Health and Safety Self Monitoring Arrangements

Contents:

1.0   Statement of purpose/objectives

This arrangement will assist in meeting the Council's core value to focus on meeting the needs of our customers and enable the Council to meet its statutory duties. Directorate Managers/Headteachers must check and monitor their health and safety standards and management systems to demonstrate a commitment to providing a well managed, safe place of work and a caring organisation.

2.0   Scope

The aim of the self monitoring checklist is to provide an aide memoir and guidance to enable all Managers to assess the health and safety performance in their area against predetermined standards in order to recognise shortfalls, achievements and where necessary take remedial actions and manage the residual risk.

3.0   Definition

The Annual Health and Safety Self-Monitoring Checklist is a tried and tested means of complying with these statutory duties. It is a scheduled methodical health and safety inspection of a premise or part of an organisation using a checklist that has been developed by the Health and Safety Team to encompass all health and safety aspects of the Council's undertakings. It can be completed by a range of people who are familiar with the different areas e.g. inspection of local health and safety policy documents, staff health and safety training, maintenance of equipment, housekeeping etc. It is recognised that the checks are carried out within the limits of competency of those involved. It does not imply personal legal liability or responsibility for any deficiencies if appropriate remedial measures have been actioned and implemented.

4.0   Duty of Care

Shropshire Council has a general duty of care to protect the health, safety and welfare of its employees and non-employees and others so far as is reasonably practicable.

5.0   Assessment of Risk

Managers/Headteachers will be able to see the level of risk in their premises or area on completion of the checklist because the score is automatically calculated. They can use the findings to manage any significant risk and implement remedial measures where necessary.

6.0   Information, instruction and training

Where responsibility for health and safety is clearly defined to Managers and Headteachers, training needs must be identified. This can be during induction, appraisal or risk assessment to enable them to understand their health and safety responsibilities. CPD sessions and workshops will be arranged where necessary to provide information and support for the new system.

7.0   Implementation

Management guidance in the form of Frequently Asked Questions will be provided and updated to support the implementation of the arrangement.

8.0   Compliance

This arrangement will enable Shropshire Council to comply with statutory requirements and best current practice. Further references are provided in Appendix 1

9.0   Review of arrangement

This arrangement will be reviewed by Health and Safety Team in three years.

Approving Body

Consultation	Health, Safety and Welfare Group	Date 22 April 2009
Approval	Health and Safety Forum	Date 7 October 2009
Reviewed	HR&D Health and Safety Team	Date February 2014
Reviewed	Health and Safety Team	Date February 2019
Reviewed	Health and Safety Team	Date February 2022

Annual Health & Safety Self Monitoring checklist
Frequently Asked Questions

Contents:

Appendix 1
References

Appendix 2
Health and Safety Self Monitoring Checklist

Appendix 3
Team Health and Safety Checklist

1 Roles and responsibilities/who does what?

1.1 Shropshire Council as a local authority employer, through its elected members, has ultimate responsibility for compliance with Health and Safety legislation.

1.2 **The Chief Executive and Corporate Management Team** are responsible for ensuring:
- The implementation of the annual health and safety self monitoring arrangements across all Services to ensure consistency of approach.
- Health and safety performance is monitored and reviewed.
- The allocation of suitable and sufficient resources to undertake the inspections.

1.3 **Area Directors/Group Managers are responsible for ensuring:**
- The implementation of the Annual Health and Safety Self Monitoring Arrangements and that all employees are familiar with the process and implement any actions identified in so far as is relevant to their role and responsibilities.
- Suitable levels of competency for Managers, Headteachers, employees, enabling them to undertake or assist in the self monitoring inspections.
- There is allocation of sufficient directorate resources to effectively implement any remedial measures that may be necessary.

1.4 **Premise Managers/Headteachers/Line Managers/Team Managers are responsible for:**
- Ensuring the Annual Health and Safety Self Monitoring or Team Health and Safety Checklist are completed annually. This will be highlighted at the New Manager's Induction.
- Ensuring, in conjunction with Line Managers, that action plans are drawn up and remedial measure implemented.
- There is a named person responsible for ensuring the action plan is acted upon and a date for completion.
- Ensuring that all employees receive appropriate information, instruction and training where necessary if identified during the inspection.
- Sending the completed action plan for the premise self monitoring checklist and risk rating results to the Health and Safety Team email health.safety@shropshire.gov.uk.
- Team annual health and safety checklist to be kept on site for inspection by visiting internal/external health and safety inspectors/officers.

1.5 **The Health and Safety Team are responsible for:**
- Providing advice and guidance to enable Managers to carry out their duties and responsibilities effectively in undertaking the self-monitoring inspection.
- Providing advice and guidance to employees
- Providing brief report for the Health, Safety and Welfare Group.
- Ensuring, in conjunction with Managers/Headteachers, that the health and safety management systems are monitored on a regular basis via the health and safety self-monitoring and auditing processes.
- Monitoring returns and collating the data Accidents/Audits/Premise Self-Monitoring Checklist.
- Spot checking Team Health and Safety checklist when visiting premises or auditing.

1.6 **All Shropshire Council employees including volunteers must:**
- Comply with the requirements of the arrangements.
- Assist with the self monitoring process or team checklist as required.
- Co-operate with the safe systems of work identified or where remedial measures have been implemented to enable the Council to comply with its health and safety responsibilities.

2   What is the Health and Safety Self-Monitoring Checklist (SMC)?
The SMC is a comprehensive checklist on an excel worksheet that goes through a series of questions relating to health and safety aspects within the organisation.

It is divided into 7 sections, 2 main parts. (see copy in Appendix 2).
- Section 1 Introduction
- Section 2 Procedure guidance
- Section 3 Header sheet (Details of area being inspected).
- Section 4 Part 1 Management
- Section 5 Part 2 Buildings
- Section 6 Results table
- Section 7 Action plan

Premise Managers must complete part 1 Management and part 2 The Workplace.

The action plan in section 7 must be completed by the Responsible Person. Either the Premise Manager/Headteacher/Line Manager. A copy must be returned to the Health and Safety Team for imputing the results in a central database for analysis.

Teams Managers (see1.4) must complete a 'Team Annual Health and Safety Checklist' (Appendix 3 or accessed via Intranet) to ensure all employees have been given the appropriate basic health and safety information that they require. This document must be kept on site for external\internal Health and Safety Officers to check if required. (See section 3 and 4).

3   What is a Team Health and Safety Checklist?
Complex buildings normally have individual teams working separately within the building which requires an annual health and safety check of the area.

It is understood that Premise Managers do not have the time to undertake these checks for individual Teams/Departments and therefore a simple Team Health and Safety checklist has been compiled. The checklist ensures that all Staff are given sufficient health and safety information to be able to work safely in a safe environment. And no areas within a complex building are overlooked and any issues identified can be reported to the appropriate persons for action.

4   Who should undertake a Team Health and Safety Checklist?
Team Managers should undertake a Team Health and Safety checklist to ensure their staff have the appropriate health and safety information to be able to work safely in a safe environment. Premise Managers in a complex building do not have the capacity to undertake this task at a local level.

5   Why are these checklists required?
These checklists enable the council to:
- Check that the law is being adhered to. Under The Management of Health and Safety at Work Regulations, Regulation 5, it is a legal requirement for employers to implement effective planning, organisation, control, monitoring and review of the preventative and protective measures for controlling risks in the workplace.
- Formal systems for inspections satisfy these statutory requirements.
- Check policies are being followed
- Check that employees are given the appropriate health and safety information
- Check that health and safety training is effective
- The systems can help prevent, detect and remedy many failures that lead to accidents/ill heath, resource loss and eventual prosecution, civil claims and higher insurance premiums.

- Check progress on specific objectives and plans
- The health and safety management system is working
- Pick up examples of good practice that can be shared with other parts of the organisation
- Identify problems and help work out solutions
- Identify achievements

6   What training is required and what training is available?

The self monitoring process will identify gaps in employees experience, competency and qualifications to undertake their job. Appropriate remedial measures would be to provide additional instruction, information and/or specific training.

Specific training may be required for Managers/Headteachers who have not undertaken an inspection in a particular area. An overview of what is required can be obtained by attending the introduction to the Managers Health and Safety Induction which is the first step to enable them to understand their Health and Safety Responsibilities. Premise Managers/Headteachers managing a building in its entirety will need a higher level of knowledge. It is recommended they complete the Managing Safely 4 day - IOSH – (Institute of Occupational Health and Safety) accredited course. Contact the Health and Safety Team for details 01743 252819 or email health safety@shropshire.gov.uk.

7   What are the benefits of the monitoring process for a Manager/ Headteacher?

It gives Managers/Headteachers the opportunity to discuss with their team any health and safety issues faced by them.
Assess their teams health and safety performance
Raise a question or obtain support from a competent person e.g. Corporate Health and Safety Officer.
Make plans to achieve improvements and manage residual risks.

8   Who should undertake the inspections?

A competent person who is familiar with the process e.g. Premise Manager, Headteacher, Line Manager, Team Manager or several people e.g. Headteacher and Governors. Training may be required? See Q 6 for training information
N.B. The same person does not have to complete all the sections it maybe beneficial to involve a number of staff with responsibilities in different areas. The team self monitoring checklist should be undertaken by teams who work in different areas in a complex building.

9   What is the self monitoring cycle

This cycle enables the completed documents to be collected from all Services at a set time for the data to be analysed and the results fed back to the Service Area Health and Safety Management Group and the Health and Safety Team.

The Self Monitoring Cycle

The completed Premise Annual Self Monitoring Checklist must be completed and sent to the Health and Safety Team by the end of April each year.	**The Team Annual Health and Safety Checklist can be completed at a time that is suitable for the Manager but it will require reviewing annually. It should be kept on site. (Not applicable to schools).**

N.B. The timings are important to get an overview of how the system is working from all Service Areas. The Health and Safety Team will undertake audits at premises or other areas identified from the results obtained. The high risk areas will be prioritised.

Spot checks on site will be made with regard to Team Checklists.

10   **What does high, medium and low risk mean on the result table?**
- **High –** If a high risk has been identified, this must be actioned immediately 24 - 48 hours. Depending on how serious the risk is, it may be necessary to stop work, immobilise or remove the piece of equipment where reasonably practicable or cordon off the area until the issue is resolved.
- **Medium –** If a medium risk has been identified any action taken must be within a reasonable amount of time e.g. 1-3 months depending on the risk remedial measures
- **Low –** If a low risk has been identified it is important to monitor or deal with the situation within 6 - 12 months unless there are any significant changes before or within this period.

11   **What records should be kept and for how long?**
Premise Managers, Headteachers or persons in control of a premises should ensure the records of all inspections including replacements of equipment, maintenance records etc., are kept until they are satisfied that all actions have been taken and or have been reviewed. 3 years is the recommended time period for keeping the records.

12   **How does the scoring work?**
There are 2 parts to the question set and each has been given a percentage score which is automatically calculated. The questions have been weighted depending on the level of risk associated with an area e.g. no risk assessments in place would be deemed high risk and given a low score. The higher the total scores the better the performance. The results table layout can be found in section 6 of the self monitoring checklist attached. N.B. there is no scoring system for the Team checklist.

13   **What do I need to do once I have completed the self-monitoring or team checklist?**
On completion of the checklist any issues identified must be dealt with. Remedial measures or extra control measures may be necessary. The actions must be transferred to the action plan with the name of the person who will be responsible for ensuring the actions are taken and a date of progress and/or completion.

14   **What do I need to do with the action plan?**
On completion of the action plan for the self-monitoring checklist a copy should be kept on site and another copy sent to the Health and Safety Team, who will input the results onto a central database for analysis. The results will be fed into the Service Areas Health and Safety Group meetings and Management Teams for monitoring. Team action plans are to be kept on site and dealt with locally.

15   **What happens to the results from the action plans?**
The results of the self-monitoring checklist will be fed into the Service Areas Health and Safety Group meetings and Management Teams for monitoring.
The results will be used to ascertain the premises that will be audited by the Health and Safety Team. Teams checklist will be spot checked when visiting premises.

16   **What are the standards?**
Shropshire Council has adopted HSG 65 Successful Management of Health and Safety. This is the health and safety performance model produced by the Health and Safety Executive in conjunction with the Management of Health and Safety at Work Regulations 1999.

The system is divided into six main areas, **P**olicy, **O**rganisation, **P**lanning and **I**mplementation, **M**onitoring (measuring), **A**uditing and **R**eview. The key components for the purpose of the self monitoring are monitoring and the auditing process. Initially measuring the performance across Service Areas is achieved by use of the Self

Monitoring Checklist which is fed into the auditing process undertaken by the Health and Safety Team. (See the health and safety auditing arrangements for more details on the auditing process).

17   What legislation applies?
- The Health and Safety at Work etc Act 1974 sections 2 - 4
- The Management of Health and Safety at Work Regulations 1999 section 5 Health and Safety Arrangements - Monitoring and Review.

18   Where can I get further advice?
Contact the Health and Safety Team for further advice, support or guidance. Telephone 01743 252819 or email health.safety@shropshire.gov.uk

19   Where can I get further information?
The Corporate Health & Safety Policy link here
- The Health and Safety at Work etc Act 1974
- L21 The Management of Health and Safety at Work Regulations 1999 ISBN 0 - 7176-2488-9
- Health & Safety Executive HSE link HSE Books
- HSE - HSG 65 Successful Management of Health and Safety ISBN 0-7176-1276

<u>Appendix 1</u>
References
- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- HSE - HSG 65 Successful management of health and safety ISBN 0-7176-1276

<u>Appendix 2</u>
Copy of the Health and Safety Self Monitoring Checklist.

<u>Appendix 3</u>
Team Health and Safety Checklist