

Meeting your HSE obligations: The HBXL guide to getting the best out of the HSG65 'Managing for health and safety' approach



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Contents

Your legal duties 4

What is HSG65? 5

How does Health & Safety Xpert® help? 6

Applying it to a project timetable 7

Plan

● **Policy..... 10**

● **Planning 10**

● Pre-Construction Information 11

● Health & Safety File 11

● Construction Phase Plan 12

● Fire Plan 12

● Contractor Questionnaire..... 12

● Site set-up check list..... 13

● Site Rules 13

Do

● **Risk Profiling 14**

● Risk Assessments..... 15

● Client Acknowledgement of Risk
Assessment 15

● COSHH Assessments..... 16

● COSHH Cover Sheet 16

● Noise Assessments 16

● Hand & Arm Vibration (HAVS)
Exposure Record 17

● Health & Safety File (2nd instance for
residual risk) 17

● **Organising 17**

● Site Attendance (Visitors) Register 18

● Site Safety Induction & Site Induction
Register 18

● Toolbox Talks, Toolbox Register &
Toolbox Talks Training Record 19

● PPE Register 19

● Scaffolding Handover Certificate..... 20

● Excavation Pre-Works Checklist 20

● Permit Register 2

● **Implementing..... 21**

Check

● **Measuring Performance 22**

● Scaffolding Inspection Record..... 23

● Excavation Inspection Record 23

● Report of Inspection
Scaffold/Excavation 24

● Harness Inspection Record 24

● Lifting Equipment Inspection Record 24

● Ladder Inspection Record 24

● Plant Inspection Record 25

● Site Inspection..... 25

● Health & Safety Audit..... 25

● **Investigating Incidents..... 26**

● Written Breach of Health & Safety
Procedures 26

● Accident & Incident Record 26

● Accident Incident Investigation Form 27

Act

● **Review Performance 28**

● **Learning Lessons 28**

Here at HBXL Building Software we're in the business of improving the working processes within the construction industry for busy small to medium sized businesses.

Health & Safety Xpert® is one of our many software programmes that does just that. It takes into account latest legislation, does the initial thinking for you, gives you peace of mind – making a huge difference to your business – and quickly.

It's easy to use and significantly cuts down the time it would normally take to complete the necessary documentation. You simply tell the software what you're building and it does the rest - selecting all the relevant risk and COSHH assessments, plans, policies, statements and information required by law including the Construction (Design and Management) Regulations 2015.



This particular guide shows how the **Health & Safety Xpert®** documents support the Plan, Do, Check, Act approach, explained in the HSE's 'Managing for Health & Safety (HSG65) document. We hope you can use it as a checklist for adopting a safe way of working.

Your legal duties

All organisations have management processes or arrangements to deal with payroll, personnel issues, finance and quality control – managing health and safety is no different.

The Management of Health and Safety at Work Regulations 1999 require employers to put in place arrangements to control health and safety risks. As a minimum, you should have the processes and procedures required to meet the legal requirements, including:

- a written health and safety policy (if you employ five or more people);
- assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by your activities – and record the significant findings in writing (if you employ five or more people). Any risk assessment must be 'suitable and sufficient' (same applies for COSHH);
- arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment;
- access to competent health and safety advice, for example see the Occupational Safety and Health Consultants Register (OSHCR) at www.hse.gov.uk/oshcr;
- providing employees with information about the risks in your workplace and how they are protected;
- instruction and training for employees in how to deal with the risks;
- ensuring there is adequate and appropriate supervision in place;
- consulting with employees about their risks at work and current preventive and protective measures.

What is HSG65?

The 'Managing for health and safety' (HSG65) document produced by the HSE is widely recognised as sound guidance on good practice for managing the health and safety of your business and projects.

It does this by using the simple **Plan, Do, Check, Act** framework, identifying the key actions needed in each part of the project cycle and relating them back, where appropriate, to leadership, management, worker involvement and competence.

The key actions covered are:



See page 6 for a flowchart that illustrates the Plan, Do, Check, Act framework.

Note that it is circular so you take action on lessons learned from audits and inspections and implement into policy for future projects.

How does Health & Safety Xpert® help?

Health & Safety Xpert® gives you the tools, in the form of relevant documents, to provide a healthy and safe working environment on the building site, whilst ensuring the safety of the public. As this diagram shows, HBXL's **Health & Safety Xpert®** software for building firms provides all the documents that support each stage of the HSE's Plan, Do, Check, Act approach so that health and safety can be part of the everyday process of running your business and building sites.

Adopting the right approach to health and safety involves following a cycle of events, as mapped out in the HSE HSG65 guidance. Our infographic below shows how our documents and the HSE's steps come together to give you peace of mind.

Organisations have a legal duty to put in place suitable arrangements to manage for health and safety. We recommend that you file your documents as records so that they could be consulted by an inspector if necessary.



Applying it to a project timetable

You need to be thinking about what you need to do to meet your obligations and what paperwork will help you in this process.

DAY ZERO	PRE-CONSTRUCTION	CONSTRUCTION PHASE	REVIEW
PLAN >>	PLAN >>	DO ->	ACT ->
Company Health & Safety Policy	Pre-Construction Information	Site Attendance (Visitors) Register	Site inspection
CDM 2015 duty holders checklist	Health & Safety File	Site Safety Induction	Health & Safety Audit
Contractors responsibilities for domestic clients	Construction Phase Plan (simple or detailed depending on the project)	Site Induction Register	Written Breach of Health & Safety Procedures
Domestic client's responsibilities	Fire Plan	Toolbox Talks	Accident & Incident Record
	Contractor Questionnaire	Toolbox Talks Register/Record	Accident Incident Investigation Form
	Site-set up check list	PPE Register	Company Health & Safety Policy
	Site Rules	Scaffolding Handover Certificate	
	DO ->	Excavation Pre-Works Checklist	
	Risk Assessments	Permit Register	
	Client Acknowledgement of Risk Assessment Statements	Permit to Work Electricals	
	COSHH Assessments	Permit to Work Excavations	
	COSHH Coversheet	Permit to Work Asbestos	
	Noise Assessments	Permit to Work Confined Spaces	
	Hand & Arm Vibration (HAVS) Exposure Record	Permit to Work at Heights	
	Health & Safety File (2nd instance for residual risk)	Permit to Work Hot Works	
	Method Statements	CHECK ->	
		Scaffolding Inspection Record	
		Excavation Inspection Record	
		Report of Inspection Scaffold/Excavation	
		Harness Inspection Record	
		Lifting Equipment Inspection Record	
		Ladder Inspection	
		Plant Inspection	
		Site inspection	
		Health & Safety Audit	
		Health & Safety File (3rd instance to update clients with residual risk)	
		Written Breach of Health & Safety Procedures	
		Accident & Incident Record	
		Accident Incident Investigation Form	

PLAN >>			
POLICY	TIMETABLE	PLANNING	TIMETABLE
Company Health & Safety Policy	At the start of your business and reviewed before any project commences	Pre-Construction Information	Before the construction phase commences and then it evolves as the project progresses towards the construction phase
CDM 2015 duty holders checklist	Make yourself familiar at the start of your business and before any project commences	Health & Safety File	Before construction commences and then it will evolve throughout as it progresses towards the construction phase. It is then reviewed during Risk Profiling and then finally handed over to the client AFTER the current project is finished.
Contractors responsibilities for domestic clients	Make yourself familiar at the start of your business and before any domestic project commences	Construction Phase Plan (simple or detailed)	Before the construction phase commences and before site set up use the simple Construction Phase Plan for small scale routine work and the detailed one for anything larger like an extension or loft conversion.
Domestic client's responsibilities.	Make yourself familiar at the start of your business and before any domestic project commences	Fire Plan	Before the construction phase commences and before site set up in conjunction with the construction phase plan.
		Contractor Questionnaire	Before the construction phase commences and before any contractor commences on site
		Site-set up check list	Before the construction phase commences to check you have met requirements before work begins
		Site Rules	Draft them before the construction phase commences and then communicate to site personnel and contractors before they begin work

DO >>					
RISK PROFILING	TIMETABLE	ORGANISING	TIMETABLE	IMPLEMENTING	TIMETABLE
Risk Assessments	Before work commences and then review, update and communicate as necessary throughout the project	Site Attendance (Visitors) Register	Have in place before work commences and throughout the project	Permit to Work Electricals	Must be drafted, communicated and signed off by all parties before any work commences. Permits to Work are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.
Client Acknowledgement of Risk Assessment Statements	Before work commences and then review, update and communicate as necessary throughout the project	Site Safety Induction	Have in place before work commences and throughout the project as new starters join the project	Permit to Work Excavations	
COSHH Assessments	Before work commences and then review, update and communicate as necessary throughout the project	Site Induction Register	Have in place before work commences and throughout the project as new starters join the project	Permit to Work Asbestos	
COSHH Coversheet	Before work commences and then review, update and communicate as necessary throughout the project	Toolbox Talks	Have in place before work commences and throughout the project as new starters join the project and new equipment or risks on site emerge	Permit to Work Confined Spaces	
Noise Assessments	Before work commences and then review, update and communicate as necessary throughout the project	Toolbox Talks Register/Record	Have in place before work commences and throughout the project as new starters join the project and new equipment or risks on site emerge	Permit to Work at Heights	
Hand & Arm Vibration (HAVS) Exposure Record	Once you know enough about the work via the Hand & Arm Vibration Risk Assessment to establish the likely level of vibration exposure, shift to investigating and taking practical steps to reduce the exposure time and the risk. Use the Hand & Arm Vibration (HAVS) Exposure Record whenever you feel that the action levels might be exceeded.	PPE Register	Have in place before work commences and throughout the project	Permit to Work Hot Works	

DO (continued) >>			
RISK PROFILING	TIMETABLE	ORGANISING	TIMETABLE
Health & Safety File (2nd instance for residual risk)	As the project progresses the Health & Safety File included in Health & Safety Xpert® should be reviewed, updated and revised	Scaffolding Handover Certificate	Use after the scaffolding has been erected to ensure it's strength and stability. Then inspect regularly with the Scaffolding Inspection Record
Method Statements	Method Statements need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. Method Statements are site-specific and can only be completed by a trained, experienced and competent person. They must be written and communicated BEFORE work commences	Excavation Pre-Works Checklist	Before work commences then inspect regularly with the Excavation Inspection Record.
		Permit Register	Must be drafted, communicated and signed off by all parties before any work commences. Permits to Work are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

CHECK >>			
MEASURING PERFORMANCE	TIMETABLE	INVESTIGATING INCIDENTS	TIMETABLE
Scaffolding Inspection Record	Before first use scaffolding, then at least weekly OR whenever the scaffolding is subject to high winds, adverse weather, addition, alteration or other damage or event which may have affected strength or stability	Written Breach of Health & Safety Procedures	Use for site breaches of Health & Safety where an Employee/Operative has failed to follow on site guidelines for Health & Safety
Excavation Inspection Record	Before the first use of the excavation, then daily OR whenever any event that may have affected the stability of an excavation or after any accidental fall of rock, earth or other material	Accident & Incident Record	Use to keep a record of every accident (including near misses) and ill health
Report of Inspection Scaffold/Excavation	Use in conjunction with the Scaffolding Inspection and Excavation Inspection timetable	Accident Incident Investigation Form	Use to investigate every accident (including near misses) and ill health
Harness Inspection Record	Suitable intervals OR whenever the harness is subject to an event which may affect it		
Lifting Equipment Inspection Record	Suitable intervals OR whenever the harness is subject to an event which may affect it		
Ladder Inspection	Daily - before use of ladder at start of day and then when it has been moved or dropped.		
Plant Inspection	Weekly		
Site inspection	Daily - preferably at a different time each day		
Health & Safety Audit	Use at least annually to review your business		
Health & Safety File (3rd instance to update clients for residual risk)	The file should be reviewed, updated and revised before final handover to the client with any residual risks identified.		

ACT >>			
REVIEW PERFORMANCE	TIMETABLE	LEARNING LESSONS	TIMETABLE
Site inspection	As a minimum, the outcomes from these documents should be reviewed at appropriate stages to establish whether improvements need to be made in the future;	Take action. Any improvements or issues that have been flagged in the review process need to be written into company policy before you plan the next job	Throughout your project and at the end BEFORE you commence your next project
Health & Safety Audit			
Written Breach of Health & Safety Procedures			
Accident & Incident Record			
Accident Incident Investigation Form			



PLAN

DO

CHECK

ACT

The **PLAN** stage is all about determining your health and safety policy and planning for its implementation on your jobs.

Health & Safety Xpert® provides you with the policies, plans and checklists to assist you in this process.

Policy

Firstly you need to ensure that you understand your health and safety responsibilities and these are outlined in the following **Health & Safety Xpert®** documents, which we would recommend you read before you do anything else.

- **CDM 2015 duty holders checklist**
- **Contractors responsibilities for domestic clients**
- **Domestic client's responsibilities.**

Secondly, you can read up about the key health and safety regulations you need to know about in the **Health & Safety Xpert®** user guide.

Once you are familiar with your responsibilities, a really important part of achieving effective health and safety outcomes is having a strategy and making clear plans. You need to think about what you are going to do to manage health and safety, then decide who is going to do what and how. This is your company **health and safety policy**.

Health & Safety Xpert® comes pre-populated with a **company health and safety policy** which you need to review and tailor to your company and approach. It should be shared throughout the workforce, so that everyone understands how health and safety will be managed in your business. Every company must have a **company health and safety policy** if you employ five or more employees.

Planning

Planning is essential for the implementation of health and safety policies. Adequate control of risk can only be achieved through co-ordinated action by all members of your team. An effective system for health and safety management requires organisations to plan to:

- control risks;
- react to changing demands;
- sustain positive health and safety attitudes and behaviours.

Health & Safety Xpert® comes with many documents to assist with this stage:

- **Pre-Construction Information**
- **Health & Safety File**
- **Construction Phase Plan (simple or detailed)**
- **Fire Plan**
- **Contractor Questionnaire**
- **Site-set up check list**
- **Site Rules**

Pre-Construction Information

The client has the main duty for providing **pre-construction information**. They must provide this information as soon as practicable to *both* designer (including the principal designer) and contractor (including the principal contractor).

For projects involving more than one contractor, the client must pass this information to the principal designer as soon after their appointment as possible. They will then draw this together in a **pre-construction information** document like that which is included in **Health & Safety Xpert®**.

On a **domestic client** project where the domestic client does not appoint a principal designer, the role of the principal designer must be carried out by the designer in control of the pre-construction phase. When working for a domestic client, the client duties will normally be taken on by another duty holder (often the principal contractor on projects involving more than one contractor).

If there is no designer or principal designer as the project commences (e.g. the contractor is working from pre-existing building plans for example) then the pre-construction information will need to be put together by the principal contractor or contractor as nominated by the client.

The pre-construction information will evolve as the project progresses towards the construction phase. At first, drawing together the necessary information should involve identifying relevant documents that the client already holds.

These might include a health and safety file produced as a result of earlier construction work, any surveys or assessments that have already been carried out (e.g. asbestos surveys), structural drawings etc.

Use the **Pre-Construction Information document** included with **Health & Safety Xpert®** to help you prepare a comprehensive and detailed pre-construction Information for each job you carry out. Much of the information contained in this document is specific to the individual job and must therefore be carefully prepared for each separate project you carry out.

Health & Safety File

The **health and safety file** is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project.

The health and safety file must contain relevant information about the project which should be taken into account when any construction work, cleaning, maintenance or renovation work is carried out on the building **AFTER** the current project has finished.

The principal designer has primary responsibility for preparing the file, and reviewing, updating and revising it as the project progresses. If their appointment continues to the end of the project they must also pass the completed file to the client to keep. If the principal designer's appointment finishes before the end of the project, the file must be passed to the principal contractor for the remainder of the project. The principal contractor must then take on the responsibility for reviewing, updating and revising it and passing it to the client when the project finishes.

Note the file need only be prepared for projects involving more than one contractor.

Use the **Health & Safety File** included with **Health & Safety Xpert®** to help you prepare a comprehensive and detailed **Health & Safety file** for each job you carry out. Much of the information contained in a **Health & Safety file** is specific to the individual job and must therefore be carefully prepared for each separate project you carry out.

Construction Phase Plan

The **Construction Phase Plan** is a document that records how health and safety will be managed for the construction phase of a project. It is essential for Construction (Design and Management) Regulations 2015 compliance and is the basis for communicating to all those involved in the construction phase of the project, so it should be easy to understand and as simple as possible.

For projects involving more than one contractor, the principal contractor must take the lead in preparing, reviewing, updating and revising the construction phase plan. They must draw up the plan or make arrangements for it to be drawn up during the pre-construction phase and before the construction site is set up.

For single contractor projects the Contractor must take on this responsibility.

This document is included within **Health & Safety Xpert®** and ensures that your plan:

- is relevant to the project
- has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase, **but**
- is still proportionate to the scale and complexity of the project and the risks involved.

For non-complex projects **Health & Safety Xpert®** includes a 'simple' **Construction Phase Plan**. If you have a larger project then use the more detailed plan.

Use the **Construction Phase Plan** included with **Health & Safety Xpert®** to help you prepare a comprehensive and detailed **Construction Phase Plan** for each job you carry out. Much of the information contained in a **Construction Phase Plan** is specific to the individual job and must therefore be carefully prepared for each separate project you carry out.

Fire Plan

Construction (Design and Management) Regulations 2015 ensure that before work commences on site that:

- unobstructed, properly signed emergency routes and exits to a place of safety are provided
- appropriate emergency procedures with designated people are set up
- people on site are made familiar with procedures and test the procedures
- suitable signs to indicate the firefighting equipment are provided

CDM 2015 reg's also specify that a **Construction Phase Plan** covering emergency procedures and other safety rules is created so the **Fire Plan** is used in conjunction with this.

Use the **Fire Plan** printout included with **Health & Safety Xpert®** to help you create a suitable **Fire Plan** for your site. It details the measures that you will take to control the risk of fire on site and the responsibilities for ensuring that the measures are being implemented consistently and are adequate.

Contractor Questionnaire

Under the Construction (Design and Management) Regulations 2015, the principal contractor is responsible for planning, managing and controlling health & safety during the construction phase of the project by not only developing and implementing the Construction Phase Plan but also ensuring that only competent and properly resourced subcontractors are used.

Use the **Contractor Questionnaire** included with **Health & Safety Xpert®** to ensure that contractors and any other subcontractors are competent and have made adequate provision for health and safety and can provide documentary evidence of methods they use to implement their policies and procedures.

Site set-up check list

The general duties that employers have towards their employees and to members of the public includes:-

- The provision of safe plant and systems of work
- The safe use, handling, storage and transport of articles and substances
- The provision of any required information, instruction, training and supervision
- A safe place of work including access and egress
- A safe working environment with adequate welfare facilities

The Construction (Design and Management) Regulations 2015 also states that the employers must:

- Ensure a safe place of work
- Make people on site familiar with emergency procedures and test the procedures
- Provide sanitary and washing facilities with adequate supply of drinking water
- Provide accommodation for clothing and changing facilities
- Provide rest facilities

Use the **Site Set Up Checklist** included with **Health & Safety Xpert®** to check and record that you have adequately met these requirements before works commence.

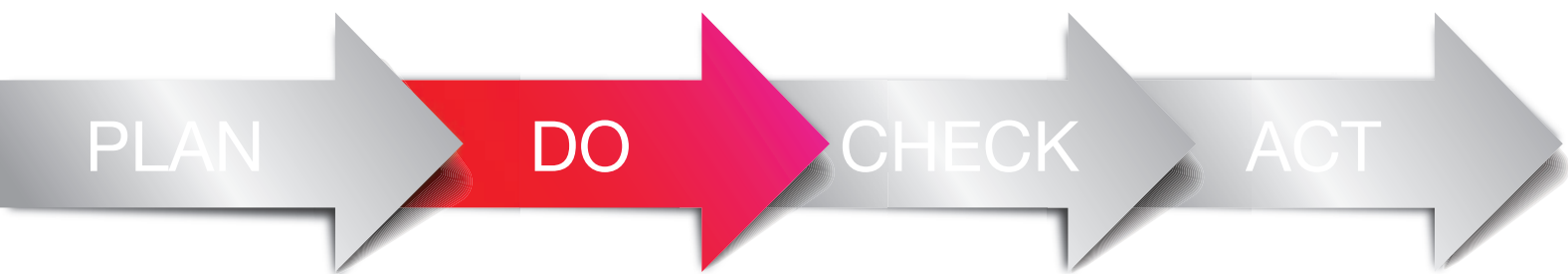
Site Rules

The Construction (Design and Management) Regulations 2015 state that the principal contractor must:

- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, work is carried out without risks to health and safety
- Make people on site familiar with emergency procedures and test the procedures
- Take the necessary steps to prevent access by unauthorized persons.
- Provide sanitary and washing facilities with adequate supply of drinking water
- Provide accommodation for clothing and changing facilities
- Provide rest facilities (including seating with backs)
- (This list is not exhaustive)

Under the Personal Protective equipment at Work [PPE] Regulations 1992 (Amended 1996), every employer shall ensure that suitable PPE (Personal Protective Equipment) is provided to employees who may be exposed to risks to their health & safety.

Use the **Site Rules** printout included with **Health & Safety Xpert®** to communicate the rules and principles of site Health & Safety and safe methods of work to your site personnel. The **Site Rules** are also a means of ensuring that site personnel use the PPE including head protection you have provided them with. You should communicate the **Site Rules** verbally and distributes written copies of them during the Site Induction. You should also display further copies of them around the site, including in the welfare facilities.



Then you have to **DO** the risk profiling, organising and then actually implementing on site > Which is why Health & Safety Xpert® software is all set with the appropriate risk and COSHH assessments, statements, registers and permits to help you get on and do just that.

Risk Profiling

Every organisation will have its own risk profile. This is the starting point for determining the greatest health and safety issues for the organisation. In some businesses the risks will be tangible and immediate safety hazards, whereas in other organisations the risks may be health-related and it may be a long time before the illness becomes apparent.

A risk profile examines:

- the nature and level of the threats faced by an organisation;
- the likelihood of adverse effects occurring;
- the level of disruption and costs associated with each type of risk;
- the effectiveness of controls in place to manage those risks.

The outcome of risk profiling will be that the right risks have been identified and prioritised for action, and minor risks will not have been given too much priority. It also informs decisions about what risk control measures are needed.

Risk profiling covers a number of documents which **Health & Safety Xpert®** will assist you with producing. These include:

- **Risk Assessments**
- **Client Acknowledgement of Risk Assessment**
- **COSHH Assessments**
- **COSHH Coversheet**
- **Noise Assessments**
- **Hand & Arm Vibration (HAVS) Exposure Record**
- **Health & Safety File (2nd instance for residual risk)**
- **Method Statements**

Risk Assessments

Every employer (no matter the industry) is required to carry out suitable & sufficient **risk assessments**. If there are 5 or more employees in the workplace, the **significant findings must be recorded**.

Young people (under 18) must be protected at work from risks to their health & safety that are the result of lack of experience, or absence of awareness of existing or potential risks or because they have not fully matured. Risks to young people must be given careful consideration in your Risk Assessments.

Specifically in relation to construction, the Construction (Design & Management) Regulations 2015 requires that **risks are properly assessed** and steps are taken to avoid or reduce them so far as is reasonably practicable.

In addition, **Risk Assessment** is an essential part of complying with the following regulations to determine a safe system of work.

- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Control of Asbestos at Work Regulations 2012
- Confined Spaces Regulation 1997
- Work at Height Regulations 2005
- Lifting Operations & Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective equipment at Work [PPE] Regulations 1992 (Amended 1996)
- Control of Noise at Work Regulations 2005
- Electricity at Work Regulations 1989

Use the **Risk Assessments** included in with **Health & Safety Xpert®** to help you properly assess the risks on your sites and record what measures you have taken to avoid and reduce them.

You can also use the blank **Risk Assessments** included with **Health & Safety Xpert®** to create your own additional **Risk Assessments** for high risk activities if required.

(**Method Statements** need only be completed when there are unforeseen, unplanned or specialist activities on site which are not covered by relevant risk assessments. **Method Statements** are site-specific and can only be completed by a trained, experienced and competent person. **Method Statements** must be completed having visited site.)

Client Acknowledgement of Risk Assessment

As you will now have read, the law requires that risks are properly assessed and steps are taken to avoid or reduce them so far as is reasonably practicable.

Use the **Acknowledgment of Risk Assessments** to confirm that all relevant persons INCLUDING YOUR CLIENT have seen and understood any and all risk assessments that have been carried out. It is important to file these records so that they could be consulted by an inspector if necessary.

COSHH Assessments

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, no work may be carried out where employees are liable to be exposed to substances hazardous to health unless a suitable and sufficient risk assessment has been carried out. If there are 5 or more employees in the workplace, the **significant findings must be recorded**.

COSHH covers most substances hazardous to health in workplaces and covers persons who may be on the premises but not employed, whether they are at work or not, including visitors and contractors.

In addition, the Control of Asbestos at Work Regulations 2012 requires employers or the self-employed to prevent exposure at work to asbestos or, where this is not reasonably practicable, to ensure that exposure is kept as low as possible – and in any event below the control limit for asbestos. Employers must ensure a competent person assesses the risks from ACM's (Asbestos Containing Materials) before work starts.

Use the **COSHH Assessments** included in **Health & Safety Xpert®** to help you identify and record any risks associated with dangerous substances and the measures that you have taken to control and prevent exposure. It is important to file these records so that they could be consulted by an inspector if necessary.

Two documents packaged with **Health & Safety Xpert®** to assist you in completing your COSHH assessments.

- EH 40. This is a HSE publication containing a list of workplace exposure limits for use with the COSHH Regulations 2002
- Risk and Safety Phrases. This is a list which contains details of special risks attributed to dangerous substances and preparations, together with safety advice.

COSHH Cover Sheet

Use the **COSHH Assessments** included in **Health & Safety Xpert®** to help you identify and record any risks associated with dangerous substances and the measures that you have taken to control and prevent exposure.

Should you order a COSHH data sheet from a manufacturer, use the **COSHH Cover Sheet** included in **Health & Safety Xpert®** to request that your company carries out its own **COSHH Assessment** of the product/dangerous substance (and attach it to the manufacturers data sheet), identifying and recording any risks associated with it and the measures that you have taken to control and prevent exposure.

Noise Assessments

Under the Control of Noise at Work Regulations 2005, employers are required to protect people from exposure to harmful noise. The main requirements apply when noise exposure is above certain action levels, which is ascertained through a detailed risk assessment called a **Noise Assessment**.

Use the **Noise Assessment** printout included in **Health & Safety Xpert®** to record the noise assessments you carry out and the measures you will take to protect people from exposure to harmful noise. It also provides recommendations for PPE. The Health & Safety Executive recommends an assessment is necessary in any situation where people have difficulty hearing one another when 2/3 metres apart (80 dba).

Tasks requiring a **Noise Assessment** may include but are not limited to asphalt paving, blasting, carpentry, drilling / chipping / grinding / finishing concrete, crushing, driving crawler / tractor / dumper / excavator / grader / loader / roller / wheeled tractor / wheeled loader, pouring, digging, scabbling, shovelling hardcore, guniting, shuttering, piling, sandblasting, re-inforcing and any other use of air-compressed tools.

Hand & Arm Vibration (HAVS) Exposure Record

Under The Control of Vibration at Work Regulations 2015 employers are required to protect workers from harmful vibration.

In order to do this employers must decide what the workers' exposure is likely to be as part of a **Vibration Risk Assessment** which is contained within **Health & Safety Xpert®**. Use the **HAVS Exposure Record** included in **Health & Safety Xpert®** to help with this. Once you know enough about the work to establish the likely level of vibration exposure, the focus can shift to investigating and taking practical steps to reduce the exposure and the risk.

NB: There is no legal requirement for continual monitoring and recording.

Health & Safety File (2nd instance for residual risk)

As the project progresses the **Health & Safety File** included in **Health & Safety Xpert®** should be reviewed, updated and revised. It is important that any residual risks identified by the designer are noted before construction commences by the contractor.

Organising

Getting and keeping organised on site will clearly lead to better health and safety outcomes on site. This includes engaging with staff, contractors, young persons, and visitors through strong communication. The documents produced by **Health & Safety Xpert®** will assist you with this;

- **Site Attendance (Visitors) Register**
- **Site Safety Induction & Site Induction Register**
- **Toolbox Talks, Toolbox Register & Toolbox Talks Training Record**
- **PPE Register**
- **Scaffolding Handover Certificate**
- **Excavation Pre-Works Checklist**
- **Permit Register**

Note reference contractors:

Remember: Anyone engaging contractors has health and safety responsibilities, both for the contractors and anyone else that could be affected by their activities. Contractors themselves also have legal health and safety responsibilities. Make sure everyone understands the part they need to play in ensuring health and safety.

Use of contractors in itself does not result in poor health and safety standards, but poor management can lead to injuries, ill health, additional costs and delays. Working closely with the contractor will reduce the risks to your own employees and the contractors themselves.

Remember that contractors may be at particular risk; they may be strangers to your workplace and therefore unfamiliar with your organisation's procedures, rules, hazards and risks. Even regular contractors may need reminding. The level of control needed will, of course, be proportionate to the complexity of the task.

Site Attendance (Visitors) Register

The Construction (Design and Management) Regulations 2015 require that people are prevented from gaining access to unsafe workplaces and in addition stipulates that only authorized people are allowed on site.

Use the **Site Attendance Register** (also known as a **Visitors Register**), provided with **Health & Safety Xpert®** which requires that people sign in and out of site, to control access to the site. In addition to controlling access on site, the **Site Attendance Register** is a vital way of accounting for personnel should the site be evacuated in an emergency.

Site Safety Induction & Site Induction Register

The Construction (Design and Management) Regulations 2015 state that the principal contractor must:

- Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, work is carried out without risks to health and safety
- Make people on site familiar with emergency procedures and test the procedures
- Provide sanitary and washing facilities with adequate supply of drinking water
- Provide accommodation for clothing and changing facilities
- Provide rest facilities

The Provision and Use of Work Equipment Regulations 1998 states that persons who use work equipment must have adequate:

- Health & safety information
- Where appropriate, written instructions about the use of the equipment

The Management of Health & Safety at Work Regulations 1999 state that information must be provided to staff on:

- Risk assessments
- Risk controls
- Emergency procedures
- The identity of people appointed to assist on health and safety matters
- Risks notified by others.

Use the **Site Induction** included with **Health & Safety Xpert®** as a guide for carrying out a thorough and adequate induction of all site personnel before they commence work. The **Site Induction** is a framework within which to convey information, instructions and training regarding risk assessments, controls, site safety, safe methods and systems of work, welfare facilities, site rules, use of plant and equipment, Personal Protective Equipment (PPE), Control of Substances Hazardous to Health (COSHH), Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR), emergency procedures, personnel etc.

Use the **Site Induction Register** included with **Health & Safety Xpert®** to record who has attended a Site Induction. All site personnel should attend a Site Induction before they commence work.

The **Site Induction Register** provides documentary evidence that a site induction has been carried out and that personnel attended it, understood it, have received a copy of the **Site Rules** and have agreed to abide by the policies, procedures, methods and rules of your company. It is important to file these records so that they could be consulted by an inspector if necessary.

Toolbox Talks, Toolbox Register & Toolbox Talks Training Record

The Management of Health & Safety at Work Regulations 1999 clarifies what employers are required to do to manage health and safety under the Health & Safety at Work Act 1974 and states that information must be provided to staff on the risk assessment, risk controls, emergency procedures and the identity of people appointed to assist on health & safety matters. The information provided must take account the level of training, knowledge and experience of the employees.

Information, instruction and training regarding safety, COSHH, access, plant, work systems and health and safety is carried out as part of your **Site Induction** and as part of regular **Toolbox Talks**. There is an extensive collection of Toolbox Talks in **Health & Safety Xpert®**. Relevant information will also be contained within the **Site Rules**.

Use the **Toolbox Talks Register** to maintain a record of what information and training has been delivered to site personnel and by whom. Use the **Toolbox Talks Register** in conjunction with the **Toolbox Talks Training Record** which enables you to record who attended which training session.

PPE Register

Every employer should ensure that suitable PPE (Personal Protective Equipment) is provided to employees who may be exposed to risks to their health & safety under the Personal Protective Equipment at Work Regulations 1992.

Before choosing any PPE, employers must ensure that a proper assessment (**Risk Assessment**) is made to determine whether the PPE is suitable. Employers should provide employees with adequate and appropriate information, instruction and training including:

- The risks which PPE will avoid or limit
- The purpose for which and the manner in which PPE should be used
- Any action required of the employee to maintain the PPE
- Employers are required to provide demonstration of PPE where appropriate

Use the **PPE Register** included in **Health & Safety Xpert®** to record these instructions and that the employee understands the requirement to use and look after the PPE they have been issued with.

Notes:

When there is an overlap in the duties in the general **Personal Protective Equipment at Work Regulations** and those specifically covering asbestos, hazardous substances (COSHH) and noise etc then the specific legislative requirements should prevail.

Scaffolding Handover Certificate

The **Scaffolding Handover Certificate** included with **Health & Safety Xpert®** should be completed and signed by the competent scaffolding contractor carrying out the work to signify that the structure has been erected to comply with the Work at Height Regulations 2005, current BS/EN Standards and, if applicable, any special design requirements.

The Work at Height Regulations 2005 requires regular inspection of scaffolding equipment at suitable intervals which is recorded and retained until the next inspection is due.

In addition, the Provision and Use of Work Equipment Regulations 1998 stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be inspected at suitable intervals by a competent person. Records of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Compliance is based on the following 3 criteria:

- It is in an efficient state
- It is in efficient working order
- It is in good repair

Use the **Scaffolding Inspection Record** included with **Health & Safety Xpert®** to check and record the condition of all scaffolding on site and any action taken. A suitably trained, qualified and competent person should carry out at least weekly inspections of all scaffolds. Scaffolds must also be inspected before first use. Scaffolds must also be re-inspected following high winds, adverse weather conditions, substantial addition, dismantling or alteration and after any other event that may have affected strength of stability. The scaffold must not be used until remedial action required has been carried out and re-inspected (using the Report of Inspection Scaffold/Excavation). It is important to file these records so that they could be consulted by an inspector if necessary. Use the **Scaffolding Inspection Record** for this purpose in conjunction with the **Report of Inspection Scaffold/Excavation**.

Excavation Pre-Works Checklist

Under the Construction (Design and Management) Regulations 2015, it is stipulated that excavations must be safe. Use the **Excavation Pre-Works Inspection** included with **Health & Safety Xpert®** to record inspections of excavations before work commences inside them and any remedial action required. Excavations must be inspected before works commence and also daily (using the **Report of Inspection Scaffold/Excavation** provided with **Health & Safety Xpert®**) during excavation works.

Permit Register

Use the **Permit to Work Register** included with **Health & Safety Xpert®** as part of your Permit to Work system to help you control hazardous work and authorise only specific persons to undertake particular tasks in a designated area when the risk level of the work requires. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.

Use the **Permit Register** to record all **Permits to Work** that are issued for a contract, indicating the works for which the Permit was requested and the period of validity.

Please refer to the specific sections for each type of **Permit to Work** for information about what regulations require you to use them.

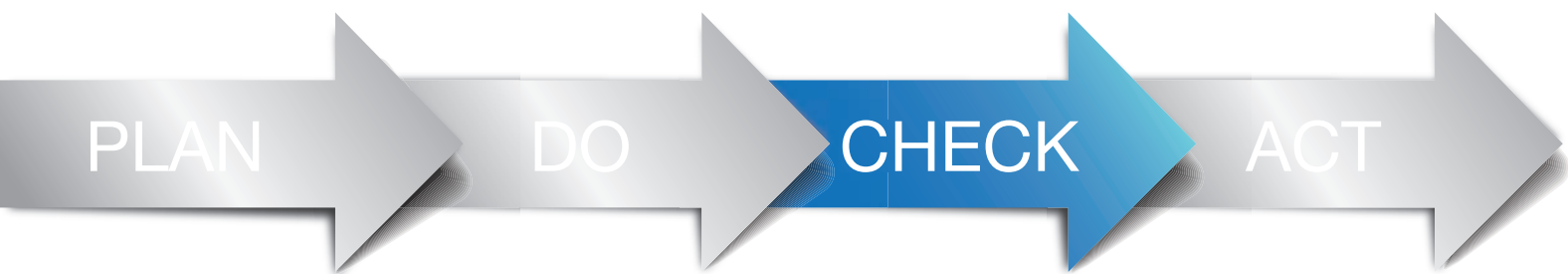
Implementing

In addition to ensuring everyone is competent to carry out their work safely, and that there is adequate supervision to make sure arrangements are followed, workplace precautions will be easier to implement if risk control systems and management arrangements have been well designed.

Health & Safety Xpert® comes with the following Permits to work system;

- **Permit to Work Electricals**
- **Permit to Work Excavations**
- **Permit to Work Asbestos**
- **Permit to Work Confined Spaces**
- **Permit to Work at Heights**
- **Permit to Work Hot Works**

Use the **Permit to Work** documents included with **Health & Safety Xpert®** to help you control hazardous work and authorise specific persons to undertake particular tasks in a designated area. The **Permit to Work** is designed to help you define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved. You should use it to record the methods to be used and precautions to be taken which should be agreed to by all parties concerned beforehand and clearly stated on the **Permit to Work**. The **Permit to Work** must be signed off by all parties before any work commences. **Permits to Work** are only valid for specific short periods of time and therefore help you to monitor the ongoing use of suitable safe systems of work.



**Next you have to CHECK how things are going on site through inspections and investigate accidents, incidents and near misses...
> That's where Health & Safety Xpert's various records come in.**

Monitoring and reporting are important parts of health and safety arrangements. Management systems allow organisations to receive both specific (e.g. incident-led) and routine reports on the performance of health and safety policy.

- Measuring performance
 - Make sure that your plans have been implemented – 'paperwork' on its own is not a good performance measure.
 - Assess how well the risks are being controlled and if you are achieving your aims. In some circumstances formal audits may be useful.
- Investigating accidents and incidents
 - Investigate the causes of accidents, incidents or near misses.

It is important to file these records so that they can be used in your review process in order that you can learn lessons or make improvements to your processes. They may need to be consulted by an inspector if necessary.

Measuring Performance

Checking that you are managing risks in your organisation is a vital, sometimes overlooked step. It will give you the confidence that you are doing enough to keep on top of health and safety and maybe show you how you could do things better in the future.

Checking involves setting up an effective monitoring system, backed up with sensible performance measures such as the documents that **Health & Safety Xpert®** includes:

- **Scaffolding Inspection Record**
- **Report of Inspection Scaffold/Excavation**
- **Excavation Inspection Record**
- **Harness Inspection Record**
- **Lifting Equipment Inspection Record**
- **Ladder Inspection Record**
- **Plant Inspection Record**
- **Site Inspection**
- **Health & Safety Audit**
- **Health & Safety File (3rd instance for residual risk)**

Below we describe the documents and when you need to consider using them. Please note that this list is not exhaustive and your site may require others.

Scaffolding Inspection Record

The Work at Height Regulations 2005 requires regular inspection of scaffolding equipment at suitable intervals which is recorded and retained until the next inspection is due.

In addition, the Provision and Use of Work Equipment Regulations 1998 stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be inspected at suitable intervals by a competent person. Records of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Use the **Scaffolding Inspection Record** included with **Health & Safety Xpert®** to check and record the condition of all scaffolding on site and any action taken. A suitably trained, qualified and competent person should carry out at least weekly inspections of all scaffolds. Scaffolds must also be inspected before first use. Scaffolds must also be re-inspected following high winds, adverse weather conditions, substantial addition, dismantling or alteration and after any other event that may have affected strength of stability. The scaffold must not be used until remedial action required has been carried out and re-inspected (using the **Report of Inspection Scaffold/Excavation**).

Excavation Inspection Record

Under the Construction (Design and Management) Regulations 2015, it is stipulated that excavations must be safe. It requires the employer to:

- Ensure that excavations do not accidentally collapse
- Prevent, so far as is reasonably practicable, a person from being buried or trapped by a fall of material
- Support, so far as is reasonably practicable, the sides, roof or adjacent area to prevent a collapse
- Provide suitable and sufficient equipment to support the excavation
- Work on supports for an excavation only under competent supervision
- Stop any person vehicle or equipment being near to an excavation where it is likely to cause collapse
- Prevent any risk so far as is reasonably practicable, of injury from underground cables or services
- Prevent persons, vehicle or plant, equipment or any accumulation of material falling into the excavation

Use the **Excavation Inspection Record** included with **Health & Safety Xpert®** to record inspections of excavations and any remedial action required. Excavations must be inspected before works commence and also daily during excavation works. Additional inspections are required after any event that may have affected the stability of an excavation or after any accidental fall of rock, earth or other material. Work should not commence/continue in an excavation until any remedial action required has been carried out and re-inspected (using the **Report of Inspection/Excavation**).

Report of Inspection Scaffold/Excavation

Under the Construction (Design and Management) Regulations 2015, it is stipulated that excavations must be safe and a suitably trained, qualified and competent person should carry out regular inspections which is recorded and retained. Similarly the Work at Height Regulations 2005 requires regular inspection of scaffolding equipment at suitable intervals which is recorded and retained until the next inspection is due.

Where scaffolds and excavations are exposed to conditions causing deterioration which is liable to result in dangerous situations it must be inspected at suitable intervals by a competent person. The scaffold or excavation must not be used until remedial action required has been carried out and **re-inspected** using the **Report of Inspection Scaffold/Excavation** which comes with **Health & Safety Xpert®**.

Harness Inspection Record

The Work at Height Regulations 2005 requires regular inspection of equipment at suitable intervals which is recorded and retained until the next inspection is due.

In addition, the Provision and Use of Work Equipment Regulations 1998 stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be inspected at suitable intervals by a competent person. Records of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Use the **Harness Inspection Record** included with **Health & Safety Xpert®** to inspect and record the results of your inspections.

Lifting Equipment Inspection Record

The Lifting Operations & Lifting Equipment Regulations 1998 aims to reduce the risks to people's health and safety from lifting equipment provided for use at work (such as cranes on hire on a construction site, hoist or forklift truck).

In addition, the Provision and Use of Work Equipment Regulations 1998 stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be inspected at suitable intervals by a competent person. Records of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

Use the **Lifting Equipment Inspection Record** included with **Health & Safety Xpert®** to inspect and record the outcomes of your inspections.

Ladder Inspection Record

Under the Work at Height Regulations 2005 ladders can be used when a risk assessment has 'demonstrated that the use of more suitable work equipment is not justified because of the low risk and short duration of use or: existing features on site which he cannot alter.'

A pre-use check should be carried out at the start of the working day and after any change, such as the ladder having been dropped or moving from a dirty area to a clean area. Use the **Ladder Inspection Record** provided with **Health & Safety Xpert®** for this purpose. If the ladder has any defects, do not use the ladder and report the defects to your employer.

Plant Inspection Record

The Provision and Use of Work Equipment Regulations 1998 stipulates that where work equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations it must be inspected at suitable intervals by a competent person. Records of inspections must be kept with sufficient information to properly identify the equipment, its normal location, dates, faults found, action taken, to whom faults were reported, who carried out the inspection.

For harnesses, lifting equipment and ladders use their specific inspection records.

Use the **Plant Inspection Record** to record the results of your plant inspection, which is provided with **Health & Safety Xpert®**. The Plant Inspection Record should be completed each week for all plant on a site by a suitably qualified person. It must not be signed until any maintenance required that is indicated by the checklist included in the document has been carried out and confirmed as satisfactory by subsequent inspection.

Site Inspection

Under the Construction (Design and Management) Regulations 2015 it is stipulated that during the construction phase health & safety performance must be monitored.

Use the **Site Inspection** included with **Health & Safety Xpert®** to carry out regular inspections of your sites. Regular inspections are a good way to maintain high standards of site health and safety and ensure your **Company Health and Safety Policy** is being implemented on a daily basis. The **Site Inspection** document gives guidance as to the particular areas that should be regularly checked while walking around a site. Sites should be inspected daily (preferably at a different time each day) to ensure that standards are consistent. The results of the inspections and any appropriate correction action taken should be recorded and filed.

Similarly more detailed random **Health & Safety Audits** help monitor the ongoing site health and safety situation. It is important to file these records so that they could be consulted by an inspector if necessary.

Health & Safety Audit

The Construction (Design and Management) Regulations 2015 it is stipulated that during the construction phase, health & safety performance must be monitored.

A **Health & Safety Audit** is normally carried out by an external auditor nominated by a suitably authorized person within your company or by someone from within your organization who is suitably competent.

Use the **Health & Safety Audit** included with **Health & Safety Xpert®** together with regular **Site Inspections** to monitor site health and safety and implement the principals of your **Company Health and Safety Policy**.

Health & Safety File (3rd instance for residual risk)

As the project comes to completion, the **Health & Safety File** included in **Health & Safety Xpert®** should be finally reviewed, updated and revised before handover to the client. It is important that any residual risks are identified.

Use the **Health & Safety File** included with **Health & Safety Xpert®** to help you prepare a comprehensive and detailed Health & Safety file for each job you carry out. Much of the information contained in a **Health & Safety File** is specific to the individual job and must therefore be carefully prepared for each separate project you carry out.

Investigating Incidents

Investigating and analysing incidents will also make a big contribution to understanding health and safety in your business. Use the documents provided within **Health & Safety Xpert®** to do this and don't forget certain incidents need reporting to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- **Written Breach of Health & Safety Procedures**
- **Accident & Incident Record**
- **Accident Incident Investigation Form**

All employers, the self-employed and people in control of work premises have duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). They must report certain work-related injuries, cases of ill health and dangerous occurrences. RIDDOR applies to all work activities but not all incidents are reportable. Reporting incidents should not stop employers undertaking their own investigation to ensure risks are controlled effectively.

Written Breach of Health & Safety Procedures

Use a **Written Breach of Health & Safety Procedures** management document to provide evidence of managing on-site breaches of Health & Safety where an Employee/Operative has failed to follow on site guidelines for Health & Safety. The action you take might be anything from training to disciplinary action. This demonstrates that you are actively monitoring activities on site and taking action where necessary.

The causes of all breaches should be established in order to enable appropriate preventive action to be taken in the future. This is an essential part of the reactive monitoring of your company's Health and Safety standards. Use the **Written Breach of Health & Safety Procedures Form** included with **Health & Safety Xpert®** to carry out this function. It is important to file these records so that they could be consulted by an inspector if necessary.

Accident & Incident Record

Reporting accidents and ill health at work is a legal requirement and you can use the **Accident & Incident Record** provided with **Health & Safety Xpert®** to do this. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. The enforcing authorities can then help and advise you on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable.

You must keep a record of any reportable injury, disease or dangerous occurrence. This must include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The law requires the following work-related incidents to be reported to the Health & Safety Executive RIDDOR Incident Contact Centre immediately online at <http://www.hse.gov.uk/riddor/>

Types of reportable incidents

- Deaths
- Specified injuries to workers
- Over 7 day injuries to workers
- Injuries to non-workers
- Reportable occupational disease
- Reportable dangerous occurrences

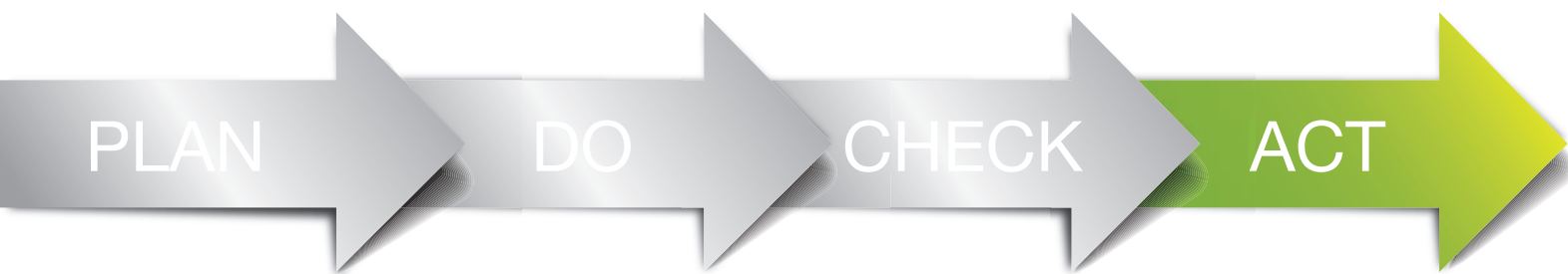
Accident Incident Investigation Form

RIDDOR, or the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, places a legal duty on:

- employers;
- the self-employed; and
- those in control of premises;

to notify and report some work-related accidents, diseases and dangerous occurrences to the relevant enforcing authority for their work activity (see Accident & Incident Record for more details.)

The causes of all accidents and incidents (including ‘near misses’) should be established in order to enable appropriate preventive action to be taken in the future. This is an essential part of the reactive monitoring of your company’s health and safety standards in order that you can learn lessons for the future and prevent future incidents. **Use the Accident & Incident Investigation Form** included with **Health & Safety Xpert®** to carry out this function. It is important to file these records so that they could be consulted by an inspector if necessary.



We can't say 'finally' you ACT because there is no conclusion – it's an ongoing process of checking, planning, doing and acting > and Health & Safety Xpert® is here with your audits, forms and records to enable you to review performance and learn those lessons before getting them implemented into future policy and the way you do things.

Review Performance

It is important that organisations review their health and safety performance. It allows you to establish whether the essential health and safety principles – effective leadership and management, competence, worker consultation and involvement – have been embedded in the organisation. It tells you whether your system is effective in managing risk and protecting people.

Carrying out reviews will confirm whether your health and safety arrangements still make sense. For example, you'll be able to: check the validity of your health and safety policy; ensure the system you have in place for managing health and safety is effective.

- Review your performance
 - Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
 - Revisit plans, policy documents and risk assessments to see if they need updating.
- Take action on lessons learned
 - Include audit and inspection reports.

As a minimum, the outcomes from the following key documents should be reviewed at appropriate stages to establish whether improvements need to be made in the future;

- **Site Inspection**
- **Health & Safety Audit**
- **Accident & Incident Record**
- **Accident & Incident Investigation Form**
- **Written Breach of Health & Safety Procedures**

Learning Lessons

The most important aspect of reviewing is that it closes the loop. The outcomes of your review become what you plan to do next with health and safety so **take action**. Any improvements or issues that have been flagged in the review process need to be written into company policy and your processes before you plan the next job.