

Safety Leadership

You would use this approach to improve Health and Safety in your business.

Projected performance gains

As well as the most obvious benefit that everyone goes home safe and well at the end of the working day, most companies with successful Health and Safety leadership report that it is good for business.



Improved

- Working Environment
- Productivity
- Attendance.

What investment is needed to understand the concept?

DIFFICULTY



Simple

The basic requirements are quite straightforward.

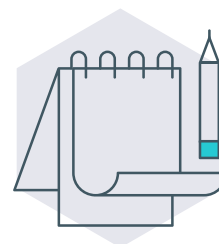
ACTIVITY



Individual and Team

The responsibility starts with the most senior person in the business, but must involve everyone.

EQUIPMENT



HSE Guide

The HSE guide 'Health and Safety Made Simple' is highly recommended.

The HSE website should be used to keep up to date with the latest information on health and safety law.

Explanation of the concept

The responsibility for Health and Safety starts with the most senior leader in the business. It cannot be underestimated how important it is for this person to lead by example, if health and safety is to be successful.

The key steps for any SME, described in 'Health and Safety Made Simple' are fairly straightforward:

Decide who can help you with your duties

- Appoint someone competent to help you meet your health and safety duties
- You could appoint (one or a combination of):
 - You
 - One or more of your workers
 - Someone from outside your business (further advice is available below – if using consultants, make sure they are registered on the Occupational Safety and Health Consultants Register (OSHCR)).

Write a Health and Safety policy

- Let your staff and others know about your commitment to health and safety
- Describe how you manage health and safety, saying clearly who does what, when and how
- It does not have to be complicated. If you have fewer than five employees, there is no legal requirement to write a policy, but it is best practice to do so.

Controlling the risks in your business – risk assessment

- In order to do this, you need to consider what might cause harm to people in your business, and decide whether you are taking reasonable steps to prevent that harm. This is known as a risk assessment
- A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace
- The focus should be on having effective controls in place which prevent the risk.

Provide training and information

- You must provide clear information and adequate instructions for everyone to know how to work safely and without risks to health
- Training should be in working hours, paid for by the employer, and should be provided in a way that is relevant and easy to understand. It is a good idea to ask employees how well this is working
- Training should cover the hazards and risks employees may face, the measures in place to deal with those hazards and risks, and provide guidance on how to follow emergency procedures
- Don't forget any particular requirements for young people, contractors, new recruits, people taking on new responsibilities, health and safety representatives, pregnant women and those with disabilities.

Consult your employees

- You must consult all your employees on Health and Safety. This does not have to be complicated. It simply involves listening to them and talking about:
 - Health and Safety and the work they do
 - How risks are controlled
 - The best ways of providing information and training.
- Often, companies find that some of the best ideas come from the workforce themselves. There is a clear link between involving people in improving safety, and continuous improvement of the workplace in general
- Providing a regular opportunity (e.g. at daily or weekly meetings) to talk about safety is a powerful way to keep a strong focus on this area
- For businesses which are becoming more mature in health and safety, engaging with employees gives increased opportunity for both identifying and eliminating potential hazards, and for focusing on the behaviours which keep everyone safe.

Provide the right workplace facilities

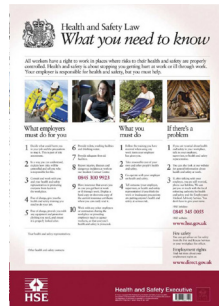
- Welfare Facilities
 - Toilets and handwash, drinking water, storage, somewhere to rest and eat.
- Healthy Working Environment
 - Ventilation, temperature, lighting, suitable workstations and seating.
- Safe Working Environment
 - Properly maintained premises and equipment, floors and traffic routes free from obstruction, windows that can be opened and cleaned safely, ensuring transparent (glass) doors or walls are protected or made of safety material.
- A tidy and well organised workplace is a vital part of this (and is very much supported by the '5S' approach).

First aid, accidents and ill health

- You must have first-aid arrangements in your workplace
- You are responsible to ensure that employees receive immediate medical attention if they are taken ill or are injured at work. As minimum, you should have:
 - A suitably stocked first aid box
 - An appointed person to take charge of first-aid arrangements
 - Information for all employees giving details of first-aid arrangements.
- You must report and keep a record of certain injuries, incidents and cases of work-related disease (see RIDDOR regulations)
- If you have more than 10 employees, or own or occupy a mine, quarry or factory, you should keep an accident book.

Display the Health and Safety law poster

- A revised version of the health and safety law poster was published in 2009 and, as of 5 April 2014, you are obliged to display it or give workers the equivalent leaflet.



Get insurance for your business

- With only a few exceptions, businesses with employees require employers' liability insurance.
- If an employee becomes injured or ill as a result of their work, they may be able to claim compensation if you are found to be liable.

Keep up to date

- It is strongly recommended that the HSE website and updates are used to keep up to date: <http://www.hse.gov.uk/simple-health-safety/keep.htm>

How to go about using this factsheet to make improvement



Recommended reading



Health and Safety Made Simple – The basics for your business, HSE factsheet
<http://www.hse.gov.uk/simple-health-safety/how.htm>

Real People video, HSE
<http://www.hse.gov.uk/aboutus/realpeople.htm>

Bootle Containers Ltd, HSE
<http://www.hse.gov.uk/business/casestudy/bootle-containers.htm>

Small and medium businesses case studies, HSE
<http://www.hse.gov.uk/business/sme-case-studies.htm>

HSE Risk assessments guidance and templates
<http://www.hse.gov.uk/risk/casestudies/>

HSE Health & Safety policy templates
<http://www.hse.gov.uk/simple-health-safety/write.htm>

HSE Health & Safety training
<http://www.hse.gov.uk/pubns/indg345.pdf>

Download or buy the Health & Safety law poster
<http://www.hse.gov.uk/pubns/books/lawposter-a3.htm>

HSE guidance for specific industries
<http://www.hse.gov.uk/guidance/industries.htm>

Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR)
<http://www.hse.gov.uk/riddor/index.htm>

Buy the HSE accident book
<http://www.hse.gov.uk/pubns/books/accident-book.htm>

Employers Liability insurance
<http://www.hse.gov.uk/pubns/hse40.htm>

Glossary

HSE: Health and Safety Executive – the UK's independent regulator for health, safety and illness.

OSHCR: Occupational Safety and Health Consultants Register.

RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Risk Assessment: A written document of the estimated risk within a business and the measures to mitigate or avoid the risk.

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