

# Health and Safety Training for Managers

## Bedford Borough Council

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# Arrangements

1

Course  
Timings

2

Please feel  
free to ask  
questions

3

Use the chat  
function in  
Teams

4

Raise hand

5

Please stay  
on mute

# Introductions

- Your Name
- Where you work
- Role
- Previous H&S training?
- Something about yourself that no one in this session knows about you?



## **Aim :**

To provide delegates with the understanding of health and safety legislation how it should be managed effectively in the Local Authority

## **Contents:**

- Overview of Health and Safety legislation, Prosecutions
- Criminal law and Civil Law
- Safety Management Systems
- Health and Safety Roles and responsibilities
- Risk Assessments
- Bedford Borough Accident reporting
- Monitoring and review of health and safety



Health and Safety

What does this mean to  
you in your role?

# HSE

## Definition of Health and Safety

A condition free  
from risk of injury or  
threat to our health  
and well being



It is an objective to  
be achieved, not a  
natural state



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## The Law in the UK

- CRIMINAL LAW - (Health and Safety at Work Act and specific Regulations)
- CIVIL LAW - (Compensation claims)



**Merlin group**

**Prosecuted £5  
million**

# Health and Safety at Work Act 1974

## Criminal Law

### Employers' duty towards

- Their employees
- All non-employees who could be affected by the employer's business

### Employees' duty:

- Themselves and to others

# Who are non-employees?

**Contractors**

**Visitors**

**Volunteers**

**Anyone accessing council  
building**

**Anyone accessing council  
services**

# Health and Safety at Work Act 1974

Requires employers to **so far as is reasonably practicable** provide and maintain:-

A safe and healthy working environment,

With safe work equipment and processes

By assessing the risks to staff and others inherent in their undertakings.



- COSHH
- Manual handling Regulations
- First Aid Regulations
- Display Screen Equipment Regulations
- Management of health and safety Regulations

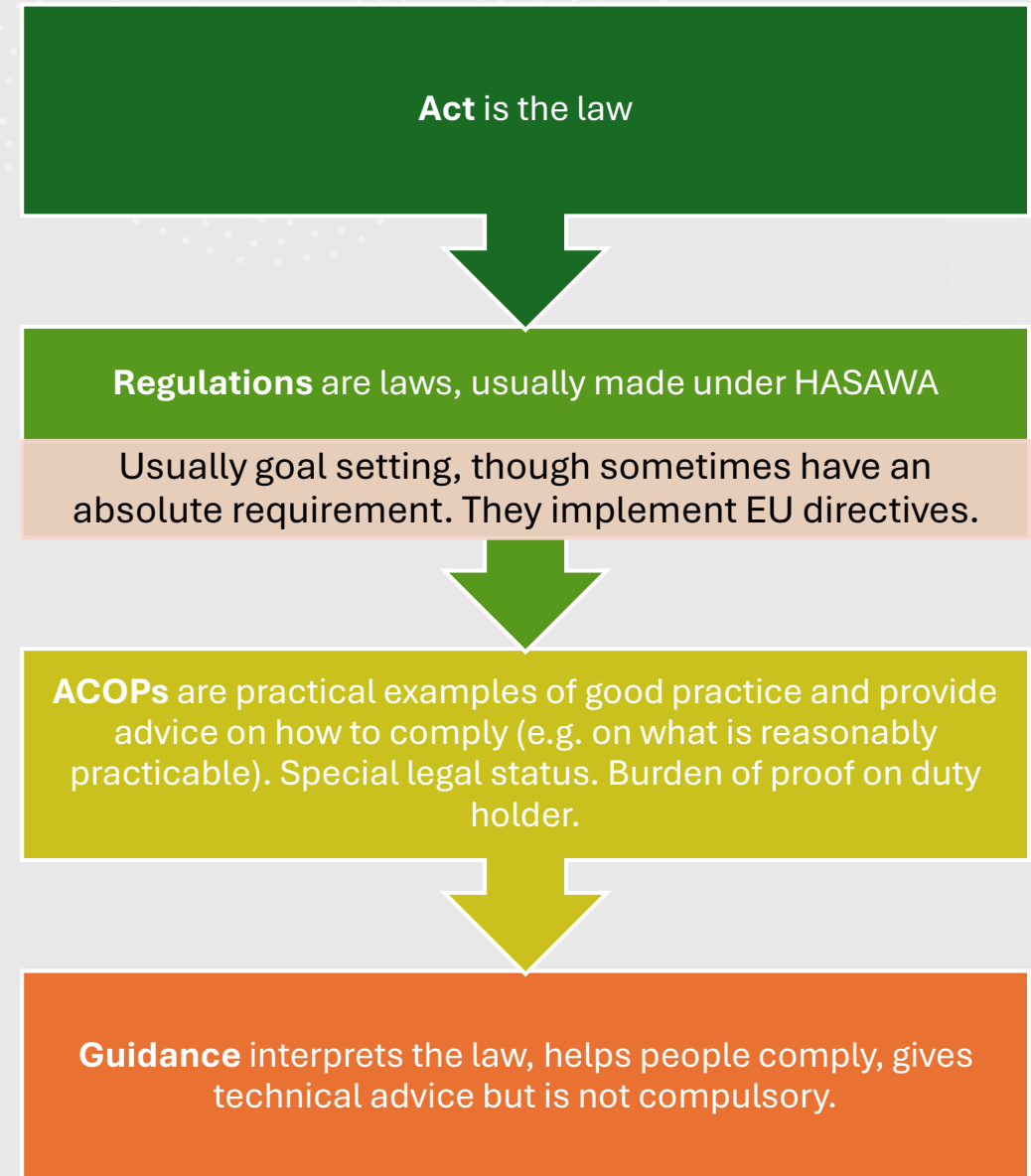
# So far as is reasonably practicable

Fatality  
Illness  
Injury  
Improved  
efficiency



Cost  
Sacrifice  
Time  
Effort

# Acts Regulations Approved Codes of Practice ACOP Guidance



# Management of Health and Safety at Work Regulations 1999

1

Make suitable and sufficient **assessment of risks** to the health and safety of the employees.

2

Take suitable protective and preventative measures to reduce those risks.

3

Employ **competent person**

4

Provide **health surveillance** appropriate to the risks in the workplace.

# The Health and Safety (Display Screen Equipment) Regulations 1992

- An **Annual Online** assessment on Cardinus should be completed for any staff that use the computer for more than one hour per day.
- D01 BBC DSE Guidance document





- Eye test voucher through an intranet online voucher
- Self-assessment to be completed within their first month of work.
- If employees that have not received an electronic invitation contact [corporatesafetyhelp@bedford.gov.uk](mailto:corporatesafetyhelp@bedford.gov.uk) to add them to the system.



DSE risk assessment reviewed:

- Annually
- Following an office move
- Following the introduction of alternative working arrangements such as agile / remote working

Managers to review users' answers to the self-assessment and complete any outstanding actions.

# Managers

To send DSE assessments which identify physical problems to the Corporate Safety Team.


To ensure that workstations are kept tidy and maintained.

To ensure employees continue to follow the advice provided by their DSE risk assessment and training.



# Manual Handling Regulations 1992

- Risk assessments required for Manual Handling activities
- E learning training



## **Workplace (Health Safety and Welfare) Regulations 1992**

- Temperature
- Lighting
- Welfare facilities
- Floors and traffic routes
- Falls



# Personal Protective Equipment Regulations 1992

Risk assessment will identify  
PPE required.

BBC P05 Personal Protective  
Equipment guidance



# **Control of Substances Hazardous to Health (COSHH) 2005**

COSHH Assessments

COSHH Training – online

BBC C03 COSHH Guidance



# First Aid Regulations 1981

- First aid needs assessment.  
Adequate cover; absence, shifts, more hazardous work, off site visits.
- Training every 3 years
- BBC F03 First Aid guidance



# Working at Height Regulations 2005

- All working at height tasks to be risk assessed
- BBC Guidelines
- Separate training for staff that work at height.

# The Regulatory Reform (Fire Safety) Order 2005

Responsible person  
Fire risk assessment BBC F02

Covers Fire prevention, testing of  
equipment

Fire Safety Management plan that details  
its emergency evacuation procedures.

PEEPS

- **Annual Review Fire Risk Assessment**



## Occupiers Liability Acts 1957 and 1984 (OLA)—*civil liability*



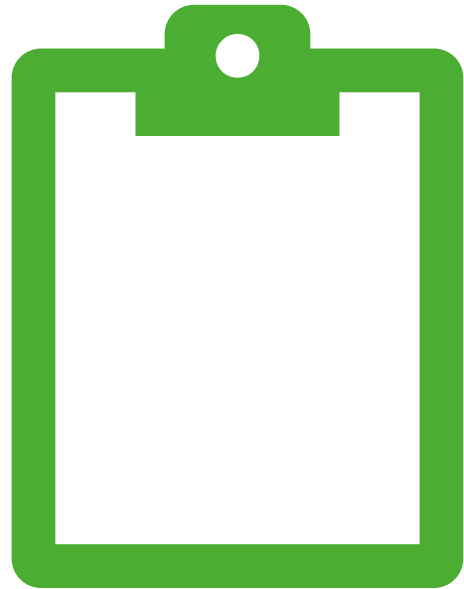
Places a common law duty on occupiers of land and premises, whose land and premises is visited by people for a variety of purposes

# Corporate Manslaughter & Corporate Homicide Act 2007

- There must have been a death
- There must have been serious management failings
- There must have been a gross breach of duties







# Exercise

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What would be the potential impact on the Council and its staff if there was a serious accident?

# Summary - consequences

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- Financial (Prosecution – unlimited fines, civil claims)
- Damaged Reputation
- Prosecution (criminal record, imprisonment)
- Higher staff turn over
- Low staff morale
- Personal injury/death
- (Magistrates Court Max Unlimited fine per offence and/or up to 6 months in prison)
- (Crown Court Unlimited fine and/or up to 2 years in prison)





**Who goes to Jail?**

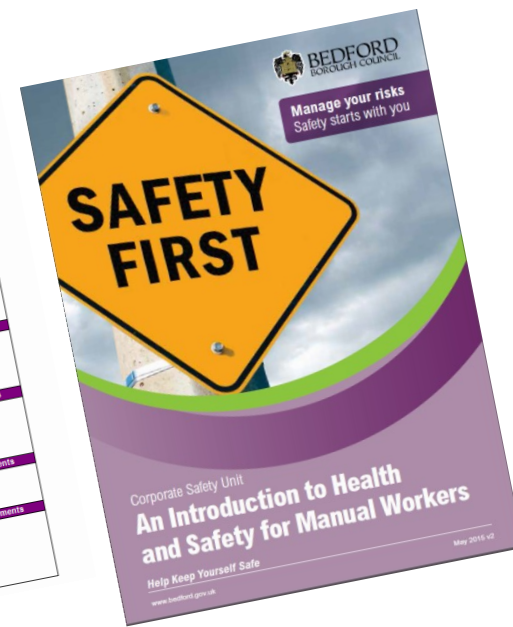
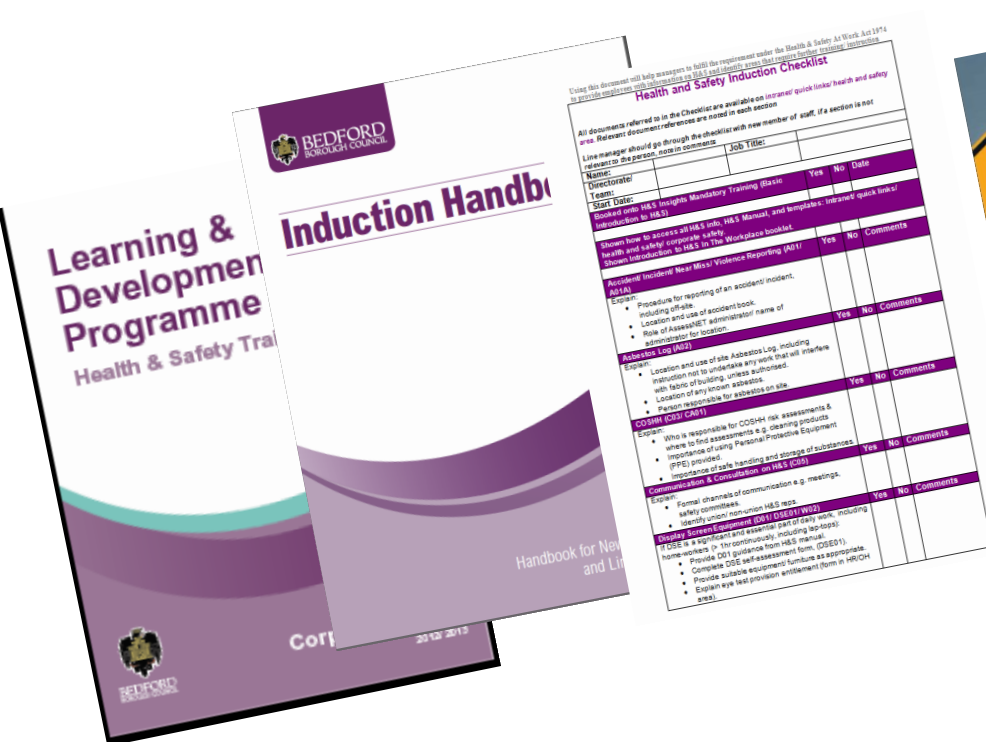


# Help Is At Hand.....



## A-Z H&S Manual e.g.

- DSE01 Self Assessment Form
- FR01 Fire Risk Assessment Form
- L02 Lone Working
- MA01 Manual Handling Risk Assessment
- PA02 New & Expectant Mothers
- RA01 Risk Assessment Form
- R03 Occupational Road Risk Guidance
- V01 Violence at Work
- W02 Workplace Requirements
- Y01 Young Persons



**Corporate Induction Booklet**  
**Health & Safety Induction Checklist**  
**Learning & Development Programme**  
**Health & Safety Induction Booklets**



## **Health and Safety:**

Positive and enabling  
force - *not* an excuse  
to hide behind and  
stop the job



# **Common Sense Approach**

# **Scenario**

## **Part 1**



A member of staff starts to be late with appointments and there are a few complaints about their performance at work?

- As a Manager what could be going on?
- What would your next steps be?



# Health and Safety Enforcement in UK?

HEALTH AND SAFETY EXECUTIVE (HSE)  
covers:-

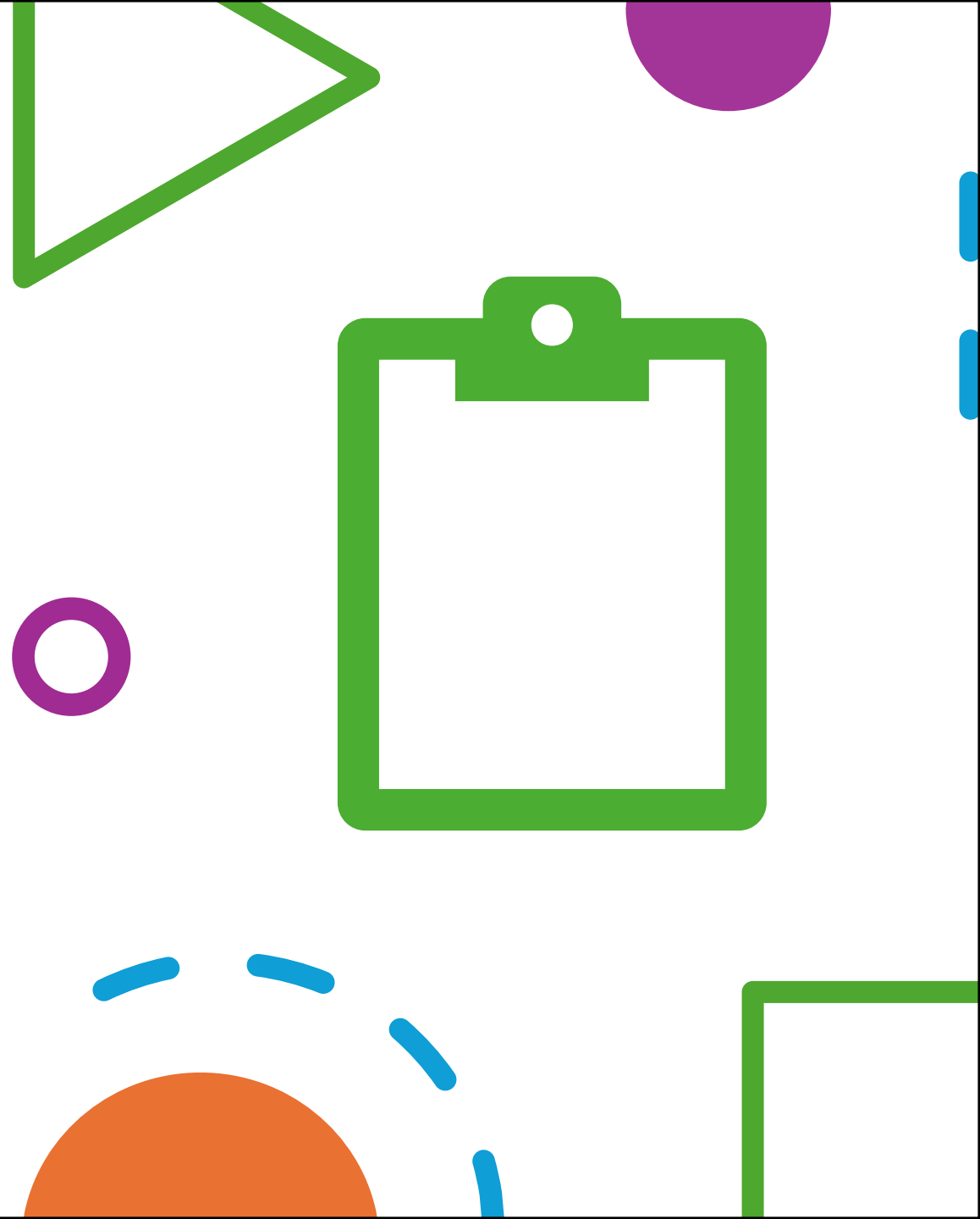
- (Factories, railways, local authorities, Schools, agricultural holdings, construction)

LOCAL AUTHORITIES (EHO's) covers:-

- (Small premises, offices, shops, light industrial)

# Powers of HSE Inspector

Can you name the powers HSE inspectors and EHO's have?



# Powers of the HSE/EHO

- RIGHT OF ENTRY
- INSPECTIONS
- SERVE ENFORCEMENT NOTICES

(Improvement and prohibition notices)

- STATEMENTS
- TAKE PHOTOGRAPHS
- SEIZE ARTICLES
- PROSECUTION



# HSE – Fees for intervention

- No action £0
- Letter from HSE where they identify material breach
- Enforcement Notice £1500



# Prosecutions of Councils

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# Shropshire Council Prosecuted after vulnerable man choked to death

- Man with learning disabilities with history of choking died after eating his packed lunch.
- Fined £24,000 and £39,000 in costs

# Barrow upon Furness

The UK's worst ever outbreak of legionella occurred between July and August 2002 and a Council owned arts and leisure facility Forum 28 in the town centre of Barrow-in-Furness, Cumbria

- HSE Guidance ignored and no maintenance of cooling tower
- Council fined £125,000
- Gillian Beckingham Council employee fined £15,000
- Gillian Beckingham and employer Barrow Borough Council were cleared of seven charges of manslaughter



# Sept 19 Dacorum Borough Council Prosecuted

- Exposed seven grounds maintenance workers to Hand Arm Vibration (HAVS), caused by excessive use of power tools.
- The council had neither adequately planned its working methods nor trained or informed employees on the risks to their health.
- They did not limit the duration or magnitude of exposure to vibration and failed to put in place suitable health surveillance to identify problems at any early stage.

# Blackpool Council prosecuted after swing collapse injured boy

£18,000 fine and ordered to pay  
prosecution costs of £20,000



# Staffordshire County council

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Prosecuted for failing to inspect and maintain trees on a public footpath, following the death of a member of the public.

Fined £300,000

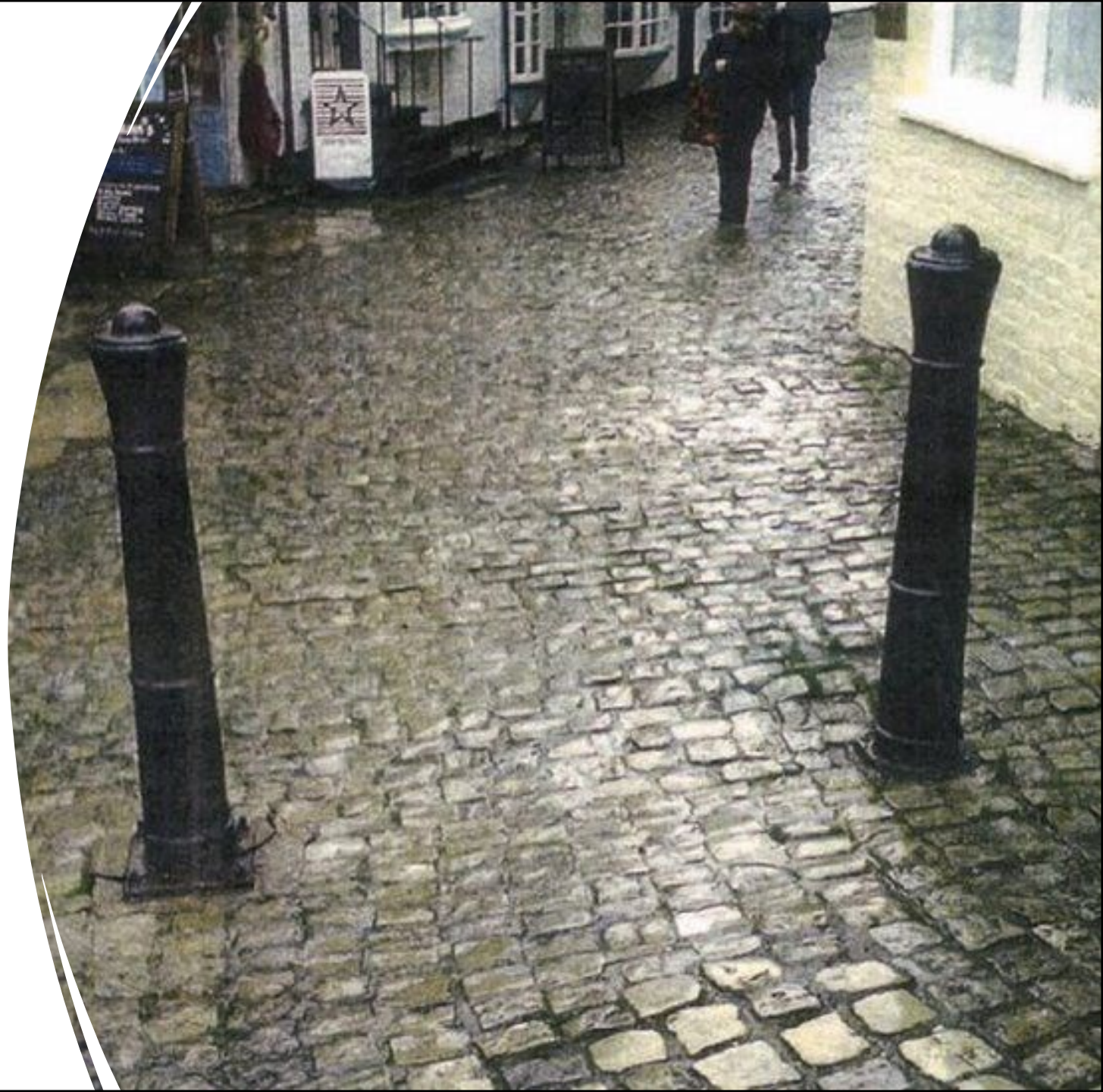


# Hampshire County Council prosecuted

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Fined £1.4 million

A six-year-old girl climbed on to a cast iron hinged bollard when it fell to the ground taking her with it causing head injury



Jan 23

Council fined  
£280,000 after  
death of six-year-old  
girl hit by falling tree  
in a school

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Site Agent Death –  
Brighton and Hove  
Council Prosecuted  
£66,000 Feb 23

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## Newport City Council Prosecuted £2 Million for death of worker

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Stephen Bell was barrowing tarmac from the back of the local authority's tipper lorry when he was struck by a farm vehicle passing the road works.





# Civil Law - Vicarious liability

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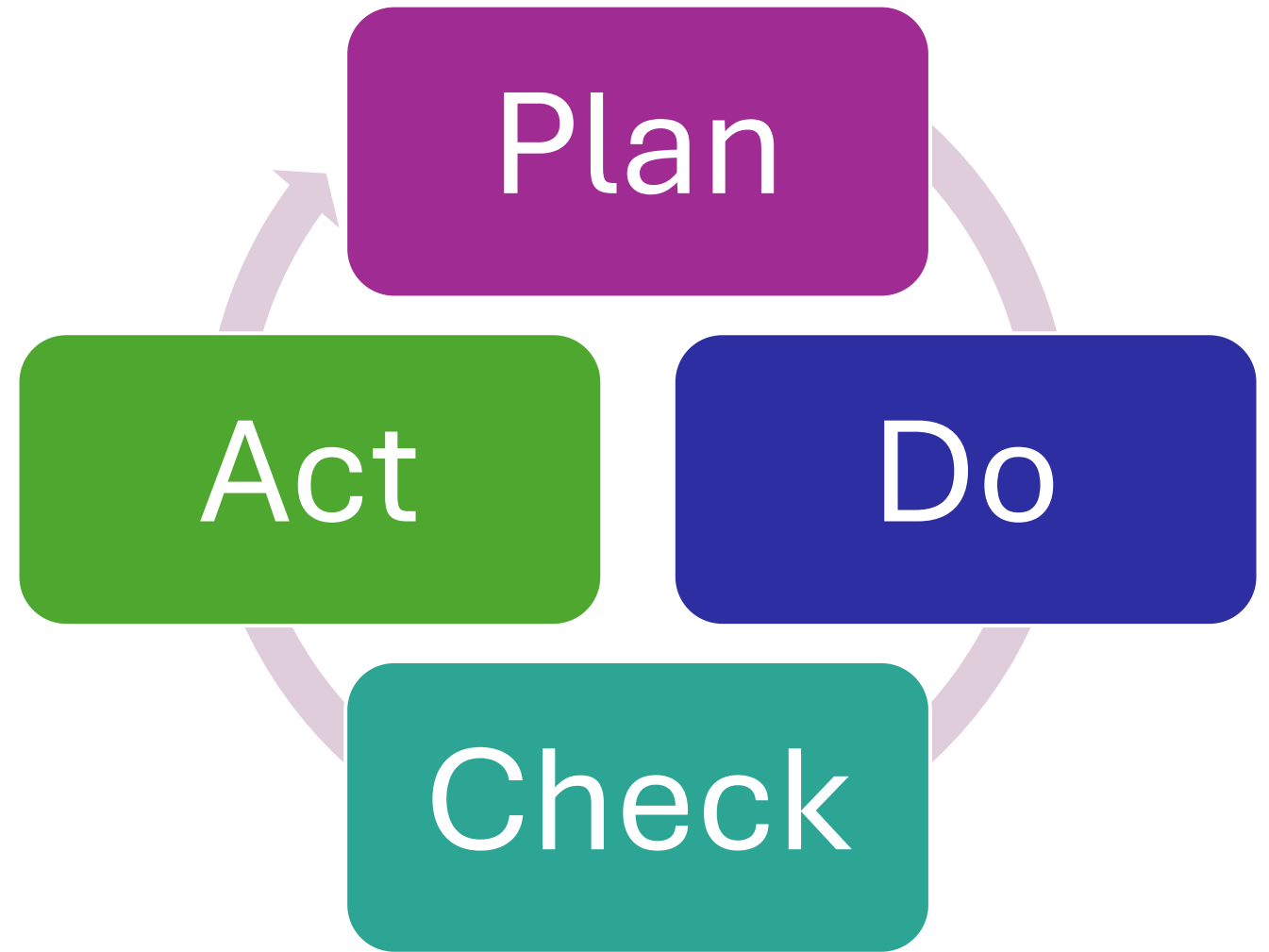
An employer may be held criminally liable or liable in Common Law for the negligent or unlawful acts of a member of staff, even though the member of staff wilfully disobeyed the express instructions of his/her employer



# **Safety Management Systems**



# **HSG65 Components of an Effective Safety Management System**



# What are the benefits of a good Health and Safety Management System?

- Compliance with the law
- Low risk of Accidents
- Healthy working conditions
- Fire Prevention
- Positive image
- Good Morale
- Positive Safety Culture
- Safe Premises

✓ Health and safety policies

✓ An effective management structure

✓ Detailed arrangements



Plan

- Risk Assessments
- Training records
- Procedures
- Logs (Water, fire, compliance, COSHH)

A large green circular graphic with a blue rectangle in the center containing the word 'Do'. The green circle has a gradient and a slight shadow effect. The blue rectangle is centered within the circle and has rounded corners.

Do

# Good H&S Record management system

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## Active and Reactive monitoring

Reactive monitoring:-

- Accidents, incident and near miss investigations

Active monitoring:-

- Walk round inspections/tours
- Internal Directorate H&S reports



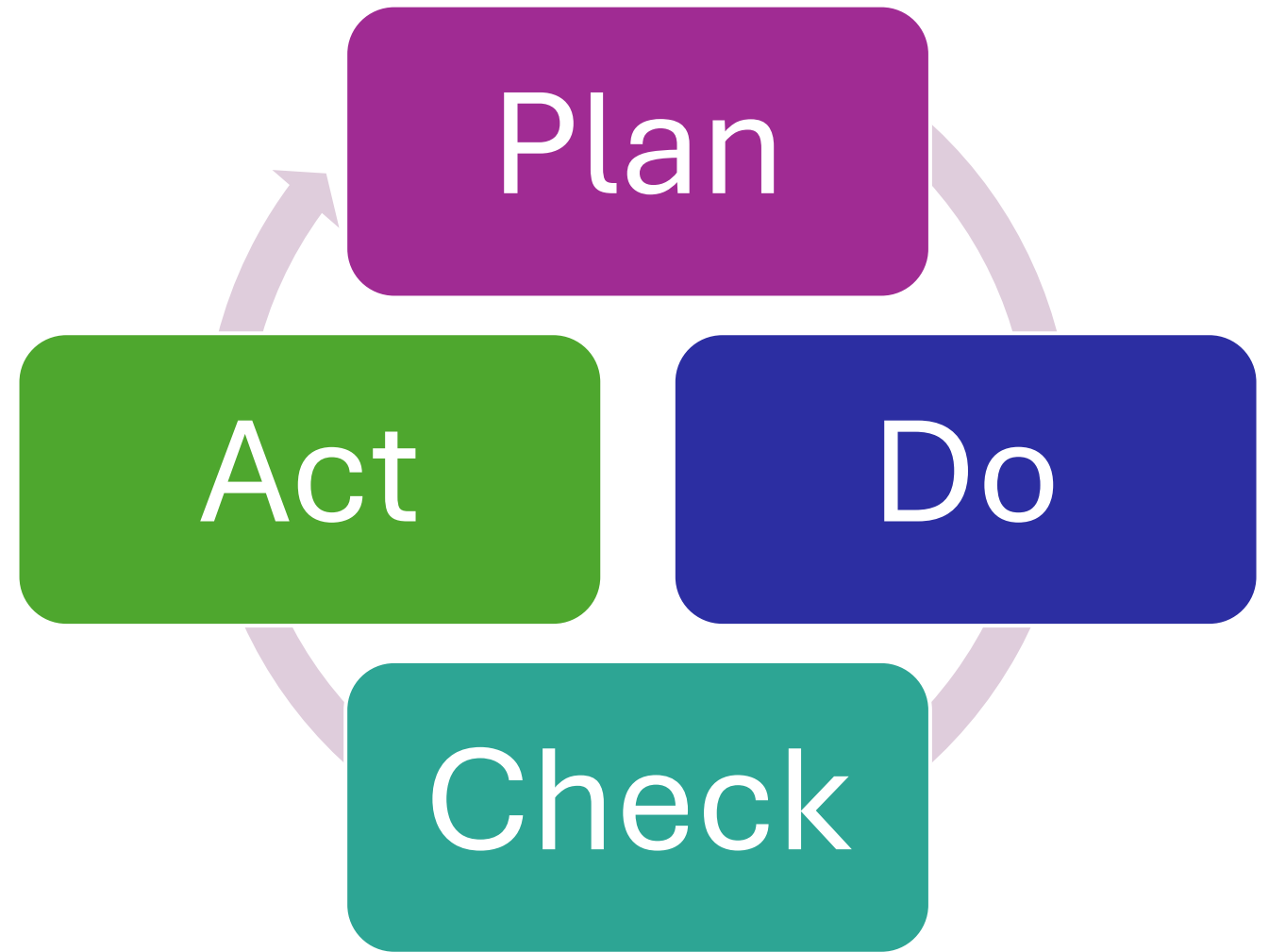
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The organisation learns from  
all relevant experience and  
applies the lessons



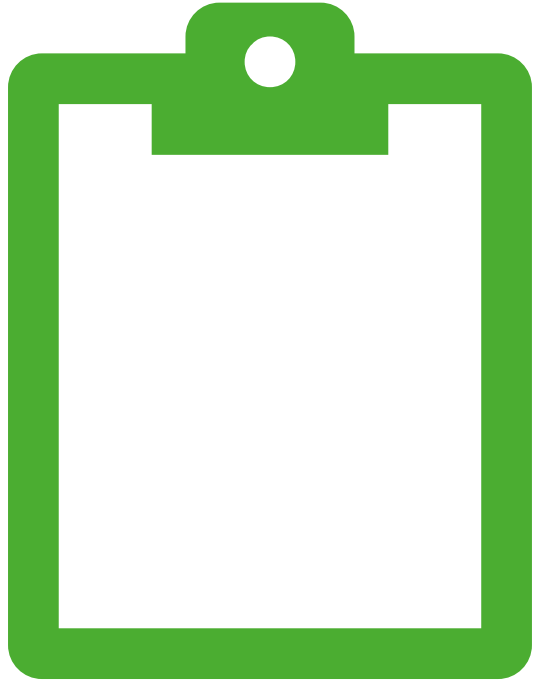
Act

# Continuous improvement



# **Scenario**

## **Part 2**



- 
- The member of staff works from home and starts to cry and becomes upset with you during a meeting regarding their performance and claims she feels stressed?



- Discuss as a Manager what would be your next steps?

# **Health and Safety Roles and Responsibilities**

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Can you list the Health  
and Safety  
responsibilities for  
Bedford Borough Chief  
Executive?

# Chief Executive

- Ultimately responsible for ensuring that the legal obligations of the Council in respect of health, safety and welfare are fulfilled.
- To ensure that the Mayor/ Portfolio Holder Community Safety, Regulatory Services & Housing are given appropriate advice on the level of resource required to ensure that responsibilities for health, safety and welfare are fulfilled
- There is through the Council's management structure suitable and adequate arrangements, resources and monitoring mechanisms in place to implement and assess the performance of this policy.



Can you list the Health and Safety responsibilities for Corporate Safety Team?

# Corporate Safety Team

Consultation with Unions and Non-Trade unions on H&S;

Review Corporate policies and procedures and maintain info on Intranet

Provide a competent advisory service

Assist in the development and implementation of policies and procedures relating to health and safety, including risk assessment and monitoring

Update managers on the latest health and safety regulations and guidance relevant to their Service;

Advise on H&S training programme

Monitor Accident reporting

**PART 3: Organisational Responsibilities**



# Corporate Safety Steering Group Corporate Safety Steering Group

Meets every 4 months

Attended by Directorate H&S Coordinators

Each Director / Assistant Chief Executive will appoint a competent member of their SMT to act as the Directorate Health & Safety Co-ordinator (DHSC)

Meeting also open to Trade Unions and Non-Unions

# Directorate Senior Management Teams (SMT)

The Chief Officer has overall responsibility for the management of health and safety within their Service Group

Each Chief Officer will appoint a competent member of their Management Team with sufficient authority and responsibility to act as the Operational Health & Safety Lead Officer [OHSLO] for their Service Group

# Exercise - Delegation

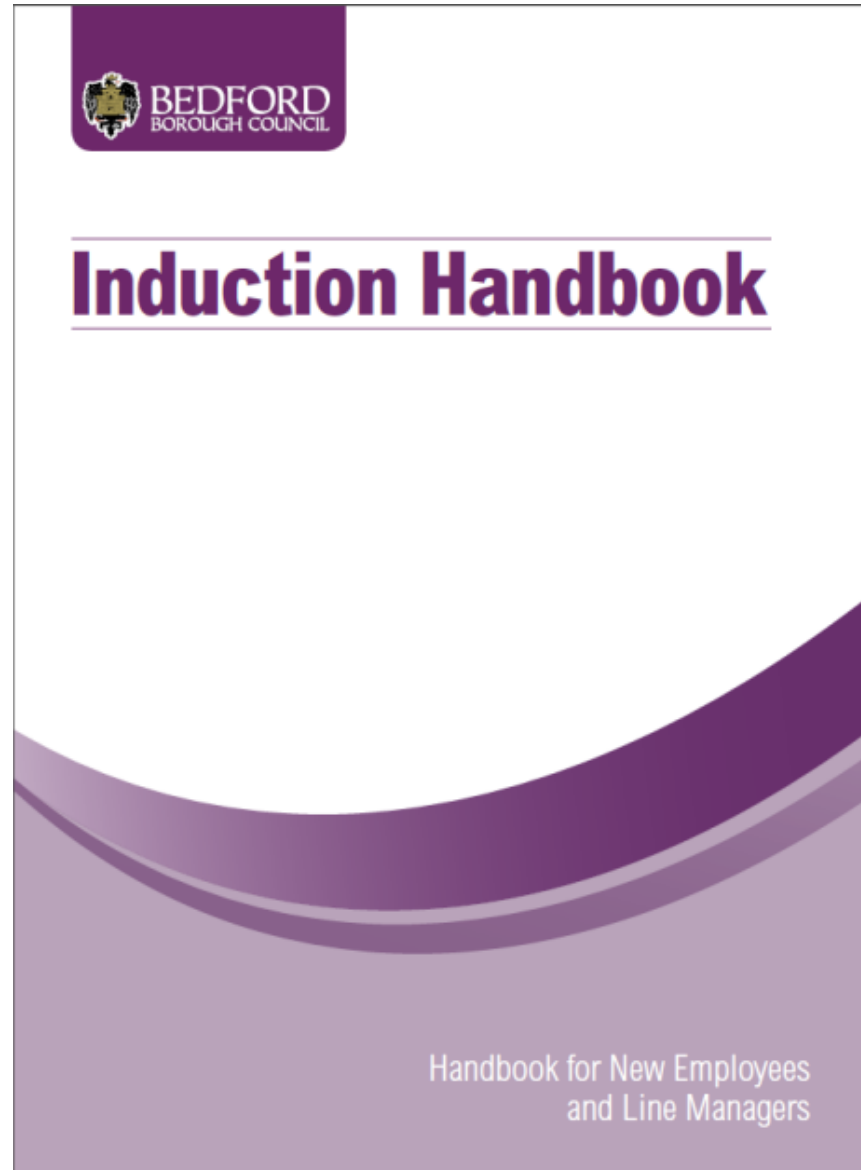
On your own think about what H&S tasks do you delegate and who to within your Service area?

**How do you ensure staff know what their responsibilities are in your service area/department?**



## **How do you ensure staff know what their responsibilities are in your service area/department?**

- Job descriptions
- Detailed in departmental procedures
- Training (induction and further training)
- 1:1's
- Annual appraisals
- Staff meetings
- Staff handbook
- Regular monitoring



## Training – identify and track training

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### Learning & Development Programme



# Learning and Development

## Health and Safety E-learning

- Legionella Awareness
- Lone Working
- Fire Refresher Training
- The Principles of Risk Assessment
- H&S Refresher training
- COSHH
- Manual Handling
- PEEPS

# Focus on Directors & Managers

## Cause

To not cause a body corporate to commit an offence by their:

## Resource

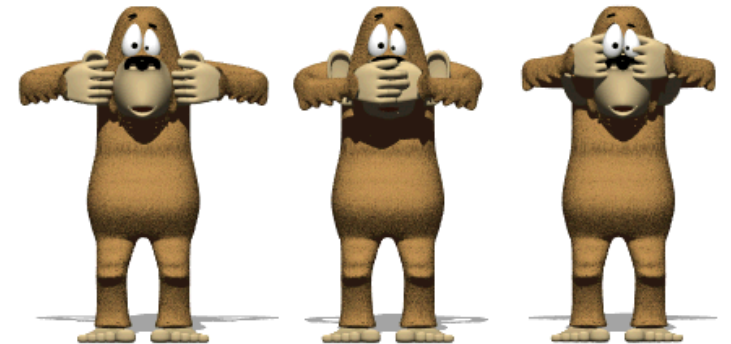
Adequately  
Resource Health  
and Safety

## Ensure

Ensure that  
responsibilities are  
clear

# R v P Ltd Personal Responsibility

- Interpretation of Neglect
- Not only what a manager knew
- But also covers a manager that did *not* know about unsafe behaviour when he reasonably *should* have



# Employees Responsibilities

**LEGAL DUTIES - FAILURE TO FOLLOW PROCEDURES COULD LEAD TO DISCIPLINARY ACTION**

To take reasonable care of themselves and others

Co-operate with employer

Not intentionally or recklessly interfere or misuse anything required for safety

To not, by act or default cause someone else to commit an offence

Report hazards that they become aware of

# Headteacher – dismissed for falsifying fire drill records

Ofsted requested to see the school's fire drill records.



```
graph TD; A[Ofsted requested to see the school's fire drill records.] --> B[Fire drills had not taken place each term, so the Headteacher asked the School Business Manager to falsify records to wrongly indicate that they had.]; B --> C[Following an internal disciplinary investigation and hearing, Headteacher was dismissed from the school.];
```

Fire drills had not taken place each term, so the Headteacher asked the School Business Manager to falsify records to wrongly indicate that they had.

Following an internal disciplinary investigation and hearing, Headteacher was dismissed from the school.



Important to  
Remember  
Safety is  
everyone's  
responsibility

A close-up photograph of a red pen with a silver clip, resting diagonally on a white document. The document has the word 'ACCIDENT' printed in large, bold, black capital letters. Below the title, there are several lines of text, including 'Owner's Name' and 'Owner's Address', which are slightly blurred. The pen is positioned as if it is about to write on the form.

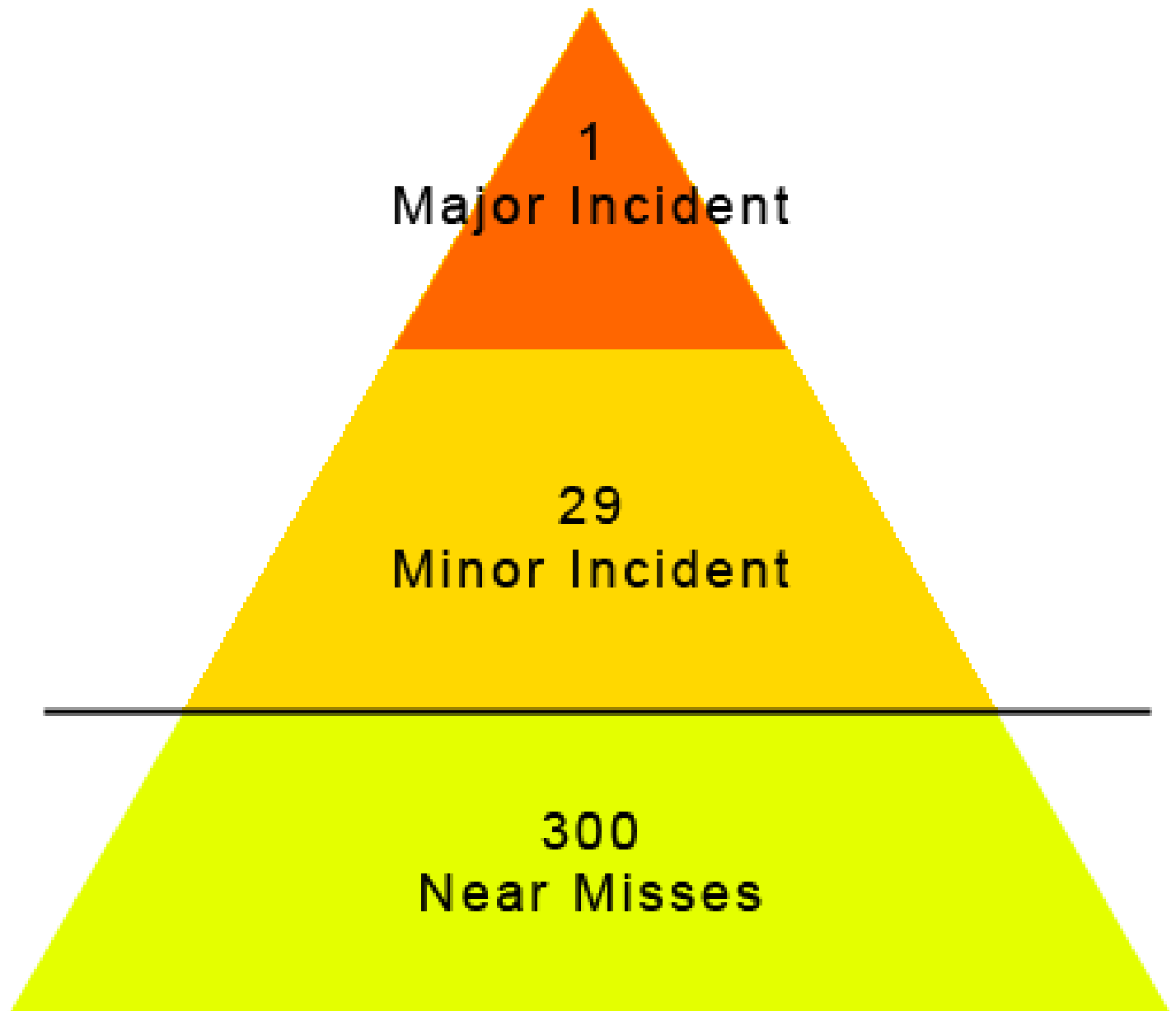
# Accident reporting

## RIDDOR 2013

Reporting and investigation of accidents and incidents


- BBC Accident forms A01A
- BBC Accident reporting procedure A01
- AssessNET online
- Each area will have a named AssessNET user
- As a Manager do you see the accident forms?

**The  
Importance of  
Recording ALL  
Accidents,  
and Trend  
Analysis**






# What is an accident?



The HSE define an **accident** as  
*“any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”.*



## What is a near miss?



*“any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity”.*

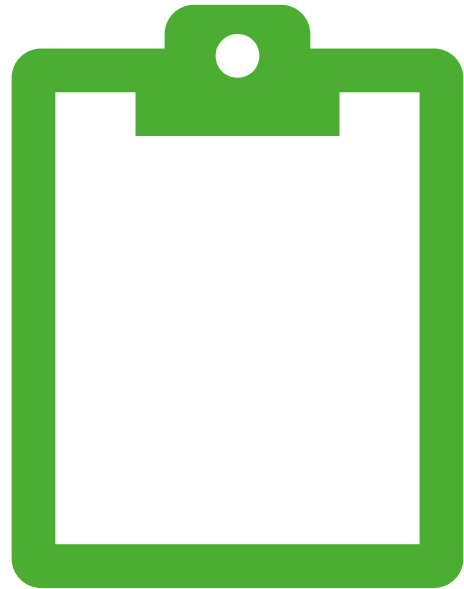




# Incident

Other incidents include:

- threatening behaviour and physical violence
- Security breach
- Fire



# Exercise

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Why do people have accidents?

# Why do people have accidents?

- Faulty equipment
- Drugs
- Alcohol
- No safe system of work
- Disregard for Health & Safety
- Complacency
- Behaviour (horseplay)
- Ignorance
- Fatigue
- Lack of training
- Poor training

# Investigation process



# Direct/immediate cause of accidents



A photograph of a "SLIP & FALL INJURY REPORT" form on a clipboard. The form is white with black text and lines. A black pen with a gold-colored tip is resting on the form. The form includes fields for "CCR #", "VICTIM'S NAME (Last)", "VICTIM'S ADDRESS", "SIGNAL #", "FALL", "SLIP", "TRIP", "DATE", "TIME", "LOCATION", "WITNESS NAME", "WITNESS ADDRESS", "POLICE REPORT", "INVESTIGATION", and "REPORT # OF CALL".

SLIP & FALL INJURY REPORT	
CCR #	SIGNAL #
VICTIM'S NAME (Last)	FALL
VICTIM'S ADDRESS	SLIP
	TRIP
	DATE
	TIME
	LOCATION
	WITNESS NAME
	WITNESS ADDRESS
	POLICE REPORT
	INVESTIGATION
	REPORT # OF CALL



# Root causes

Policies

Procedures

Personal factors

Environmental factors

# Causes of accidents

**Immediate causes** - the agent of injury or ill health (e.g. the blade, the substance)

**Underlying causes** - unsafe acts and unsafe conditions (e.g. the guard removed)

**Root cause** - the failure from which all other failings grow, often remote in time and space from the adverse event (e.g. failure to identify training needs / assess competence)

**Unsafe Acts** - Practices people perform which are hazardous (e.g. using equipment incorrectly)

**Unsafe Conditions** - Physical conditions of the workplace which render it unsafe (e.g. spillage on floor, unguarded machine).

# Council Accident and incident Reporting procedure



Responsibility of all staff to report any incident/accident that results from a work activity, including near misses, verbal and physical abuse following BBC accident reporting guidance A01.

Accidents are recorded to:

- Comply with the law (RIDDOR)
- To establish a cause and prevent a recurrence



## Incident / Accident Report Form

AssessNET reference:   
(Provided after entry onto online system)

Location / Directorate / Team: ..... Date of Incident: ..... Time of Incident: .....  
Where did the incident occur e.g. car park (include address if different to reporting establishment): .....

### Type of Incident (for violence related injuries tick injury option only)

Was anybody injured (inc. fatality, major / minor injury)? ☐  
Did anybody suffer a work related illness / disease? ☐ (visit [www.hse.gov.uk](http://www.hse.gov.uk))  
Was the incident a reportable dangerous occurrence? ☐ for further information)  
Did the incident involve any damage to property? ☐  
There was no injury or damage, but a near miss occurred. ☐  
Violence was involved in this incident. ☐ +see below

### About the Injured Person (form not to be completed by the injured person)

Surname: ..... Forename: .....  
Home Address (including postcode): .....  
.....  
.....  
Telephone: .....  
Occupation of injured person: .....  
Status of injured person: *Employee/ Pupil or Student/ Volunteer/ Client/ Contractor/*  
*Self employed/ Member of Public/ Resident or tenant/ other/ employed by someone else*  
Gender: *Male / Female* Age: .....  
Signature of injured person (adults only) ..... Date: .....

### About the person filling in this form: Name: .....

Home Address including postcode: (may use c/o establishment address if preferred)  
.....

Occupation: .....  
Signature: ..... Date: .....

No. of days injured person was off work   
(only applicable for employees / self employed working at our premises –  
do not include the day of the incident. If over 7 days reportable under RIDDOR)

### How the injury happened and what injuries were sustained

Include:	Describe fully what happened
• Type of injury	
• Apparent Cause	
• Additional Factors e.g. equipment, chemicals, condition of premises, management or supervision of activity, PPE.	
• Did the accident arise out of or in connection with a work activity	
+For violent incidents was it a result of an existing client / pupil medical or behavioural issue: Yes / No	

### First aid

	Yes	No		Yes	No
Taken to hospital from premises			Become unconscious		
Advised to visit GP			Need resuscitation		
Advised to attend A&E			In hospital for 24 hrs +		
Seen by 1st aider [name .....]			1st aid treatment provided		
What treatment was provided?					

### Follow up actions

	Yes	No	Describe in detail what has been done to reduce risk of re-occurrence where possible
Risk Assessment Reviewed			
Procedures reviewed			
Equipment / premises checked for defects			
Corporate Safety Unit informed			

The information on this form is correct to the best of my knowledge (must be signed by senior manager/ headteacher)

Print name: ..... Signature: ..... Job title: ..... Date: .....

A01A form





## Violent Incident reporting (violent incidents include physical violence, threatening behaviour and verbal abuse)

Location / Directorate / Team: ..... Date of Incident: ..... Time of Incident: .....

Where did the incident occur e.g. car park (include address if different to reporting establishment): .....

### About the victim

Surname: ..... Forename: .....

Gender:   Age: .....

### About the perpetrator (if known)

Surname: ..... Forename: .....

Gender:   Age: .....

Relationship to victim: .....

### About the person filling in this form

Surname: ..... Forename: .....

### About the incident

Date and time of incident: .....

Type of violence:  /  /

Weapons/Items/Substance involved: .....

Injuries sustained:  /

Property damage:  /

### Witness

Were there any witnesses:

/

If yes, is witness statement attached

/

### About the incident

#### Include:

Description of Events  
leading to violent incident

Corrective action taken e.g. review/  
creation of risk assessment/ procedures, :  
counselling offered/ provided; address  
added to High Risk Register

### Root cause (i.e. underlying reason violent incident may have occurred)

.....

.....

.....

### Authorities involved

Police ☐

Social Services ☐

Medical ☐

Health and Safety Executive ☐

### Additional Questions

If the police were informed please record the incident no. (if applicable)

.....

Review of work practice and/or security measures required/actioned?

Yes ☐ No ☐ N/A ☐

Do you believe the violent incident was discriminatory

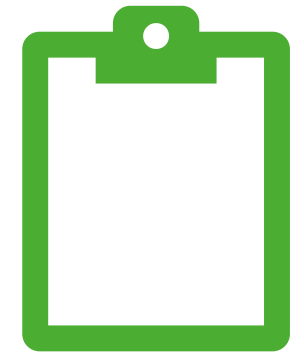
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# **Scenario**

## **Part 3**

- The member of staff is then signed off work for stress
- **Discuss what your next steps would be?**



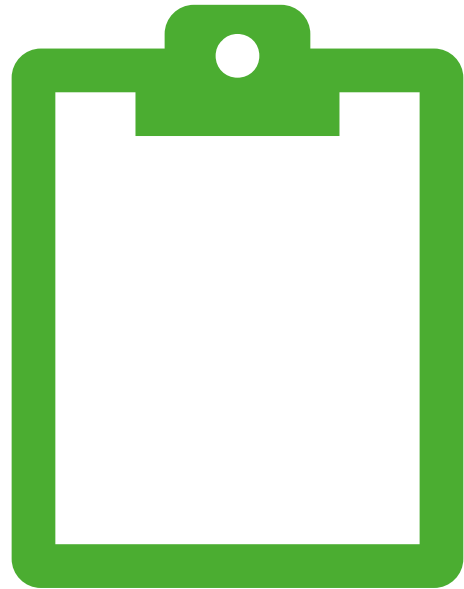


## **Risk assessments**



# What is a Risk Assessment?

An assessment of the risk is nothing more than a careful examination of what, in your workplace, could cause harm to people, so that you can assess whether you have taken enough precautions or should do more to prevent harm

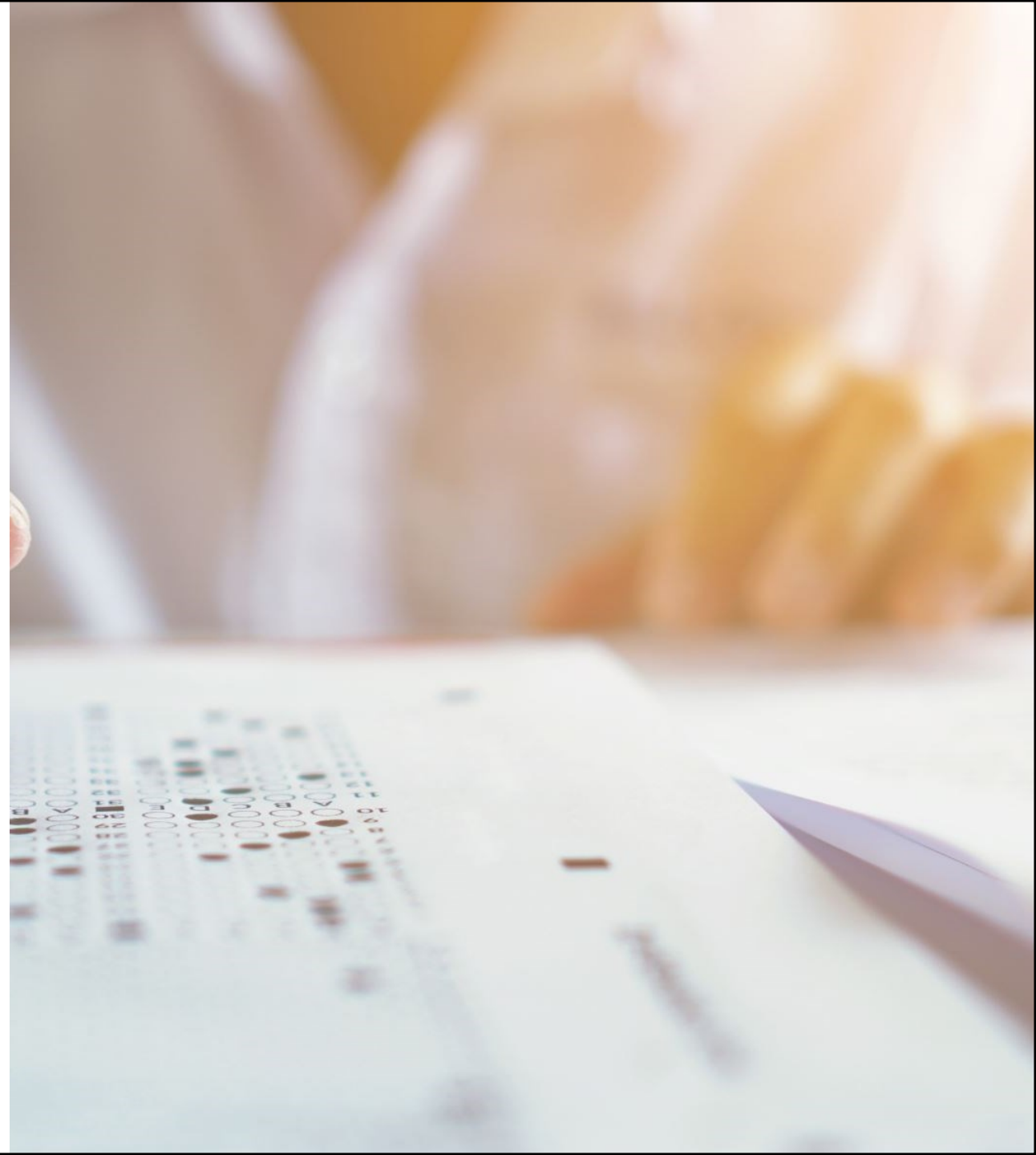


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What is your level of involvement  
with risk assessments?

# Risk Assessment Guidance

- BBC RO1
- AssessNET can be utilised for the recording and reviewing of risk assessments.



# Specific risk assessments

Manual Handling Risk  
Assessment  
Procedure M01 and  
form M01a

COSHH Assessment  
guidance C01 and  
Form C01a

Display Screen  
Equipment (DSE)  
assessment Form  
D01a

New and Expectant  
Mothers risk  
assessment guidance  
and form P01a

Young Person's risk  
assessment guidance  
Y01a

Fire Risk Assessment  
Form FR01

Personal Emergency  
Evacuation Plan  
(PEEP) Form PP01a

# DEFINITIONS

## Hazard

- Is something with the potential to cause harm.

## Risk

- the chance, high, medium or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.



**BEDFORD BOROUGH COUNCIL**  
**R01a Risk Assessment**

Doc No:  
Version / Revision:  
Published:  
Reviewed:

**R01a**  
V2 r1  
Apr 2020  
Apr 2020

Risk Assessment & Ref No		<i>Lone working generic risk assessment</i>				
<b>Hazard</b> <i>Something with the potential to harm: hazards listed should be all those present before controls are in place.</i>	<b>Possible effects / harm</b> <i>Where a group of people may be affected differently, e.g. young people or expectant mothers, identify the separate effects/harm and risk rating.</i>	<b>Detail existing controls</b> <i>Provide details of control measures already in place. If measures are detailed in other documents, state where.</i>	<b>Detail further action required to reduce the risk</b> <i>Note the action required, responsible person and target date.</i>	<b>Revised risk rating</b> <i>Indicate the rating following implementation of controls.</i>		
				L	S	RR
Manual Handling operations	Staff moving equipment from site to site	<ul style="list-style-type: none"> <li>Equipment supplied is light-weight</li> <li>Employees to use moving and lifting equipment provided</li> </ul>	<ul style="list-style-type: none"> <li>Employees to attend manual handling training</li> </ul>	3	1	3
Repetitive movements	Staff using IT equipment for the completion of their role	<ul style="list-style-type: none"> <li>DSE assessments undertaken and acted upon where required</li> <li>OH service available for staff</li> <li>Regular breaks taken by DSE users</li> </ul>	<ul style="list-style-type: none"> <li>DSE may be required for agile workers where a need is identified</li> </ul>	3	1	3
Inadequate Supervision/ Instruction / training	Staff working remotely or working outside of the office for meetings, courses, home visits etc	<ul style="list-style-type: none"> <li>Induction, shadowing, team meetings and PDR process in place</li> <li>Training needs section of PDR process to highlight training requirements</li> <li>Team procedures in place</li> <li>Agile working drop in sessions</li> <li>Outlook calendars, buddy systems, procedures within team to monitor staff locations</li> </ul>		1	1	1
Inexperience / lack of knowledge	Staff working remotely or working outside of the office for meetings,	<ul style="list-style-type: none"> <li>Induction, shadowing, team meetings and PDR process in place</li> <li>Training needs section of PDR process to highlight training requirements</li> </ul>				

# 5 Steps to Risk Assessment

Take a  
task/activity or  
place

**1. Identify the Hazards**

**2. Identify who will be harmed and how**

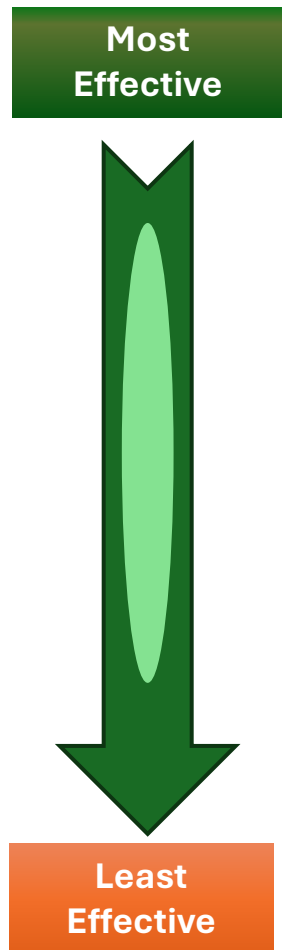
**3. Evaluate the risks and decide control measures**

**4. Record the risk assessment**

**5. Review**

What are the hazards in this picture?





Hierarchy Controls	
Controls	Description / Examples
<b>Elimination</b>	Design to eliminate hazards or completely stop the practice to remove the hazard.
<b>Substitution</b>	Substitute a less hazardous material, for example change out chemicals, use equipment that creates less noise, etc.
<b>Engineering</b>	Examples include: Ventilation such as lab hoods, blast shields, machine guarding, guard rails, interlocks, etc.
<b>Warnings / Administrative</b>	Examples of Warnings include: Signs, alarms, labeling Examples of Administrative Controls include: Procedures and training
<b>PPE</b>	This includes any protection worn by a person to protect them from a hazard, e.g., safety glasses, gloves, respirator, etc.



# Making Sure the Assessments Work

- Check control measure identified in risk assessments are being followed
- Review the risk assessment at least bi annually and more frequently if there is some significant change.





# Team meetings

Pull out key risks and controls for example lone working arrangements

# Risk Assessment - A Useful Tool

Can lead to:

Safer working practices

Improvements to working environments

Efficiencies

Risk assessments can also be used to:-

Justify the cessation of an activity because it is unsafe.

Influence perceptions of risk

Good defence against both prosecution and civil claims

# Exercise

## Driving for work

A member of staff is tragically killed in a road traffic accident after attending a council visit/meeting in their own car.

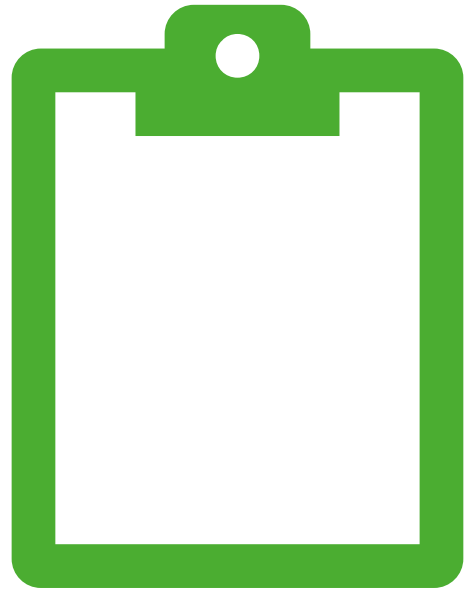
The Police and HSE contact the Council and wish to speak to their line manager as part of their investigation.

# What measures would they expect to be in place to manage this risk?

- Council Occupational Road Risk Policy in place
- Risk assessment completed for driving for work
- Managers guidelines/checklist completed
- Employee checklist completed
- Full DVLA driving licence check completed on appointment and annually
- Driver assessment completed

# What measures Should be in place to manage this risk?

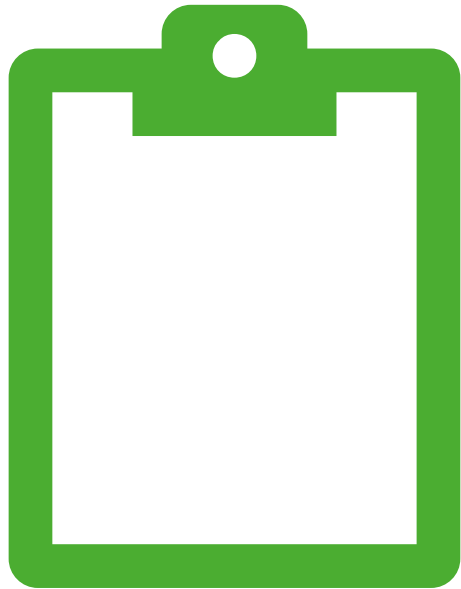
- Valid Insurance, MOT, Valid Tax in place
- Recording expiry dates and diarising renewal checks
- Medical declaration form completed
- Re check if employee changes vehicle in the year
- Management of employee workload
- Stress management arrangements



# Exercise

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What are your key Health and Safety risks for your department/service area.



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What safety measures should be in place for any staff working in non-council buildings?

For example,

- Home visits
- School visits
- Site visits

# Monitoring of Health and Safety

Reactive monitoring:-

- Accidents, incident and near miss investigations

Active monitoring:-

- Walk rounds, inspections, tours
- Health and Safety reports



# Checking health and safety

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How often are checks completed and by whom?

# Health and Safety Reporting to Directors

AssessNET Accident Data

Trend analysis of data

Key risks

Update on audit programme

Update on Training



# **Contractor Management**



Is BBC still liable for a contractor failings in Health and Safety?





# Contractor Management

- Managing contractors' guidance C02
- Contractors must provide risk assessments, method statements for their work (construction and non construction).
- Permit to works P06
- Stopping the job S04



Back in your  
Directorate/Department  
Be in control of SAFETY

# Summary

- ✓ Overview of Health and Safety legislation, Prosecutions
- ✓ Safety Management Systems
- ✓ Health and Safety Roles and responsibilities
- ✓ Risk Assessments
- ✓ Council accident, incident, near miss reporting
- ✓ Monitoring and review of health and safety



# Certificates



Feedback



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