

Health & Safety Management System

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Aims & Objectives

To provide an update on the proposed changes to the health and safety management system within the Council:

- Introduction
- HSG 65
- Premises H&S plans
- Fire Risk Assessments
- Service Area H&S Plans
- Digitalisation of HSMS

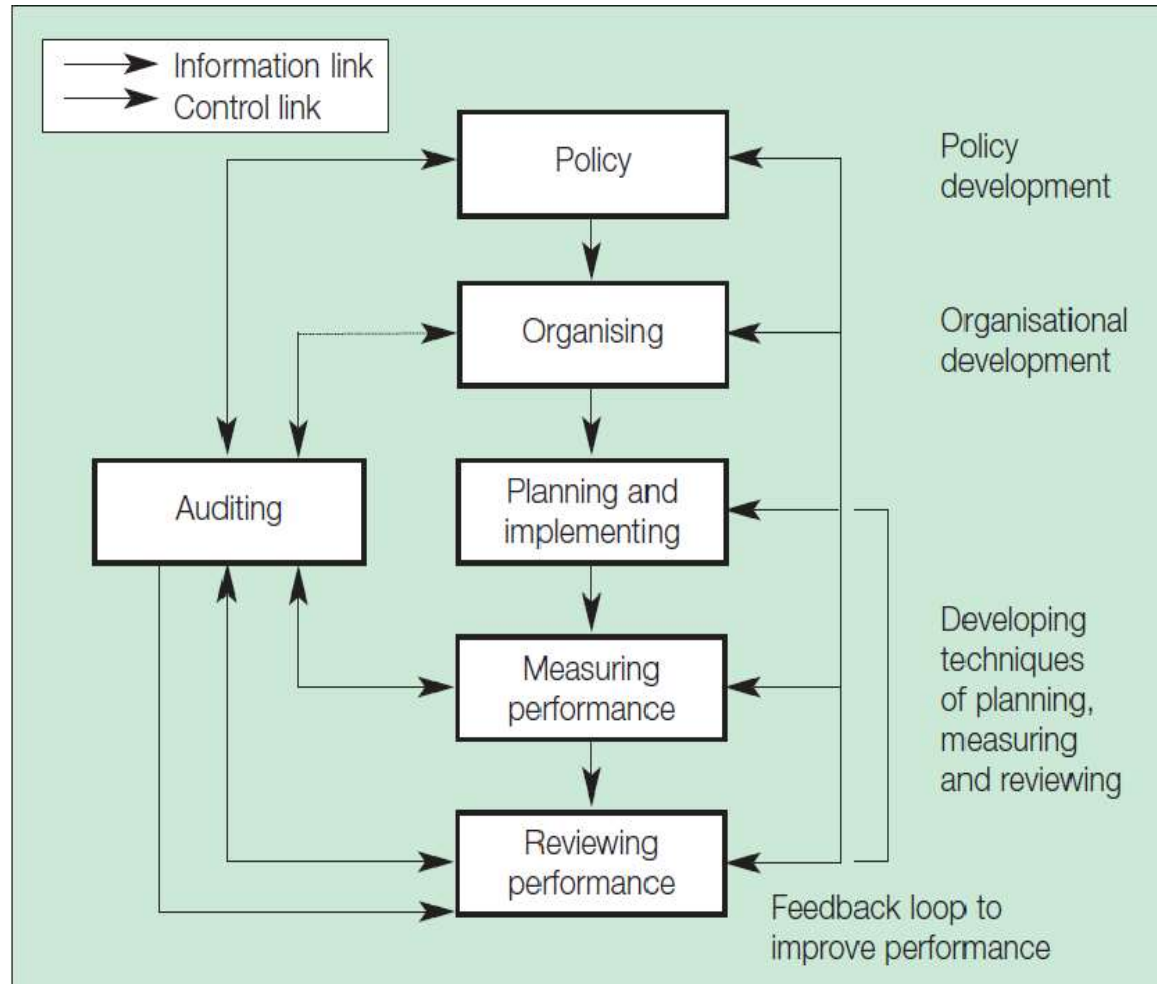
Introduction

I started with Middlesbrough Council in October 2017:

- Gap analysis by predecessor identified gaps in the Councils health & safety management system (HSMS).
- HSE leaflets on intranet, but not many formal procedures detailing roles & responsibilities.
- Training – E Learning!
- H&S manuals still mentioned the Fire Precautions Act which was superseded by the (RRFSO) in 2005.
- FRAs were 30% in date with inspection frequency
- Actions remained outstanding on H&S audits / FRAs for years!

HSG 65

Many Councils adapt the HSG 65 when managing health and safety:



PLAN

DO

CHECK

ACT

Premises Health & Safety Plans

- Basic H&S procedures have been developed with clear roles and responsibilities and uploaded onto the intranet
- The main requirements of each procedure have been incorporated into auditable premises H&S plans
- Building manager training provided to improve ownership of those who are responsible for H&S arrangements
- Premises H&S folders contain evidence of compliance
- H&S unit audit plans & folders in accordance with auditing procedure requirements.
- Plan to digitalise premises H&S audits to enable tracking of actions and benchmarking performance!

Fire Risk Assessments

- Generic Advisors have now been trained as fire risk assessors
- FRAs are now back in date with required frequency
- New FRA template makes requirements easier to understand
- New fire safety procedure uploaded onto intranet
- Requirements of fire safety procedure incorporated into relevant auditable H&S plans
- Fire safety training currently under review
- Plan to digitalise FRAs and potentially log books, to enable tracking of actions and benchmarking performance!

Service Area Health & Safety Plans

- Detailed service area H&S plans are under development
- The main requirements of each procedure will be incorporated into auditable service area H&S plans
- Service area health and safety folders to evidence compliance
- Service areas will be audited at a frequency determined by risk.
- H&S Unit will carry out audit and provide advice and support as required.
- Plan to digitalise service area H&S audits to enable tracking of actions and benchmarking performance!

Auditing Procedure

H&S Auditing procedure has been produced and uploaded onto the intranet:

- **Major Non Conformance** – 1 Month
- **Minor Non Conformance** – 3 months
- **Observation** – 12 months management discretion
- **CAPEX** – LMT Action relating to finance

HSMS will enable tracking of actions!

Health and Safety Management System

- Plans to digitalise the health and safety management system
- Final checks being made on “My Compliance” digital solution
- If agreed the system will be purchased and provide us with the capability of digitalising the following:
 - Incident reporting
 - Risk Assessments
 - Fire risk assessments
 - H&S Audits
 - Etc

HSMS

Plan:

- Premises H&S plans
- Service Area H&S plans

Do:

- Leadership from the top of the organisation
- Clearly defined roles & responsibilities in policy and procedures

Check:

- H&S Unit audit requirements & benchmark performance
- Reported to Directors, heads of service and managers

Act:

- Recommendations in audits to be actioned by management
- HSMS provides transparency & proper reporting on compliance

Any Questions



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moving forward