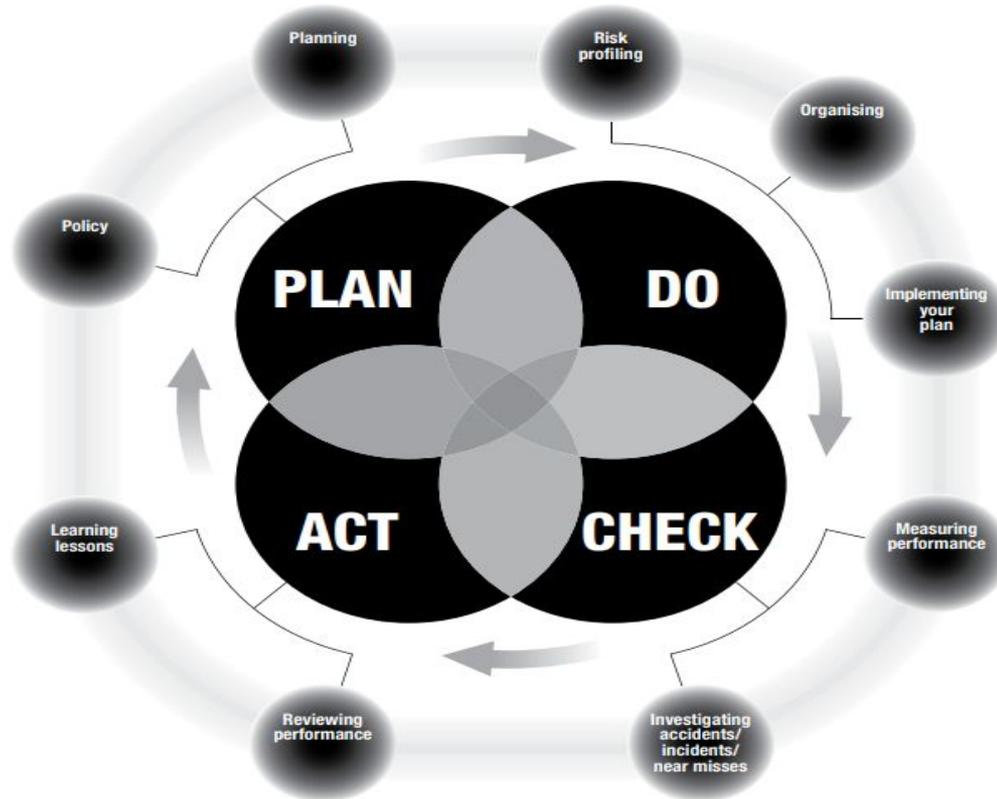


The Key Elements for Monitoring Activities at Bridgend County Borough Council

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Figure 1 The Plan, Do, Check, Act cycle

Plan, Do, Check, Act should not be seen as a once-and-for-all action:



Plan, Do, Check, Act	Conventional health and safety management	Process safety
Plan	Determine your policy/Plan for implementation	Define and communicate acceptable performance and resources needed
Do	Profile risks/Organise for health and safety/Implement your plan	Identify and assess risks/Identify controls/Record and maintain process safety knowledge
		Implement and manage control measures
Check	Measure performance (monitor before events, investigate after events)	Measure and review performance/Learn from measurements and findings of investigations
Act	Review performance/Act on lessons learned	

PLAN – Planning for implementation

An organisation must plan to control risks, react to changing demands, and sustain positive health and safety attitudes and behaviours.

This involves designing and implementing suitable and proportionate management arrangements, risk control systems and workplace precautions that link to how you manage other aspects of the organisation

In order to plan successfully, you need to establish:

- where the organisation is now
- where you need to be, using legal requirements and benchmarking to make comparisons
- what action is necessary to reach that point



Hazards can be identified by:

- Manufacturers & Suppliers safety information [MSDS]
- Labelling and Guidance
- Technical Competence and Training
- Operators Manuals
- Health & Safety Executive Guidance
hse.gov.uk
- Workplace Inspections
- Risk Assessments
- Accident & Incident Records incl. Near Misses
- Investigations
- Staff, contractors and visitors

Hazard Identification and Initial and Risk Assessment

Review how the task is, or is going to be, undertaken. Consider each step in the task. If possible, observe how the task is undertaken. When conducting this review, ensure you consult personnel who are involved and consider any existing documentation that may have a bearing on your assessment (e.g. documented procedures and policies, equipment used for task, chemicals, substances employed, services used (electricity, gas, compressed air etc.) or maintenance procedures.

Additional Risk Control Measures

Identify any hazard which has a risk rating greater than five (5). If no hazards are rated greater than five (5) then the risk assessment is complete. If there are hazards with a risk rating of greater than five (5) then additional risk control measures need to be considered. For each hazard identified as requiring an additional risk control measure, review the hazard and decide what additional controls can be introduced to sufficiently reduce the risk level. Re-calculate the revised risk rating taking into account the proposed additional controls.

Value of Risk Tables			
Risk Probability Ratings		Risk Severity Ratings	
1	Very unlikely	1	No injury
2	Unlikely	2	Minor injury
3	Likely	3	Reportable injury
4	Very Likely	4	Major injury
5	Certain	5	Single/multiple death

Risk Severity x Probability Matrix		Severity				
		5	4	3	2	1
Probability	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Risk Level	Trivial	Tolerable	Moderate	Substantial	Intolerable
Actions and Timescales	No action required Monitor existing control measures.	No additional controls are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained. Limited action required.	Efforts should be made to reduce the risk, but the cost of prevention should be carefully measured. Monitoring is required to ensure that the controls are sustained. Reasonable action required.	Considerable resources may have to be allocated to reduce the risk. Urgent action should be taken.	Immediate Action to be taken. Level or risk unacceptable. If it is not possible to reduce the risk even with unlimited resources, Activity must cease.

The Management of Health and Safety at Work Regulations 1999

- Risk management and assessments are legal and contractual requirements.
- Risk assessments must be updated and the results made available to employees and contractors.
- Measures for controlling the risks must be reasonably practicable: affordable, practical and authorised by trained employees.

The Health and Safety at Work Act 1974 [General Duties 2 and 7]

- Risk assessments can be used for auditing, HSE inspections or after an incident has been reported. **[HSG65]**

Managing Risk Assessments and Updates at BCBC

KEY work teams and activities for managers to consider:

1. Housing and Landlord duties - Growth and Regeneration
2. Administration Offices
3. Engineering Workshops
4. Social Services Teams
5. Remote Working
6. External Contractors

Critical monitoring across all departments can include:

Fire Risk Assessments, Fire Equipment and Warden provisions

Emergency Evacuation procedures

First Aid, Appointed Persons and First-Aid Equipment provisions (including Mental Health First Aiders)

Health Surveillance [Wales NHS Test and Trace for COVID-19] for occupational illnesses

Activities for monitoring Health and Safety standards

Training and certification renewal records: maintaining the training and competence of employees has a direct correlation with productivity, stress, absenteeism and staff retention.

Health surveillance: promotes a healthy work-life balance for personnel and detects work activities (eg exposure to asthmagens, COVID-19, MSD, etc) which can cause chronic illness and possible litigation. NHS Wales Shared Services Partnership Occupational Health offers this service.

Safety reps workplace inspections: spot checks on site provide track records and data on the safety practices of employees across each team (use of PPE, DSE, correct manual handling, etc)

Stress indicator tool PDF form: measures the levels of occupational stress across all teams, and how the application of the 6 HSE Management Standards to work design can reduce the impact on employee sickness, productivity and absence rates. [Demand Control Support Relationships Role Change]

(See Slide 11 for types of stress across the workforce)

Work-Related Stress in the UK

- Stress is responsible for 40% of all work-related absence days
 - Injuries make up 17% of absence days
- Musculoskeletal disorders account for 29%
Other causes of absence 14%

- The average length of sick leave for **STRESS is 23 days**
- Chronic (long term) stress at work can cause
- Heart disease
- Gastrointestinal problems

Neurological illness

Weakened immune system

Job dissatisfaction

Reduced aspirations

Addictive behaviours

Advantages of Monitoring and Auditing Safety Practices

- A. The Bridgend County Borough Council Health and Safety Policy sets the framework for a safety culture and can be reviewed annually.
- B. Risk assessments, after a change in personnel, equipment, incident or work processes, reveal the likelihood and severity of future incidents.
- C. If the level of risk has been identified as elevated then action can be taken to reduce or eliminate exposure to any hazard in the workplace.
- D. A well monitored record of accidents and incidents reveals significant root causes allowing an action-plan to be delivered to eliminate the recurrence.
- E. Communication with Safety Representatives and employees leads to improved safety control measures, the elimination of hazards and an active safety climate.

Useful References for Auditing and Monitoring H&S

Managing for health and safety HSG65 [[hse.gov.uk](https://www.hse.gov.uk)]

Leading health and safety at work INDG4179(rev1)

Monitoring the control of exposure to hazardous substances [[hse.gov.uk/COSHH essentials](https://www.hse.gov.uk/coshh/essentials/)]

Control of legionella bacteria in water systems - Audit checklists

HSL/2004/02 - Scoping survey of local authorities' role (auditing and benchmarking practices) [[hse.gov.uk](https://www.hse.gov.uk)]

Consulting with reps - Inspections of the workplace HSG263

Procedures Audit Tool (PDF Form) [[hse.gov.uk/human factors/topics/](https://www.hse.gov.uk/human-factors/topics/)]