Safety & Wellbeing

Policy Arrangement

Section 3 – Health and Safety Monitoring

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Contents

Further guidance on this matter can also be obtained from the safety team at healthandsafety@northlan.gov.uk

Health and Safety Monitoring

1. Introduction

Having set standards of performance it is incumbent on the Council to take steps to ensure that those standards are met. The following two systems of monitoring have been established to monitor the performance of the Council and it's Services.

Active Monitoring   systems that will measure achievement against standards and targets along with an assessment of the implementation of measures to control risks (for example, Safety Audits, inspections etc.)

Reactive Monitoring   systems that will collate data and help identify gaps in the management systems and performance, data should be available on all injuries, ill health, near miss/property damage, identified hazards and shortcomings in the performance standards (for example, accident recording systems).

Reactive monitoring system are generally linked to the circumstances established within AS7 – Incident Reporting.

2. Mechanisms

The effectiveness of the health and safety management systems used across the council will be monitored in the following ways:

2.1 Accident Analysis

All incidents entered on the Council Incident and Information System (CIRIS) will be viewed as it progresses through the system to determine the level of investigation required as well as action to prevent recurrence.
Incident statistics will be collated regularly to identify trends and appropriate action.

2.2 Legal Compliance Audit

Regular and systematic inspections will be carried out by management to ensure that the requirements of the adopted health and safety management systems are being met.

Formal audits will be carried out by the Council Health and Safety professionals to ensure legal compliance is achieved.

3.   Guidelines

3.1 General

Services need to measure what they are doing to implement their health and safety policies to assess how effectively they are controlling risks, and how well they are developing a positive health and safety culture.   Monitoring health and safety performance against pre-determined plans and standards is a line management responsibility.   Monitoring also reinforces management's commitment to health and safety objectives in general and helps in developing a positive health and safety culture by rewarding positive work done to control risk.

Active monitoring will provide feedback on the Council's performance **before** an accident, incident or ill health. It includes monitoring the achievement of specific plans and objectives, the operation of the health and safety management system, and compliance with performance standards. This provides a firm basis for decisions about improvements in risk control and the health and safety management system. There are additional benefits, however.   Active monitoring measures success and reinforces positive achievement by rewarding good work, rather than penalising failure after the event. Such reinforcement can increase motivation to achieve continued improvement.

Responsibilities for monitoring at different levels of management should be clearly defined in each Service's Health and Safety Policy. Managers should be given the responsibility for monitoring the achievement of objectives and compliance with standards for which they are responsible. Managers and supervisors responsible for direct implementation of standards should monitor compliance in detail.   Above this immediate level of control, monitoring needs to be more selective, but provide assurance that adequate first-line monitoring is taking place.

Multi-site Services need to satisfy themselves that all sites are meeting Service objectives and standards as well as controlling risks.

The various forms and levels of active monitoring include:

* periodic examination of documents to check that systems relating to the promotion of the health and safety culture are complied with;
* the systematic inspection of premises, plant and equipment by supervisors, maintenance staff, management or other employees to ensure the continued effective operation of workplace precautions;
* environmental monitoring and health surveillance to check on the effectiveness of health control measures and to detect early signs of harm to health;
* systematic direct observation of work and behaviour by first-line supervisors to assess compliance with control measures and associated procedures and rules, particularly those directly concerned with risk control;
* the operation of the Service/ Council audit system;
* annual reports on health and safety performance by Assistant Chief Executives.

The key to effective active monitoring is the quality of the plans, performance standards and specifications which have been established. These provide the yardstick against which performance can be measured.

3.2 Inspections

Regular monitoring may also be usefully supplemented by:

- random observation including senior managers on 'health and safety tours'
- periodic surveys of employees' opinions on key aspects of health and safety.
- inspections by safety representatives or other employee representatives.

Managers/ Supervisors should make use of simple checklists in order to ensure consistency, and examples of an appropriate checklist is outlined in appendix 1.

3.3 Accident Trends

Managers should endeavour to make use of incident statistics at a Service, section or establishment level in order to take proactive action aimed at minimising the likelihood of recurrences.

Examples of Audit Checklists

NORTH LANARKSHIRE COUNCIL

General Safety Checklist

	AREA OF SURVEY	YES/NO	COMMENTS	ACTION
A	**SAFETY ARRANGEMENTS**			
1	Is there a suitable system for the provision of PPE?			
2	Is the appropriate PPE being used as indicated on the PPE Assessment?			
3	Are general risk assessments available for all work activities?			
4	Have all required Specialist Assessments been undertaken?			
5	Are suitable systems in place for the safe disposal of waste materials?			
6	Is there a system to deal with disposal of "Sharps"?			
7	Are there suitable arrangements for the cleaning of the premises?			
8	Are there suitable written instructions for the treatment/cleaning of chemical spillages?			
B	**STORAGE**			
1	Is storage adequate to accommodate supply arrangements?			
2	Are items stored safely?			
3	Are bookshelves/racking/filing cabinets stable and in good condition?			
4	Are chemicals properly segregated and stored in locked cupboards?			
5	Are Highly Flammable liquids being stored in a suitable cupboard?			
6	Are minimum stocks of HFL/LPG being held on the premises?			
C	**ELECTRICAL SAFETY**			
1	Does visual inspection indicate that the wiring and plugs are satisfactory?			
2	Is there an indication that the portable electrical appliances have been tested?			
3	Is there a system to check electrical equipment brought from home or donated?			
D	**MACHINERY/EQUIPMENT**			
1	Are all dangerous moving parts of a machine guarded?			
2	Are any paper cutting guillotines guarded satisfactorily? (Ref: BS5498)			
3	Are ladders, step ladders, tower scaffold units and other temporary access equipment in good condition and properly erected by a competent person?			

	AREA OF SURVEY	YES/NO	COMMENTS	ACTION
4	Is there an inspection scheme for all ladders, step ladders, tower scaffold and other temporary access equipment?			
E	**SWITCH ROOM**			
1	Is the switch room identified and locked?			
2	Is it used exclusively as a switch room?			
3	Is it clear of combustible or conductive materials?			
4	Is there clear access to the switch board?			
F	**WINDOWS/DOORS**			
1	Do all doors on any main traffic route have vision panels?			
2	Do transparent doors/walls have a feature to make them visible?			
3	Are transparent doors and walls, where appropriate, made of suitably strengthened material?			
4	Are appropriate systems in place to permit windows to be cleaned safely?			
5	Are window openings restricted to prevent persons falling from open windows?			
6	Are suitable measures in place to prevent persons falling from heights less than 2 m where there is an increased risk of injury?			
7	Are suitable measures in place to prevent persons falling from heights of more than 2 metres?			
G	**WORK AREA/WELFARE**			
1	Is the general ventilation satisfactory?			
2	Does lighting appear adequate and suitable?			
3	Are the floors and passageways free from defects?			
4	Are there suitable rest/eating facilities free from tobacco smoke?			
5	Are there suitable toilet facilities provided?			
6	Are there suitable changing facilities (where appropriate)?			
7	Is there a suitable rest area for pregnant staff and/or nursing mothers?			
8	Are internal floors, passages and stairs in good condition?			
9	Is there sufficient floor area and unoccupied room space to eliminate overcrowding? For example 11 cubic metres.			
10	Is there an adequate supply of wholesome drinking water?			

	AREA OF SURVEY	YES/NO	COMMENTS	ACTION
11	Is a reasonable working temperature being provided? For example 16 degrees Celsius (sedentary work).			
12	Are thermometers conveniently available to measure workroom temperature?			
13	Are the premises, furniture and fittings clean and in a safe condition?			
H	**DSE WORKSTATIONS**			
1	Have 'defined users' been identified?			
2	Has a suitable and sufficient risk assessment of the work station taken place?			
3	Is there a written record available? For example DSE Checklist.			
4	Do 'defined users' receive appropriate eye and eyesight testing periodically?			
5	Is there a written record available?			
6	Has the 'defined user' received adequate health and safety training/information appropriate to the workstation equipment?			
7	Are document holder/foot rests available upon request?			
8	Do 'defined users' receive appropriate rest breaks to non-DSE tasks?			
I	**SECURITY**			
1	Is there a Security Policy Statement?			
2	Is there a visitor/contractor I.D. Badge System?			
3	Is there a single controlled public entry door?			
4	Has directional signage been erected?			
J	**EXTERNAL SAFETY**			
1	Have suitable steps been taken to prevent unauthorised access to the roof of the premises?			
2	Have suitable arrangements been made to provide for the safe access and egress to the building for persons with mobility difficulty?			
3	Have satisfactory arrangements been made to protect persons using the premises from traffic movements?			
4	Are gates and fences in good condition?			
K	**OTHERS**			
1	See continuation sheet			

CONTINUATION SHEET	COMMENTS	ACTION

Fire Safety Checklist

	AREA OF SURVEY	YES/NO	COMMENTS	ACTION
A	**FIRE PRECAUTIONS**			
1	Is there a written fire instruction which clearly allocates responsibility for contacting emergency services?			
2	Do the instructions include (where appropriate) arrangements for the evacuation of the disabled?			
3	Is the Fire Risk Assessment available on site?			
B	**FIRE DRILLS**			
1	Are the required number of fire drills held (in accordance with Service instructions?			
2	Are they recorded?			
3	Do they take less than 3 minutes? Day: Night (if applicable):			
4	Are all drills unannounced?			
C	**FIRE ALARM**			
1	Is there an alarm system **exclusively** for fire?			
2	Is it tested in accordance with Service instructions?			
3	Is the test recorded?			
4	Do tests show the system to be free of problems?			
D	**EXTINGUISHERS**			
1	Is the provision of fire extinguishers adequate?			
2	Have they been serviced within the last year?			
3	Are they wall mounted?			
4	Does H. E. know how to get re-fills?			
5	Have staff been trained in their use?			
E	**MEANS OF ESCAPE**			
1	Are escape routes clearly marked?			
2	Are escape routes free from obstructions and tripping hazards?			
3	Are stairways forming escape routes in good condition?			
4	Are stairways forming escape routes free from obstructions?			
5	Are exits clear inside and outside?			
6	Are they operational?			

	AREA OF SURVEY	YES/NO	COMMENTS	ACTION
7	Are they identified?			
8	Is lighting provided outside emergency exits?			
9	Is it operational?			
G	**INTERNAL ACCESS**			
1	Are the self closers on doors operational?			
2	Are the doors free of wedges?			
H	**FIRE ROUTINE NOTICES**			
1	Are the Standard Notices being used?			
2	Are they satisfactory?			
3	Is the Assembly Area identified on the notice?			
4	Are the notices prominently displayed?			
I	**EMERGENCY LIGHTING**			
1	Is emergency lighting provided?			
2	Is it tested regularly? Frequency of Tests:			
3	Are the tests recorded?			
J	**FIRE DETECTION SYSTEMS**			
1	Have automatic fire detection devices been installed (where appropriate)?			
2	Is there a clear air space round each detector? (750 mm radius in all directions).			
3	Are routine inspections and tests carried out?			
4	Are they recorded?			
K	**OTHERS**			
1	See continuation sheet			

CONTINUATION SHEET	COMMENTS	ACTION

Appendix 2 – Employee Information Sheet

Health and Safety Monitoring

The health and safety plan should spell out what it is the Council aims to achieve in relation to the health and safety aspirations it has. The successful implementation of these plans will help to ensure the health and safety of employees and others who may be affected by the Council's work activities.

To properly implement the plans it is important to put in place a monitoring system which can measure progress and ensure not only the plans are being progressed but also the other agreed and accepted standards are being implemented effectively.

This monitoring system will help ensure that everyone in the workplace knows what is expected of them. It should also help set ground rules to follow to comply with the legal responsibilities placed upon not only the Council, but also the employees of the Council.

Assessing health and safety performance

The Council utilises a range of monitoring processes that aim to help measure its progress towards a safer and healthier place to work.

There is a mixture of what is known as proactive monitoring and reactive monitoring.

Measurements of how the current situation could impact on future performance are known as proactive indicators such as the number of training courses completed. Whilst measurements that give us information on the outcomes of our previous actions are called reactive indicators such as accident statistics or the findings of accident investigations.

The following are examples of the tools used by Health and Safety, Trade Unions and Managers to measure health and safety progress:

- Support Visits – a look at the main management systems required by each team and a discussion aimed at developing a local action plan for improvement;

- Topic Visit – a visit that looks at a specific topic and aims to identify trends across Service or the Council as a whole;

- Accident Investigations – a process of careful examination at the events leading up to an accident with the sole aim of preventing a recurrence.

The annual report published on the Council's intranet will provide some indication of the progress being made along with the results of some of the monitoring processes undertaken.

Schedule 1 - Impact Assessments

Document Title: Arrangement Section – AS3 Health and Safety Monitoring

Date: 01/04/2017   **Review Date:** As circumstances dictate, and in any case with document

Environmental Impact Assessment: This document has been assessed for significant environmental impact; no detrimental impact has been identified.

Equality Impact Assessment: This document has been assessed for significant equality implications; no significant issues have been identified.

General Comments: This document is a strategic guidance document, relating to the monitoring of health and safety standards within the workplace. It is associated with the Council's health and safety policy and the Council's general aim to ensure an embedded health and safety culture exists affecting all persons working for or making use of Council Services. Nothing in the document serves to have any negative impact on either equality issues or the environment. In general, associated documents will encourage positive consideration of both these areas to ensure all members of the workforce and community are afforded access, so far as is reasonably practicable, to the same opportunities for a healthy and safe workplace as well as a sustainable environment.