

Managing Health and Safety: RoSPA's SURVIVAL GUIDE for the smaller firm

Are you confused about health and safety law? Worried about accidents, uncontrolled risks, ill-health and financial losses? Do you feel under pressure, not sure where to start?

Follow our small firms' survival guide to find your way out of the occupational safety jungle...

YOU MUST:

- notify HSE or the local authority of your business
- display statutory health and safety information
- obtain adequate employer's liability insurance
- meet basic workplace welfare requirements
- obtain a fire certificate (if necessary)
- report accidents and keep records
- provide "adequate and suitable" first aid facilities

ASSESS YOUR RISKS

1. **IDENTIFY HAZARDS** i.e. things that could cause harm (Think about health as well as safety.)
2. **WORK OUT** how likely it is that harm could occur (i.e.. **THE RISK**). Who might be affected (especially young people) and how serious could the consequences be?
3. Can risks be **ELIMINATED** altogether? If not, are necessary **CONTROL MEASURES** in place? (Do they comply with legal requirements?) Always try to control risks at source before relying on personal protective equipment. Are adequate emergency arrangements in place if controls should fail?
4. **RECORD** your findings. Communicate them to your staff and others such a work experience organisers.
5. **REVIEW** your assessments regularly (at least once a year - or sooner if things change).

Read HSE leaflet *Five Steps to Risk Assessment* IND(G)163L

ACTIVE MONITORING

- Carry out regular inspections
- Follow up to see that essential targets are being met
- Observe behavior - especially of young people.



REACTIVE MONITORING

- investigate all injuries, cases of work related ill health and "near misses"
- Find out why they were not prevented

Don't forget your OCCUPATIONAL HEALTH needs:

- health surveillance
- pre-employment health checks
- advice about job placement and rehabilitation

START BY GETTING ADVICE -

about the information and services you are going to need. Contact:

- The Health and Safety Executive or your Local Authority Environmental Health Department
- RoSPA
- Your local "Business Link"
- Your local trade association
- Your local health and safety groups

- get basic training or briefing AND/OR
- visit key websites and gather and study free leaflets AND/OR
- engage professional services

REVIEW your current approach to health and safety. Start by reviewing your policy statement

Develop a MANAGEMENT SYSTEM

1. Define your **POLICY**
 - set out your objectives
 - state your commitment to health and safety
2. **ORGANISE**. Allocate responsibilities to key people
3. Make **PLANS** and **IMPLEMENT** them
4. **MONITOR** your performance
5. **REVIEW** what you have achieved

AUDIT your system periodically

If you are managing health and safety systematically, you will be:

- **COMPLYING** with the law
 - eliminating and/or adequately controlling **RISKS**
 - Reducing **LOSSES**
 - **WORKING** at continuous improvement
 - Under less **PRESSURE**
- ...you will also have escaped the jungle and, hopefully, reached a place of 'safety'!!

REMEMBER:

- most accidents are not caused by "careless" workers but health and safety management failure
- for every accidental injury leading to over 3 days absence, the are 7 first aid injuries and 189 "near misses"
- on average, accidents cost employers £1,000 per employee per annum
- work related health damage is a much bigger problem than accidental injuries
- major ill-health caused by work includes most back injury, stress, dermatitis, deafness and asthma.

- For HSE area offices and Business Links see 'phone book
- HSE InfoLine 08701 545500
- Visit HSE's website on www.nse.gov.uk
- Phone RoSPA on 0121 248 2000 for advice
- Visit RoSPA's website at www.rospa.co.uk

BASIC READING - *Essentials of Health and Safety at Work* details from HSE Books. Tel: 01787 881165, fax: 01787. RoSPA 0121 248 20000

Read HSE leaflet, *Managing Health and Safety - Five Steps to Success* IND(a) 275

Read HSE leaflet *Need Help on Health and Safety?* IND(G) for employers on when and how to get advice.

ASSESS health and safety TRAINING needs

- start with managers and supervisors
- provide induction health and safety training - especially for all young workers
- look at the training needs for each job
- build health and safety into vocational training

Read HSE free leaflet *Writing a safety policy statement - Advice to Employers* HSC6

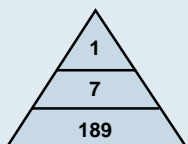
Read HSE leaflet *Five steps to information, instruction and training* IND(G)213L

SET measurable health and safety PERFORMANCE STANDARDS for:

- training
- inspections
- the working environment
- control of particular tasks

REMEMBER the four C's for building a health and safety culture

- Control: Are you actually in control of the organisation?
 - Co-operation: Are staff working together? Are you consulting your workforce on health and safety?
 - Communications: Is essential information flowing within the firm?
 - Competence: Are staff competent to carry out their responsibilities?
- (Have you appointed a competent person to advise you about health and safety?)



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