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| **ITEM** | **FREQUENCY** |
| Visitor and New Employee Recorded Induction | Start date |
| Asbestos Awareness Training | Start date |
| Work at Height Training - Ladders And Step Ladders | Start date |
| Manual Handling Awareness Training | Start date |
| Issues of PPE recorded | Start date |
| Accident records and investigation | As they occur |
| Visual Tool Inspections | Daily |
| Fire detection equipment recorded test | Weekly |
| Ladders and step ladders recorded inspection | Monthly |
| First aid provisions | Monthly |
| Site Safety Inspection (incl. fire escape/extinguishers) | Monthly |
| Toolbox Talk – General Subjects | Monthly |
| Recorded Tool Inspections | Monthly |
| Fire evacuation drill | 6 monthly |
| Fire Risk Assessment | Annual |
| Fire extinguisher servicing | Annual |
| Asbestos Risk Assessment Survey | Annual |
| Asbestos Awareness Training Refresher | Annual |
| Lifting equipment (FLT) Statutory Inspection | Annual |
| Employers Liability Insurance | Annual |
| Public Liability Insurance | Annual |
| Company Vehicle Insurance | Annual |
| Risk Assessment reviews | Annual |
| COSHH Assessment reviews | Annual |
| Portable and Transportable Electrical Appliance Test | Annual |
| Display Screen Assessment | Annual |
| Company Vehicle Driver Licence Checks (DVLA) | Annual |
| Company vehicle MOT test | Annual (over 3 years) |
| Company vehicle servicing | As per user guide |
| Contractor pre-qualification questionnaire | Before appointment |
| Contractor Insurance Checks | Annual |
| Toolbox Talk – Manual Handling Refresher | Annual |
| Toolbox Talk – Ladders and Step Ladders Refresher | Annual |
| Compressor Statutory Inspection | As per written scheme |
| Health and Safety Review Meeting | Annual |
| Occupational Health (Skin- see Custom Downloads) | Annual |
| Employee HAV Questionnaire (see Custom Downloads) | Annual |
| Health and Safety Policy Review | Annual |
| Independent Health & Safety Audit (advisory) | Minimum Annual (HS Direct) |
| Contractor Trade Qualifications/CSCS cards | Pre-expiry |
| Employee Trade/Safety Qualifications | Pre-expiry |
| Emergency First Aid Training | 3 yearly |
| Fixed electrical wiring inspection and test | 5 yearly |