

Safer Working Community Timeline

Task	Achieve By	Detail	Dateline
Form initial campaign team	26 weeks prior to event week	This should consist of the LA team manager and a practitioner, representatives of the HSE partnership team and FOD team and GNN and the LA press office. This team will drive the process and will meet regularly up to the campaign week. There should be nominated lead officers within the LA and HSE and these should be the first point of contact for their organisation throughout the campaign.	April/May
Identify Stakeholders	20-24 weeks prior to event week	Identify a comprehensive list of key stakeholders and obtain contact details. Use LA and HSE knowledge and refer to HSE External Relations staff. Consider local profile such as agriculture, distribution etc.	May
Develop Draft Programme for week		Should be very much an outline at this stage with as much flexibility as possible to allow stakeholder views to be incorporated. Include FIT 3 topics and local needs.	
Source a comprehensive business database		This is principally for mailing purposes to enable businesses to be contacted and informed of the initiative. It may be used to assist with selection of premises for visiting but this is unlikely.	

Contact stakeholders by phone/in person	17-19 weeks prior to event week	Be clear about which team members are contacting which stakeholder. Introduce the initiative and its concepts and stress the flexibility we have to incorporate stakeholder interests and contributions into our programme of events. Notify them of the date of the meeting and encourage their attendance. Inform them that they will shortly receive a written invite.	5/19 June
Invite stakeholders to meeting	16/17 weeks prior to event week	Send written invite explaining the purpose of the meeting and requiring a reply to confirm attendance. A telephone check to confirm attendance the week before the meeting is useful in boosting attendance.	19/26 June
Hold stakeholder meeting to discuss the initiative	12/13 weeks prior to event week	Following the meeting all stakeholders to be contacted on a one to one basis to explore in more detail how they may be involved in the initiative. Be clear about which team members are to contact which stakeholders. A campaign team meeting should be held about 3 weeks after the stakeholder meeting to discuss how to incorporate the results of the one to one discussions into the event week and the wider initiative. Consider which stakeholders should be invited onto the campaign team.	17/24 July
Hold stakeholder sign up	6 weeks prior to event week	This is primarily a publicity-generating event that should be used as a press call. Stakeholders who have committed to contributing to the initiative should be invited to attend and can be issued with 'certificates' recognising their commitment to and support for the process. GNN and the local press office will advise on a suitable format to maximise press interest.	4 September

Send letters to all businesses in area incorporating programme	5 weeks prior to event week	This is the suggested means of advising businesses in the area of the campaign and promoting the events. The letter should invite businesses to the events and advise them of the visiting campaign about to commence. This is the primary reason for obtaining the comprehensive database at the start of the campaign for use as a mailing list. Other means of promoting the campaign should be sought such as using local media, business newsletters via stakeholders, and posters.	11 September
Hold inspector briefing	4 weeks prior to event week	All inspectors taking part in the campaign, whether visiting or running events, should attend a briefing in the week prior to the visiting campaign. They should all be clear about their role, the enforcement approach, who to visit, the purpose of the visits and the overall campaign.	18 September
Carry out main visiting week	3 weeks prior to event week	Visits are a valuable part of the campaign and serve two main purposes: To promote the events to be held in three weeks time and to direct dutyholders to appropriate sessions. To offer advice and if necessary, enforcement to targeted dutyholders on priority topics. Joint HSE/LA working is valuable to share experience and expertise and to build good working relationships for the future. For example, an HSE inspector or HSAO may visit an industrial estate with an LA inspector and visit all premises separately according to enforcement responsibility. Key sectors may also be targeted in line with FIT3 priorities or any local priorities.	25 September
Hold event week			16 October

Also consider LA sign up to SOI 4 – 8 weeks prior to event week.