



City of
BRADFORD
METROPOLITAN DISTRICT COUNCIL

Health and Safety Review Guidance Notes

Issued by Occupational Safety Team

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Introduction

This self review document has been designed to be used by senior managers, head of services, managers and or working groups, to review the health and safety arrangements of their own services, workplaces, depots, sites or departments. The scope of this review is based on the main legislative elements of Bradford Councils **Health and Safety at Work Policy**. It considers five main areas of the policy,

- Safety responsibilities,
- Working environment,
- Risk management,
- Safe working systems
- Safety monitoring.

It is a review process and is **not** intended to be a fully scoped, in depth audit of the health and safety management system.

To get the best from a review, it is beneficial to involve others who have the relevant responsibilities, knowledge and experience, who will help to create a full picture of your current health and safety performance. It is about finding out what you have in place, what you are doing well and comparing that against the standards and expectation of our health and safety policy. It will also identify what else you may need to do or improve on to achieve those standards. It is about knowing and actively managing your risks in the workplace and not attempting to seek absolute compliance to safety legislation or creating unachievable list of actions.

How to use the Review Document

The review document has been developed in word forms, so to navigate through the form you either use your tab key or click to the next box with your mouse. Complete the front page with the service details, date, who is involved, whether it is the first or repeat review and if you are completing a full or partial review.

To answer the questions/statements in each section, you simply need to gather and evaluate your evidence and then indicate one of the following

Yes = Doing well here, processes are in place and are working well.

Partial = Have some processes in place but there is more to do to get it right. For example, it could be a targeted review or mini audit, or an improvement to a process in a particular subject area e.g. COSHH, lone working, violence at work, control of contractors/partnerships.

No = Little or nothing in place, indicating this element is not being suitably managed. Simple actions are required to get this right and needs to identify those who will be responsible for making it happen.

N/A = this element/question is not applicable to the service area or department etc. (move to the next question or section).

Comments and Actions – for each question or statement, comments can be added, examples of the evidence referred to, reminders to create actions, or further questions you may wish to ask later or may need support with.

At the end of each section is an open summary text box where any issues arising from that review section can be identified as an action and the person(s) responsible for its completion. These summaries become your action plan and you can decide in which order to complete them.

Ideally health and safety reviews should be carried out annually, but could also be done every six months if it is felt necessary or where a number of actions were identified on the initial review. A review can also be broken down into manageable chunks to be completed over a period of time.

Key

1M 3M 6M 12M 18M – M stands for months e.g. 6M = six months

Employees - includes temporary, secondees, agency, casual, apprentices, young persons on work placement and volunteers.

Risk Management – Simply put, it is about knowing what risks may be affecting your service/dept. Knowing what effect they may have and having the right management controls in place. It is also about testing these controls to ensure they are working as they should and, if not, improving them.

Risk Assessment – a careful look at what could cause harm and its severity if realised. For the Council the following risk subject areas, along with many others not listed, may apply. Slip trip hazards, working at height or depths, manual handling, operating machinery, vehicles, driving at work, fire, first aid, stress, DSE, lone/remote working, CDM, violence at work, night working, noise, COSHH, home visiting, site work, highway works, confined spaces, electrical works, gas works, asbestos, legionella, biological hazards, events, crowd safety, building security, contractors, educational visits, food safety, office safety, safeguarding, school travel.

Safe Working Procedures – are an easy to follow procedure developed from the risk assessment outcomes. Working procedures need to take the default decision that it is easier and safer to do the right thing first time, whilst making it very difficult for employees to design their own short cuts, create unsafe 'work arounds', or 'winging it', or 'dynamic assessment, through poor decision making. They should be written in plain English and where relevant, and for ease of understanding, have a mix of text and pictograms.

Safety Monitoring – In essence, ensuring processes, procedures and controls are working as they should. Using simple metrics to test performance and for making comparisons, then using the information for future business/work plans and decision making. As examples, the number of lost time incidents, number of processes reviewed, the amount of training or health surveillance carried out, or the number of reality checks (test and inspect), equipment breakdown or down time.

Follow on Health and Safety Reviews

The first time you use this review template, it gives you the benchmark against your standards and will be a very useful reference point for future reviews.

For future reviews, if you prefer, you can start again with a blank review template, it is entirely up to you. At the end of your follow on review you can compare your current findings with your first review, to gauge progress or improvement. For best effect, always remain open, honest and consistent in your approach to your reviews, as this helps prevent the process becoming just a tick box exercise.

The following bullet points can be used for your follow on review scope, used alongside the previous review report/template as your reference points. Not everything listed below will be applicable to your area, or you may have your own scoping questions which you wish to use. You may also decide to concentrate on one or two review areas, or you may be still working through the remaining unfinished sections of your initial review.

Review Scope Questions:

- Are all the actions/issues from the previous health and safety review complete, resolved, on track, or still to do and need to be rescheduled?
If actions are still to do, then you will need to consider why that is the case and if those gaps now become the scope of the review.
- What is your review evidence, “testing the reality,” monitoring information and or data analysis really telling you?
- Have there been any changes, reductions and or improvements impacting the workplace? For example, working structures, management teams, processes, training, 3rd party activities, legislative changes or financial constraints.
- What has been the positive and or negative effect of these changes?
- Are you doing anything differently from last time?
- Where applicable, does your risk register controls and your health and safety review outcomes match?

Any new actions/comments can be added in the comments and or summary boxes at the end of each section as before, not forgetting those persons responsible for completion.

Before you finish, don't forget to set a date for your next health and safety review!