# 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.
- 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.
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