

Health & Safety Management Manual Training

Learning Outcomes

- Describe your responsibilities as a Health & Safety Management Manual Holder / Deputy
- Describe how to complete your manual
- Basics on risk assessment
- Where to find further information etc.

Content of the manual

- Guidance on health & safety management / manual, policy, contacts, forward planner, training needs, self audit etc.
- Risk Management – summary of hazards / risks, risk assessments, risk register.
- Workplace / site inspections (quarterly, others).
- Supplementary guidance.

Why a Health & Safety Manual?

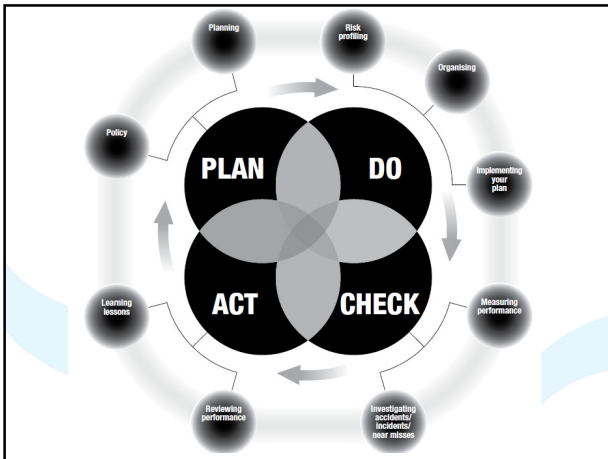
1. Legal framework
2. Managing health & safety
3. H&S risk management

1. Legal framework

- Health & Safety at Work etc Act 1974
- The Management of Health & Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992

2. Why manage health & safety?

- Moral responsibility – safe environment, employees feel valued and motivated, increased skill levels and more efficient work processes.
- Legal – legal requirement set out in legislation / regulations.
- Financial – reduces costs and lost time from injury, absence and property damage, reduces other costs – legal, claims, insurance etc.
- Contributes towards improved patient care.



Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine your policy/Plan for implementation	Define and communicate acceptable performance and resources needed
Do	Profile risks/Organise for health and safety/Implement your plan	Identify and assess risks/Identify controls/Record and maintain process safety knowledge Implement and manage control measures
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance/Learn from measurements and findings of investigations
Act	Review performance/Act on lessons learned	

Incident Reporting / Investigation

- Line management
- Datix – injuries, incidents, near miss, damage / loss, system failures
- Reviewers & approvers responsible for local investigation / actions
- RIDDOR – Reporting of Injuries, Diseases & Dangerous Occurrences Regulations

3. H&S Risk Management

- a) Managing risk
- b) Risk assessment
- c) Risk register

a) Managing Risk

- Identification, assessment and reduction of risks to staff, patients and others.
- Control real risks within acceptable levels, rather than prohibiting activities.
- Enables tasks to be undertaken safely.
- Individuals understand their responsibilities.
- Benefits the organisation.

b) Risk Assessment

- Step 1. Identify the hazards.
- Step 2. Decide who might be harmed and how.
- Step 3. Evaluate the risks & current precautions, decide if further precautions required.
- Step 4. Record findings and implement.
- Step 5. Review assessment and update.

The controls implemented must be;

- S – Specific to the tasks / environment.
- M – Measurable – able to monitor effectiveness.
- A – Agreed amongst staff as best practice.
- R – Realistic and achievable within the service / area.
- T – Timescale for implementation if required.

c) Risk Register

- Local register for each department
- Feeds into the service register
- Identifies significant risks that can't be managed locally
- There is a separate clinical risk register

Inspections & Audits

- Quarterly workplace inspections
- Audited by Health & Safety Service

Occupational Health Role

- Health issues (e.g. Musculoskeletal, injuries, conditions)
- Health checks
- Health / skin surveillance
- Immunisation / needlestick injuries

Further Info

- HRConnect – Occupational Health & Safety – Health & Safety or Occupational Health
- Staffnet
- Contact us for support

Summary

- Responsibilities – do what you can locally
- Advise your management of outstanding issues & risks
- Involve staff
- Don't overcomplicate, avoid duplication
- Make use of resources available

Questions?

Thank You