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Implementation Plan

Procedure name:	Control of Contractors Procedure Check list for contractors Code of conduct for contractors Risk assessment method statement guidance Risk assessment method statement template Two minute risk assessment		
Ref no:	PHW10/TP01		
Subject area:	Health and Safety		
Accountable Executive Director/Director	Huw George Deputy Chief Executive / Executive Director of Operations and Finance		
Author:	Mark Parsons Head of Estates and Health and Safety / Nicola White Health and Safety Manager		
Version	1	Date:	9 April 2018

Implementation plan (with timescales)

Timescale	Next steps	Responsible officer(s)
Quarter 1 2018-19	Pass procedure to Corporate governance team to provide procedure number and then upload to Trust intranet website.	Mark Parsons

(Baseline)	Communicate through the health and safety group	Mark Parsons
	Trust wide communication through the communications team	Mark Parsons/communications
	Communicate through local news letters	Mark Parsons/Cath Thomas/Nicola White
	Communicate to the Directors to cascade through their directorate cascade system	Mark Parsons
Quarter 2 2018-19 (Baseline)	This procedure will also be included in the Health and Safety specific section on the trust intranet	Mark Parsons/Nicola White and the communications team
Quarter 3 2018-19 (Baseline)		
Quarter 4 2018-19 (Baseline)		
Feedback		

Amendments required to procedure

Completed by (Policy/Procedure Lead):	Type in name Mark Parsons /Nicola White	Date:	12.03.2018
Committee/Group approval:	Health and Safety Group	Date:	09.04.2018