



Policies, Procedures and Personal Passports

With Health & Safety accreditation being at the heart of my career for many years, as a consultant I have now been responsible for Health & Safety Policy Implementation for a range of companies in sectors such as manufacturing, retail, construction, community Centres, food and hospitality and across a range of sizes from 1 business owner, through to 1000 staff members.

Background

There are many policies and procedures that can be implemented to better equip businesses to be more responsible around health and safety - which can in turn be the start of their journey to accreditation and awards.

These are some of the ways that you can get started on the right path:

1. Creating a Statement of Intent

This is a definition of what is going to be done documenting the company's vision for health and safety and showing their commitment. It should be signed by the most senior team member, ensuring it is dated and setting its objectives, so it is a marker in the sand. You need to consider here what you need to do to comply with the law around provision of a safe workplace, what you commit to in terms of training and how you manage risk assessment. It is also useful to attach SMART Objectives to these areas.

2. Defining Organisation Responsibilities

This is about deciding who is going to do what and defining Company Organisational Structure, as well as detailing Operational Duties, Chain of Command, Roles and Responsibilities, Lines of Communication and Feedback. Having this documented is a godsend when any conflict arises but it should also help minimise conflict in the first place as all responsibilities are clearly communicated.

3. Agreeing 'The How'

It's time to make arrangements of how things are going to get done. It's powerful to have a document that describes how things are done, and a detailed description of policies and procedures. This could include Risk Assessment Procedure, Training Procedure, Accident Reporting, Manual Handling, COSHH etc.

4. Commit to Reviews

Once you have put these things in place it is essential that these policies and documents don't just sit and gather dust. Ensure they are reviewed annually as a minimum but ideally more frequently as the business evolves and changes.

What's Involved

When I work with a client I devise and implement policies and procedures and have done so in the following areas, and creating the relevant forms and documentation for completion for each one:

- Accident, Incident, Near Miss and Dangerous Occurrence reporting procedure; detailing the roles and responsibilities, definitions, step by step process to be taken in the event of an accident, incident, near miss and dangerous occurrence, Reporting procedure, investigation procedure, implementation of further actions / precautions to prevent a recurrence. Reporting procedures to relevant authorities – RIDDOR regulations and reporting HSE and Local Authority
- Asbestos Procedures: Identifying asbestos, dangerous levels, PPE required, disposal of asbestos,
- Construction (Design and Management), roles and responsibilities of relevant parties, reporting and notifying of projects to Health and Safety Executives, Health and Safety File requirements etc
- Confined Spaces: Training required, processes to be followed, air testing, definition of confined space
- COSHH (Control of Substances Hazardous to Health)
- Display Screen Equipment
- Excavations
- Fire
- First Aid
- Working at Height
- Health Surveillance
- Hot Works
- Induction
- Infection
- Workplace Inspections
- LOLER (Lifting Operations and Lifting Equipment Operations)
- Lone Workers
- Manual Handling
- Overhead Services
- Personal Protective Equipment
- Risk Assessments, Method Statements, Permit to Work
- Underground Services
- Temporary Works
- Workplace Transport
- Noise
- Vibration
- Driver Performance
- Snow and Ice
- Sun Safety
- Stress
- Temperature

That's a lot to get your head around, especially if you are new to health and safety, so I guide my clients on what elements are most appropriate for them to focus on and help them build up a bespoke systems and processes manual that works for their business.

Personal Passports



Why This is Great for Business

Once you have the right policies in place I can then devise personal passports, which are user friendly versions of the detailed policies and procedures above. This includes visual and eye catching, step by step, quick glance versions of the detailed policies and procedures and makes health and safety accessible to all. Not only this, it makes it a working document, rather than something filed away never to be seen and improves communication across the business, whilst enabling all workers to comply with legal requirements and keep safe.

“Getting on top of our policies and procedures and documenting them in a user friendly way has changed the dynamic of our team - it not only makes us feel more professional as a business, it has built confidence as staff have felt more protected, and ultimately more included in the bigger picture of the business. I wish we’d committed to doing this years ago”.