

Health and Safety

 Review

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| **Date of Review** | **Date:**  |
| **Department or Service or Team** | **Premises/ Section/ Service/ Depot/ Workplace** |
| **Name of person(s) carrying out the performance review** |  |
| TICK**First Review** **[ ]** **Repeat Review** **[ ]**  | TICK ONE **Full Partial**  **(one or more review sections)**  [ ]  [ ]  |

**Introduction and Use**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 the Bradford Councils **Health and Safety at Work Policy**. It considers five main areas, safety responsibilities, working environment, risk management, safe working systems and 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 heath 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.

**Use**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/VDU, 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 as 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!**

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| **Safety Responsibilities** | **Yes** | **Partial** | **No** | **N/A** | **Comment** |
| Clear staffing structures and job profiles exist. They clearly identify roles and responsibilities including those with specific H&S responsibilities. | [ ]  | [ ]  | [ ]  | [ ]  |       |
| All employees have had an induction which includes basic health and safety information(face to face, e- learning) | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Employees have had job/role specific H&S training to ensure they can carry out their task/duties safely**Examples - fire awareness, DSE, risk assessment, manual handling, COSHH, working at height, MEWP, noise, first aid**  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| All training and refresher training is monitored by line managers, using Evolve, Smartlog software etc. Regular checks are made to ensure training is complete  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Employees who operate, use, clean, test, inspect or maintain plant, machinery, equipment (large/small) or drive fleet/hire vehicles, have been suitably trained, are deemed competent and are authorised to do so by management.  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| The correct level of supervision is given to employees, teams and services, including those working remotely, lone workers, young persons, apprentices, night workers and those with additional needs.  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| What communication methods are used to inform, discuss and consult on health and safety matters with employees, trade union safety representatives and employee representatives? |  Give examples      |
| **Are there any issues regarding Safety Responsibilities that need to be addressed?**      | **Person(s) responsible for action**      |

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| **Safe Working Environment** | **Yes** | **Partial** | **No** | **N/A** | **Comment** |
| All work areas, depots, sites workplaces, or workshops, etc. have safe access, egress, pedestrian and vehicle routes and are free from * obstructions, slip trip and stumbling hazards
* unused items, documents, equipment, and resources
* cramped/crowded working conditions
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| The heating, lighting and ventilation meets the requirements of the work activities taking place and are kept in good working order | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Enough suitable clean welfare facilities are available for all to use and they are maintained in reasonable working order.Welfare facilities includes * toilets and hand washing
* access to clean drinking water
* kitchenette - ability to make hot drinks
* disabled facilities

**Other facilities provided may include – changing areas, showers, seating areas, eating areas, canteens, etc** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| There are established emergency arrangements that are tested regularly. Where appropriate, emergency arrangements include PEEPS and support plans for those who need additional support or assistance in an emergency. | [ ]  | [ ]  | [ ]  | [ ]  |       |
| All general, recyclable, special, non-hazardous and hazardous waste is removed on regular basis.Where applicable, waste disposal transfer notes, certificates and confirmations are retained for future reference | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Are there any areas of concern with the working environment which needs to be addressed?**      | **Person(s) responsible for action**      |
| **Risk Management** **and Safe Systems**  | **Yes** | **Partial** | **No** | **N/A** | **Comment** |
| Do you have established process for employees and others to highlight potential hazards, raise concerns; (unsafe situations, behaviours, conditions or equipment) or faults which may affect workplace safety? These processes include management follow up and action as appropriate. | [ ]  | [ ]  | [ ]  | [ ]  | **Examples**        |
| There is an established process for the assessment of risk within your areas of control. This process considers* eliminating the risk at source
* designing out risk from the process or activity
* reducing the level of risk via management controls
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Risk assessments consider all hazardous tasks, activities, sites, workplaces, work areas and safety subjects.  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Those carrying out risk assessments are competent and are authorised by management. The assessment process involves others who have knowledge and experience of the task, activity or area being assessed. | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Findings from risk assessments are made known to all concerned and where appropriate are used to create simple safe working processes. | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Safe working processes, procedures, protocols and or practices are:* designed so that employees can work in the easiest and safest way
* eliminating the possibility for short cutting or unsafe “work arounds” or “wing it.”
* written in plain English
* where applicable, uses a mix of text and pictograms to explain or endorse the safety message.
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| All plant, equipment, machinery, power tools or fleet/hire vehicles used by your employees are fit for purpose. They are maintained in safe working order as part of planned maintenance regimes.  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| All faulty or unsafe plant, machinery or equipment etc. is removed from use and or isolated (locked off) to prevent misuse, accident or injury.  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| All legislative required testing and inspection of your plant equipment or fleet vehicles (PUWER. LOLER, Vosa, etc) is carried out by competent persons and at the correct service intervals.  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Contractors carrying out work or delivering services on behalf of your service or the Council are:* pre-vetted
* authorised
* actively monitored and reviewed during the period of the contract.
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Where applicable, there is an established process for authorising and controlling higher risk tasks and activities, (employees and contractors)**Examples permits to work or enter for CDM, pressure vessels, working at height, live electrical works, high voltage working or confined spaces.**  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Where appropriate you use the EHWB service and or similar specialist services to assist with the health surveillance of your employees?**Examples - HAVs, respiratory, skin, hearing, noise, fitness to drive etc.** | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Accidents and violence at work incidents are reported to line management without delay and also on the Occ. Safety online incident reporting module* Incidents are investigated to identify cause(s)
* Injured persons and or victims are supported
* Processes and assessments reviewed post incident
* Action is taken to prevent reoccurrence
* Learning points are shared
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| **Are there any areas of risk management and safe systems that need to be addressed?**      | **Person(s) responsible for action**      |
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| **Safety Monitoring** | **Yes** | **Partial** | **No** | **N/A** | **Comment** |
| There is a formal review program for your risk assessments and safe working processes that ensures: * they are valid and remain as “live” documents
* all remedial actions are complete and the risk controls have been implemented
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| As part of assessment review process, the reality of the safe working is proactively tested by management. Methods used, test and inspect visits, safety tours, behavioural safety tours, support and supervision, “back to the shopfloor sessions” and tool box talks, for example. | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Risk assessments and safe working processes were reviewed within the last? | 3M[ ]  | 6M[ ]  | 12M[ ]  | 18M[ ]  |       |
| The wellbeing of your employees is monitored on a regular basis.Using - 1:1 mtgs, support and supervision mtgs, team mtgs, tool box talks, performance review or EHWB support services | [ ]  | [ ]  | [ ]  | [ ]  |       |
| The team, service or dept has health and safety based performance indicatorsSubject examples - accidents, incidents, violence at work, sick absence, risk assessments, audits, inspections, training, injury/ill health claims, compliments and complaints | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Performance indicators and other review information are discussed at managerial meetings, committees and review boards. | [ ]  | [ ]  | [ ]  | [ ]  |       |
| The department or service has a Health and Safety Risk Register: It is:* up to date
* used in meetings, review processes and discussions as a management information (MI) tool
* used as an aide for future work/business planning and targeted actions
* linked to other dept/service risk registers.
 | [ ]  | [ ]  | [ ]  | [ ]  |       |
| The Risk Register was reviewed in the last | 6M[ ]  | 12M[ ]  | 18M[ ]  | N/A[ ]  |       |
| **Are there any areas of safety monitoring which needs further action?**      | **Person(s) responsible for action**      |

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| **Occ Safety Support**  |  |  |  |  | **Comment** |
| Have you or your service sought advice and or support from the Occupational Safety team in the last?  | 3M[ ]  | 6M[ ]  | 12M[ ]  | 24M[ ]  | Reason:       |
| Have you used the Occupational Safety website to find policies, guidance, templates or access the online incident report module in the last  | 1M[ ]  | 3M[ ]  | 6M[ ]  | 12M[ ]  | Reason:       |
| An electronic copy of this completed H&S review will be sent to or will be made available to the Occupational Safety Team for monitoring, support and or follow up | Yes[ ]  |  | No [ ]  | N/A [ ]  |       |
| **Are there any issues regarding Occupational Safety support that you would like to discuss?**       | **Person(s) responsible for action**      |
| **Proposed date for your next review and or update** |  **Date**       |