas identified in “Safe and Well at Work” (the Occupational Health and Safety Strategic Framework for NHS Scotland), which NSS has to report against.

Starting with the highest risk, identify below any work activities where staff in your SBU could potentially be at significant risk from violence & aggression, and what current control measures are in place to comply with the law and subsequently reduce the risk of someone sustaining an injury or ill health due to an incident of this nature.(Guidance on the type of information requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(i) Work Related Stress

The Health and Safety at Work (etc) Act 1974 requires NSS to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its employees. This includes carrying out a suitable and sufficient risk assessment, where a potential foreseeable risk of work related stress exists, either due to the nature of the work being carried out or the individual circumstances, surroundings or environment having an effect on those undertaking the work.

Work related stress is an issue in some areas of NHS as indeed it is throughout industry as a whole. Mental health and wellbeing is one of the 4 key priority areas identified in “Safe and Well at Work” (the Occupational Health and Safety Strategic Framework for NHS Scotland), which NSS has to report against.

Starting with the highest risk, identify below any work activities where staff in your SBU could potentially be at significant risk from work related stress, and what current control measures are in place to comply with the law and subsequently reduce the risk of someone suffering mental ill health as a result.(Guidance on the type of information requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(j) Lone Working

Although working alone is not in itself illegal, and in most situations it is perfectly safe to do so, the Health and Safety at Work (etc) Act 1974 requires NSS to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its employees. This includes ensuring that a suitable and sufficient assessment of the risks is undertaken to consider how someone working alone could become exposed to danger or harm, due either to the nature of the work being carried out or the individual circumstances, location, surroundings or environment associated with the lone working situation.

Starting with the highest risk, identify below any work activities where typically staff in your SBU could be at significant risk in a lone working situation and what current control measures are in place to comply with the law and subsequently reduce the risk of someone lone working getting into difficulties due to their situation.(Guidance on the type of information requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(j) Work Related Road Risk

The Health and Safety at Work (etc) Act 1974 requires NSS to ensure, so far as is reasonably practicable, the health, safety and wellbeing of its employees. This includes ensuring that a suitable and sufficient assessment of the risks associated with employees who are required to drive as part of their work. On average, over 600 people are killed every year on UK roads as a result of accidents involving someone driving for work. (More information available in the NHS/NSS Work Related Road Risk Booklet)

Starting with the highest risk, identify below where staff in your SBU are required to drive for work and could potentially be at significant risk from occupational road risk and what current control measures are in place to comply with the law and subsequently reduce the risk associated with driving for work.(Guidance on the type of information requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(k) Noise

The Control of Noise at Work Regulations 2005 requires NSS to eliminate or reduce the risks to the health and safety of staff from potential exposure to harmful noise levels at work.

Starting with the highest risk, identify below any particular work areas where staff in your SBU could potentially be at significant risk from harmful noise levels, and what current control measures are in place to comply with these regulations and subsequently reduce the risk of someone sustaining short or long term hearing loss as a result of exposure to unsafe noise levels.(Guidance on what type of information is requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

Requirement

(I) Health Surveillance

The Management of Health and Safety at Work Regulations 1999 and Control of Substances Hazardous to Health 2002 require NSS to carry out health surveillance on staff who may be exposed to particular hazardous conditions, (work environment or substance related) as a result of their work, that could potentially cause them a short or long term ill health effect.

Identify below, any particular work areas where staff in your SBU are required to undergo health surveillance and what further control measures are in place to comply with these regulations, to subsequently minimise exposure and reduce the risk of someone sustaining a short or long term ill health effect as a result of exposure to these hazardous conditions.(Guidance on what type of information is requested here is provided in the OHSPMS)

Work Activity or Area	Safe System of Work Documentation in Place	Brief Overview of Controls in Place	RAG Status

4. CHECK

The checking element requires you to provide information on how you check and monitor your SBU's health and safety performance, using both reactive and pro-active measures. This includes details on the reporting and investigating of accidents/incidents and carrying out health and safety inspections of the workplaces and work activities for which the SBU is responsible and accountable.

4.1 Accident/Incident Reporting & Investigating

Requirement
<p style="text-align: center;"><u>(a) Accident/Incident Figures</u></p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) requires NSS to report to HSE, work related fatalities and also certain work related serious injuries or ill health that result in an over 7 day absence from their duties of work which they would normally be expected to do, or which fall into one of the other specific injury or dangerous occurrence categories identified under RIDDOR.</p> <p>Under the same regulations NSS is required to maintain a record of any work related injuries or ill health that result in an over 3 day absence from their duties of work, which they would normally be expected to do.</p> <p>The Management of Health and Safety at Work Regulations 1999 requires NSS to report and investigate any potentially unsafe acts or situations, to ensure that all significant hazards are identified and properly risk assessed.</p> <p>Identify below the number of accidents and near misses reported to date in your SBU for this year, including how many were investigated and have subsequently been closed off or still remain open.</p>

Reporting Category	Number Reported	Number Investigated	Number Closed Off				Number Not Closed Off & Current RAG Status												
							Red				Amber				Green				Total
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
RIDDORs																			
Over 3 Day Absence																			
Other Injuries																			
Near Misses																			
Total AIR Submitted																			

Requirement								
<p><u>(b) Accident/Incident Category</u></p> <p>Provide a breakdown of these accidents and incidents below, indicating the accident category and current status.</p>								
Current Status	Closed Off				Still Open			
Accident Category	RIDDOR	Over 3 day	Other injury	Near Miss	RIDDOR	Over 3 day	Other injury	Near miss
1.Lifting/ handling/carrying a person								
2.Lifting/handling/carrying an object								
3.Contact with needle or other sharps								
4.Other cut injury								
5.Collision with object								
6.Struck by moving, flying or falling object								

7.Contact with moving machinery								
8.Contact with very hot or very cold materials/liquid								
9.Struck by a vehicle								
10.Road traffic accident								
11.Exposure to/contact with biological agent								
12.Exposure to/contact with a harmful substance								
13.Exposure to Radiation								
14.Slip, trip or fall								
15.Fall from height								
16.Exposure to Fire								
17.Exposure to explosion								
18.Contact with electricity								
19.Violence & aggression (physical assault)								
20.Violence & aggression (Verbal abuse)								
21.Violence & aggression (Malicious damage)								
22.Musculoskeletal disorder (back/lower limb)								
23.Musculoskeletal disorder (back/upper limb)								
24.Trapped by something collapsing								
25.Drowned /asphyxiated								

26.Injured by an animal								
27.Disease (Physical agents/demands of work								
28.Disease (Infection from biological agents)								
29.Disease (Conditions due to substances)								
30.Others								
Totals								

Requirement

(c) Accident/Incident Site Base

Identify below the location/site of where the person(s) involved in these accidents/incidents are based and indicate whether closed off or still open.

Current Status	Closed Off				Still Open			
	RIDDOR	Over 3 day	Other injury	Near Miss	RIDDOR	Over 3 day	Other injury	Near miss
Accident/Incident Site Base								
1.Gyle Square								
2.Meridian Court								
3.Bain Square								
4.Anderson House								
5.Bridgeview								
6.Canderside								
7.Western General, Edin								
8.Ellens Glen Road								
9.Lauriston Place								
10.Royal Infirmary Edin								
11.Bush Estate PTU								
12.Athenaeum								
13.Gartnavel								
14.Possil								
15.Ninewells								
16.Foresterhill								
17.Raigmore								
EXTERNAL DONOR SESSION VENUES								
18.Aberdeen/Dundee Team								
19.Inverness Team								
20.Edinburgh Team								
21.Glasgow Team								
22.Other Location								
Total								

5. ACT

The Action element of your risk profile requires you to develop a prioritised action plan on how you plan to address any gaps or non-conformances in your SBU's H&S management arrangements or risk controls associated with the work activities as identified under each specific element and appropriate sub headings.

5.1 Prioritised Action Plan

Requirement							
<u>Planned Actions</u>							
Starting with the highest risk, identify below the details of planned corrective actions to address any risks, gaps or non-conformances you have highlighted under the specific elements and individual sub headings in your risk profile.							
Ref.	Element e.g. Do, Act	Sub Heading e.g Slip & Trip	Corrective Action	By Whom	By When	Progress update	Current RAG Status

