

Council Health & Safety Policy

Health and Safety Monitoring - Code of Practice

Distribution: To be brought to the attention of all Directors, Heads of Service, team managers and supervisors and Trade Union Representatives.

Introduction

Monitoring Health and Safety standards at workplaces is an essential part of a manager and supervisors role specified in the Council Health and Safety Policy. This document has been developed to describe the monitoring standards to be applied by all team managers and supervisors employed by Sunderland City Council. In applying the standards team managers and supervisors can be confident that they are discharging their responsibility under the Council Health and Safety Policy to implement risk assessments and monitor compliance with them.

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Why is Monitoring by Managers and Supervisors Important?

Health and Safety Monitoring by team managers and supervisors is important to ensure that the control measures identified on the team based risk assessments are being adopted by all employees.

Human nature dictates that everyone tends to change the way they do things, often to speed up processes. Consequently employees may not always remember the importance of following some of the control measures outlined on the risk assessment. If managers and supervisors do not formally monitor compliance with the standards, then such omissions may be left unchallenged and become the norm. This will result in the risks identified no longer being adequately controlled and the likelihood of an accident or incident will increase.

Who Should Undertake Monitoring?

Since health and safety is part of everyday management, it is very important that the monitoring process is not onerous but rather is reasonably achievable. It is therefore vital

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that the correct person undertakes the monitoring within their areas, in most cases this will be the direct manager or supervisor. A senior manager responsible for several work areas is not expected to undertake this monitoring, they simply have to make sure their team managers undertake the monitoring activity.

In the case of schools, the head teacher is responsible for ensuring the monitoring takes place, but the deputy, head of department, or another nominated member of staff would monitor the work in the areas under their control, and feed relevant information back to the head teacher. Where they are appointed the bursar or premises manager should monitor compliance with the risk assessment relating to premises management issues.

How will Formal Monitoring be Undertaken?

Managers and supervisors do, as part of their everyday activity, check that employees are working safely and that no obvious risks exist. However it is generally accepted that as we become familiar with our workplace and work activities we tend not notice hazards and risks, especially if they are not obvious. In addition managers and supervisors are not expected to oversee all activities their employees are involved in, and therefore some activities may go on without their knowledge.

To address this issue it is necessary to undertake formal, and recorded health and safety monitoring, on a regular basis, which will be decided by the Directorate health and Safety Group on a risk basis (at least 1 per year). This monitoring process must be based on the information contained within the team risk assessments.

Team managers and supervisors must go through the following step by step process to generate their own monitoring checklists, based on the content of their risk assessments.

Step 1 : Before You Begin - Critical examination of team risk assessments

Firstly managers and supervisors must critically examine the risk assessments for their team and go through the following questions:-

- (i) Are all team activities with significant risk covered by the risk assessments? If not then re-establish a risk assessment team and revise risk assessments to cover all tasks
- (ii) Do you have an unmanageable amount of risk assessments for your team?
If yes,
EITHER you have undertaken specific risk assessments for every task or piece of equipment, rather than grouping these into generic tasks with similar controls. This is a common mistake that is often made, which sometimes results in upwards of 50 different risk assessments. This invariably means these are no more than paper documents that sit in a file. You need to revise your assessments, grouping individual assessments into generic tasks, so you have useable risk assessments. For example, you may have a risk assessment covering use of a drill, another for the use of a sander, another for an electric screwdriver etc. These assessments should be grouped into 1 assessment for the use of electrical hand tools, as the control measures are the same for each piece of equipment. Refer to the risk assessment code of practice for guidance on re-developing your risk assessments and if you are still unclear on how to

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group your assessments into generic tasks contact your Health and Safety Adviser for assistance.

OR, you are being asked to monitor several different teams, you need to go back to your manager and ask them to delegate the monitoring to the direct team manager or supervisor.

- (iii) Do the control measures outlined on my risk assessments reflect the standards in relevant [codes of practice](#) or industry specific guidance?
If no, then you need to review the control measures so they meet these standards. In meeting the standards your risk assessments will be suitable and sufficient and therefore will with stand external scrutiny by the Health and Safety Executive, Police and/or solicitors acting of behalf of those seeking compensation for injuries.
If yes, then you are ready to move to step 2.

Step 2: Transposing my control measures onto my inspection checklist

You may have been tempted to skip stage 1, if you have done so, then please think again. The whole monitoring process is based on the control measures you specified on your risk assessments. If these are not suitable and sufficient, then you will not be checking that risk are being adequately controlled within your teams and you may be exposing someone to a risk of injury or ill health condition.

The monitoring form is attached as appendix 1. Copy the control measures specified on your risk assessments into the monitoring form.

Step 3 – Monitoring

You are now ready to commence formal monitoring of activities. Set aside some time to undertake this task, you may need to refer to training records, team minutes and records of tool box talks, inspection sheets, equipment log books, incident and hazard reports and records, so make sure you have all of this information to hand on the day you have set aside for monitoring.

Now you simply need to work through the specified risks and control measures to check that you, your employees and others are following them. Use the observation column to describe good practice or compliance as well as any short falls you identify. Complete the action column and date column, and remember to sign off any actions as they are completed.

Step 4 – Feedback to employees

Feedback the results of your monitoring exercise in your next team meeting with employees. Remember to focus on the good practice you identified as well as any areas for improvement. Discuss with employees areas of non-compliance and try to identify why they are occurring. Re-explain the risk they face in failing to follow the control measures and ask them if they can suggest a better way of controlling it. If a better way is identified then revise your risk assessment.

Step 5 – Feedback to Directorate Health and Safety Group

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Your Director has overall responsibility for ensuring employees and others comply with risk assessments and health and safety codes of practice, with the aim of keeping everyone safe. Directors rely on managers and supervisors implementing risk assessments at team level. In order to ensure this is actually taking place the Directorate Health and Safety Group will require you to complete and return the monitoring progress form (appendix 2) on a six monthly basis. When completing the form, if the critical examination of your risk assessments generate a complete review, indicate this on the form. You will be expected to undertake this task over the next six months, there is no point undertaking the next stage of the monitoring process until this is complete.

Role of the Directorate Health and Safety Groups

On a six monthly basis the Chair person of the Directorate Health and Safety Group will distribute the Monitoring Progress form to all team managers and collate returns.

She/He will then produce a formal report to Directorate Management Team, which will

- detail the areas where monitoring is still outstanding, and
- any further measures identified by team managers which because of their nature require consideration by Directorate Management Team.

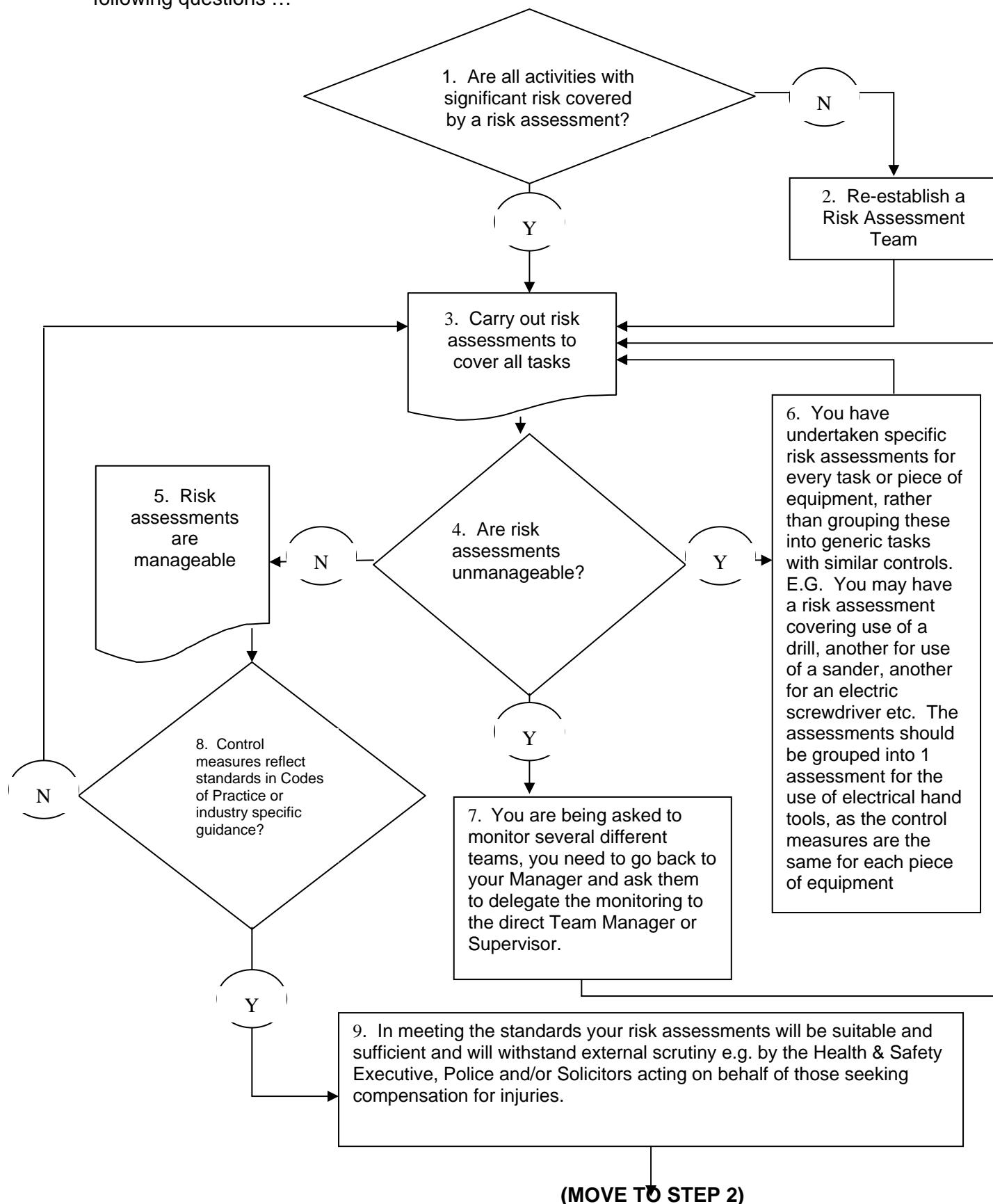
On an annual basis the Chair person of the Directorate Health and Safety Group will report progress to The Central Health and Safety Forum.

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Process Map explaining system

STEP 1 : BEFORE YOU BEGIN – CRITICAL EXAMINATION OF TEAM RISK ASSESSMENTS

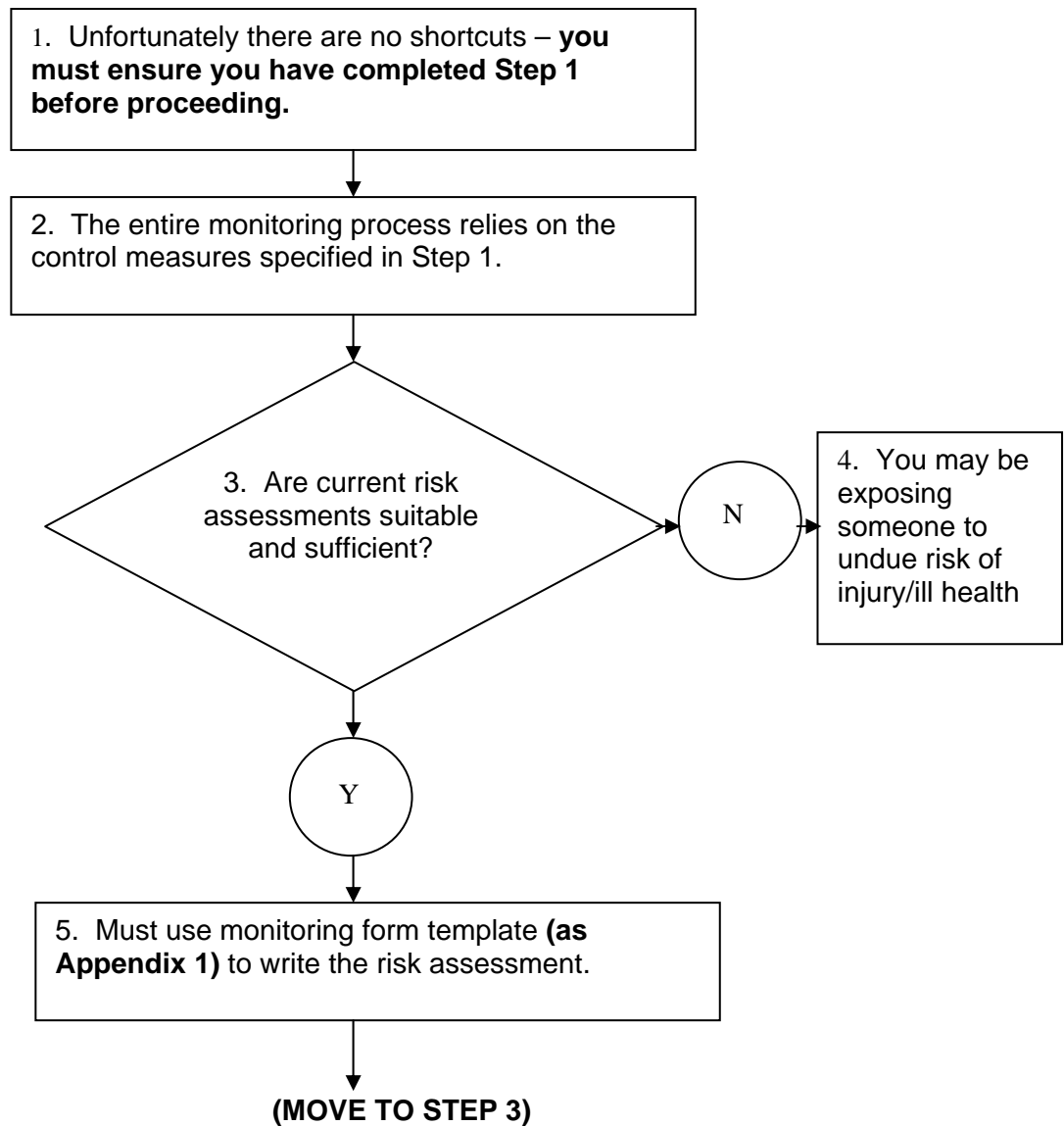
- Managers and Supervisors must critically examine the risk assessments for their team by asking the following questions ...



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STEP 2 : TRANSPOSING MY CONTROL MEASURES ONTO MY INSPECTION CHECKLIST

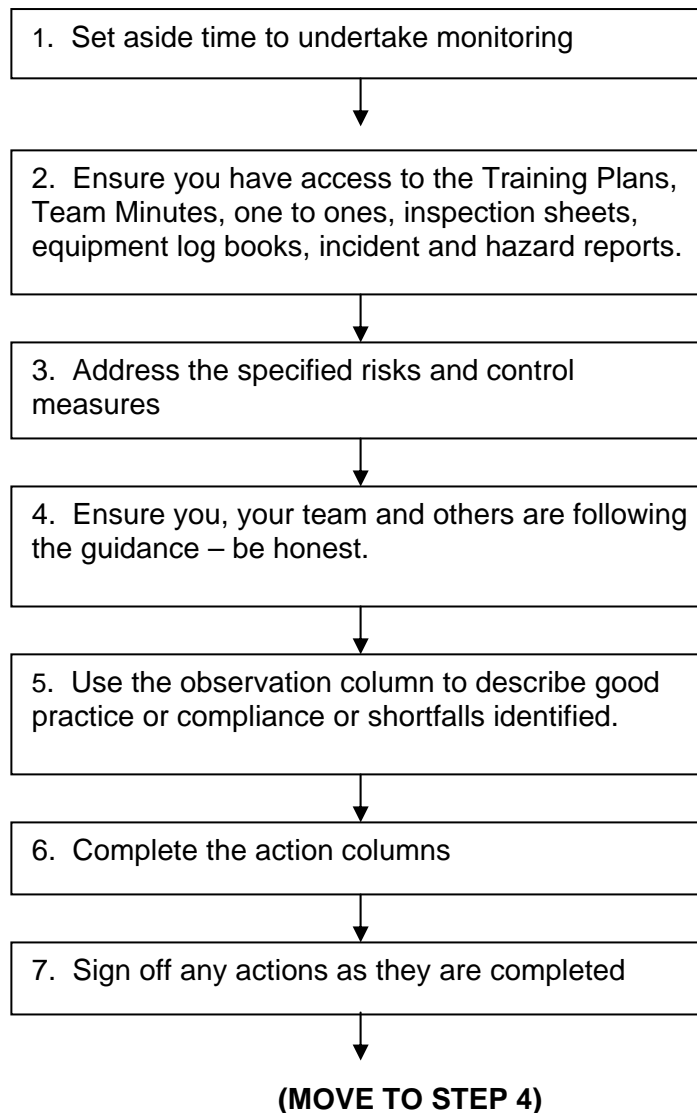
- The Risk Assessments identified in Step 1 must be suitable and sufficient ...



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STEP 3 : MONITORING

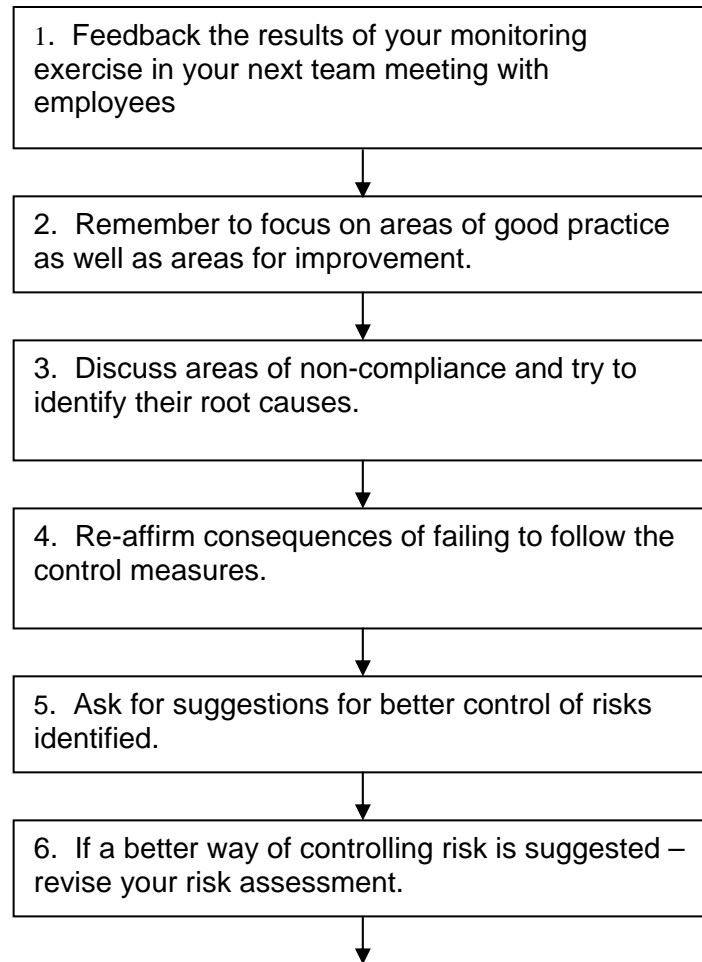
- You are now ready to commence formal monitoring of activities ...



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STEP 4 : FEEDBACK TO EMPLOYEES

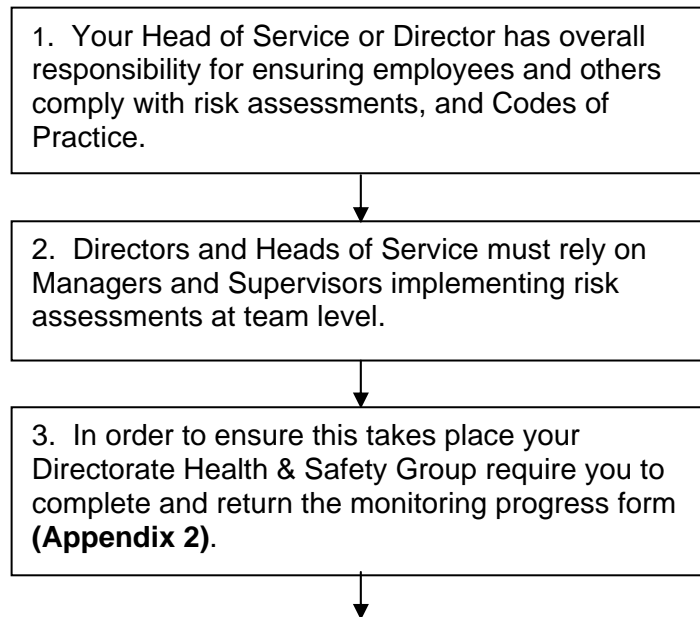
- An essential part of all risk assessments is communicating it



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STEP 5: FEEDBACK TO DIRECTORATE HEALTH & SAFETY GROUP

- Formally report to the Director / Head of Service that the risk assessments have been carried out....



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Appendix 1: Monitoring Form

Work Activity being monitored:

Managers Name:

Date:

Designation:

| Hazard identified & Risk | Control Measure | Y/N | What action is necessary | By Whom | By When | Done |
|--------------------------|-----------------|-----|--------------------------|---------|---------|------|
| | | | | | | |

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Example Monitoring Form

Work Activity being monitored: Inspecting High Risk Areas (ABC site)

Managers Name: Rachel Price

Date: 24th April 2007

Designation: Health & Safety Manager

| Hazard identified & Risk | Control Measure | Y/N | What action is necessary | By Whom | By When | Done |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------|---------|-----------|------|
| <p>General movement around a site/building - slips, trips and falls - minor to major injuries</p> <p>Contact with unsafe gas or electrical equipment - death, serious burns</p> <p>Exposure to dusts/fumes/chemicals - respiratory sensitization, burns</p> | <p>All Health & Safety Advisers must use their professional judgment in determining the appropriate measures to be taken to control the risks to their personal safety, relevant to the circumstances of their visit. They must withdraw from premises if they think they are at significant risk of injury. They must advise any other person to withdraw and contact the relevant person to advise them of the imminent danger.</p> <ul style="list-style-type: none"> All Advisers have a basic awareness of hazard identification and a minimum qualification of the NEBOSH Certificate All Advisers must discuss any visit to unfamiliar types of workplace with a Senior Health & Safety Adviser or Health & Safety Manager before undertaking the visit Where appropriate the Adviser/Senior Health & Safety Adviser will be accompanied by a more experienced Adviser until they are competent to undertake the inspection All Advisers to report to Premises Reception and sign in. All Advisers to report to Construction Site Foreman, sign in, discuss purpose of visit and be made aware of operations on site, prior to carrying out inspection. Appropriate PPE must be worn dependent on the risks at the premises | Y | Re-enforce in next team meeting | RP | May 2007 | |
| | | Y | | | | |
| | | Y | Discussed at yesterdays senior's meeting & confirmed this is occurring | | | |
| | | Y | Current arrangements in place for new starter, reviewed on a monthly basis | LS | Monthly | |
| | | Y | Evidenced at abc site | | | |
| | | Y | Ask all to check condition of PPE, & re-issue as | RP | June 2007 | |

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|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-----------|--|
| Work at Height - falls, death, serious injury | <ul style="list-style-type: none"> All inspections to be undertaken from ground level where possible An assessment must be made from ground level as to the safety of any structure used for the purpose of working at height, before ascending the means of access Where a MEWP is available for inspections, it must be operated by a competent person, but must not be used as a means of access to roof structures Advisers must not inspect a workplace where there is a risk of a fall from height, or through a fragile structure without some form of edge protection, or where appropriate fall restraint or arrest equipment in place. In some circumstances it may be necessary to gain advice from a surveyor as to the strength of a roof structure Contractors must be made aware of any inherent risks and they must be adequately controlled before any inspection takes place Advisers inspecting fixed scaffolds must be trained to Northern Counties Safety Board, 1 Day Scaffold Inspection Course, or other similar minimum standard Advisers inspecting aluminum, mobile tower scaffolds must be trained to Northern Counties Safety Board 1 Day Aluminum Mobile Access Platforms 1 day course, or other similar minimum standard | Y | <p>appropriate. Observed an inspection of scaffold at abc site. Completed as per control measures. But re-clarify in next team meeting to make sure all advisers reminded of this process</p> | RP | June 2007 | |
| | | N | New starter to be trained. No scaffold inspections until then | LS | Nov 2007 | |
| | | N | Current coverage is inadequate, need 2 additional advisers trained to cover schools | LS | Nov 2007 | |

Please note this is not the full list of hazards identified and control measures

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Appendix 2: Monitoring Progress Form

Managers Name:
Telephone Number:
Team:
Location:

Designation:

Service Area

| What was the outcome of your critical examination of team based risk assessments (comments) | Date Complete | Work Activity Monitored | Date Completed | Significant findings to refer to Head of Service or Director |
|---------------------------------------------------------------------------------------------|---------------|-------------------------|----------------|--------------------------------------------------------------|
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Further Information and Advice

Is available from the Corporate Health and Safety Team, Corporate Personnel Services, Telephone (0191) 553 1755