



QUAKERS

Quaker Life: Meeting House Matters
Health & Safety presentation
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Health and Safety Management Responsibilities - Introduction

Objectives



- Introduce Veilig
- Discuss Health & Safety Management
- Consider some of the **key requirements**
- Provide guidance on risk assessing and controlling key hazards
- Developing routines for maintain safety standards

Who are Veilig



Veilig are a safety consultancy set up to provide a bespoke Health & Safety advice service to any organisation

Veilig means safe in Dutch

Established in 2022 by a safety consultant frustrated with the lack of time allowed by larger consultancies to provide **quality advice and guidance**

Helping you stay on top of legislation and establish the safety routines to keep everyone safe and the organisation compliant

The key focus is on ensuring that the advice and guidance provided is right for the recipient

Why is Health and Safety Important?



- It's the law
- It saves money
- It's the right thing to do
- It's good for business
- It's in everyone's interest

Key Legislation

The Health & Safety at Work act 1974

The Management of Health & Safety at Work regulations 1999



- **Protect from harm**
- Up-to-date health and safety **policy**
- Maintain a **safe working environment** – Safe equipment, signage, adequate first aid facilities are available
- Ensure health and safety **consultation, information, training and supervision**
- Provide appropriate **protective clothing and equipment**
- **Assess the risks** to employees, contractors, customers, partners, and any other people who could be affected by your activities
- Implement effective **risk controls**
- **Regular review** of risks and controls to ensure safe environment maintained
- Maintain access to good Health & Safety **advice**

Burden of Proof

Section 40 of the Health and Safety at Work Act 1974 places the burden of proof on an accused in offences consisting of a failure to comply with a duty or requirement to do something



This effectively means

“Guilty until proven innocent”

For H&S Legislation

Accident Costs Iceberg



Accident Reporting



- All accidents, incidents or near misses, however trivial they may appear should be recorded and records kept
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must be carried out within the appropriate time scale.
- Accidents that **must be reported** to the Health and Safety Executive include:
- **Death of any person** - all deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker. This must be reported without delay and can be reported by telephone or online
- **Specified Injuries** - full details on the specified injury list can be found on the HSE website. This report must be made as soon as the specified injury is confirmed
- **Seven Day Injuries** - where an employee or self-employed person is absent from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This report must be made within 15 days of the accident

What Challenges Might You Face When Managing Safety?



- Cost
- Time
- Attitude

Health and Safety Policy



- **Statement of Intent**

- **Organisation and responsibilities**

- **Arrangements for Safety – Core safety subjects**

Consultation, Welfare, Information, Instruction, Supervision, Training and Competency, Accident reporting and RIDDOR, Health and Safety monitoring, First Aid, Mental health

- **Specific arrangements for controlling hazards**

Risk Assessment, Equipment, Personal Protective Equipment, electrical testing, COSHH, Manual handling, Safe Systems of Work, Working at Height, Emergency procedures, Lone working, Pregnant workers and more

Communication



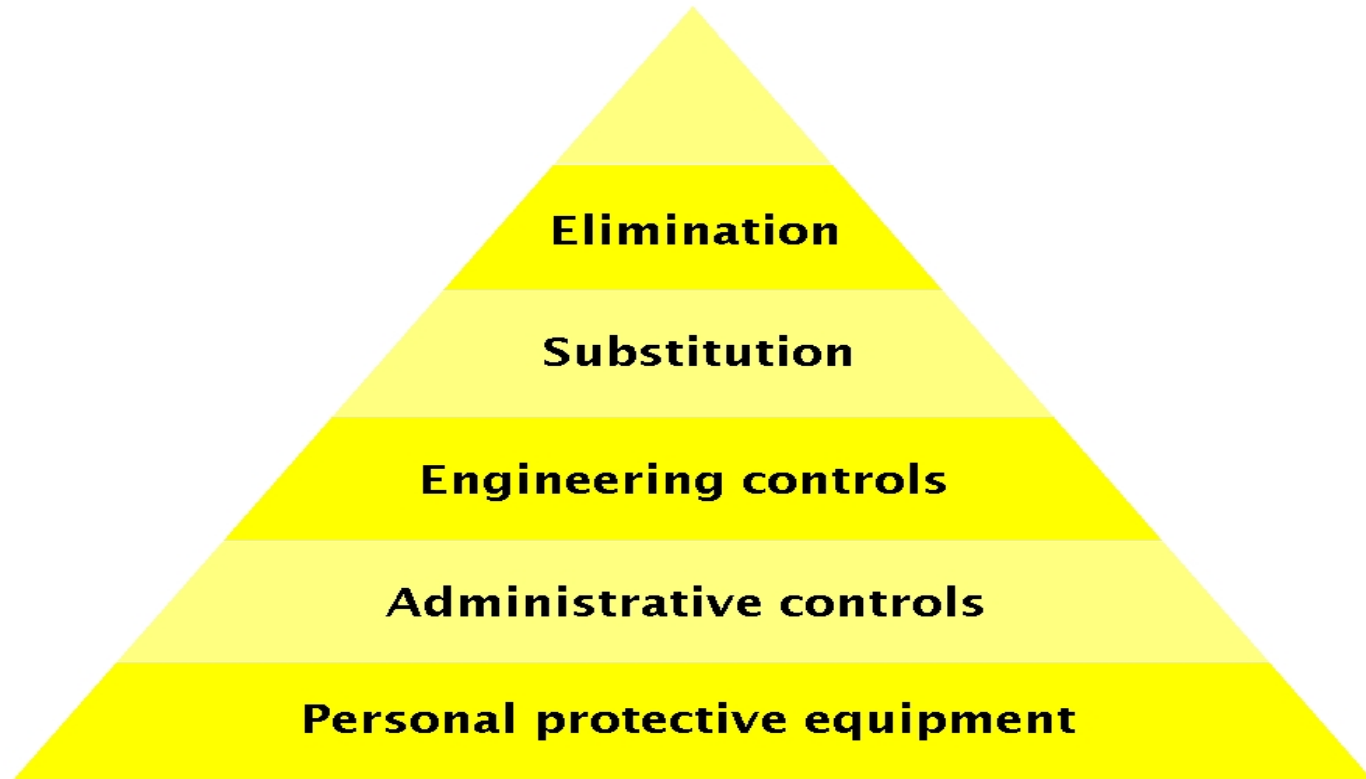
- Consultation is a **legal requirement**
- Elected members of a safety committee – different requirements for unionised and non-unionised environments
- H&S discussion
- Consultation on changes
- Make safety rules benefit the team

Risk Assessment



- What's a Hazard?
- What's a Risk?
- What's a Control Measure?

Hierarchy of Control

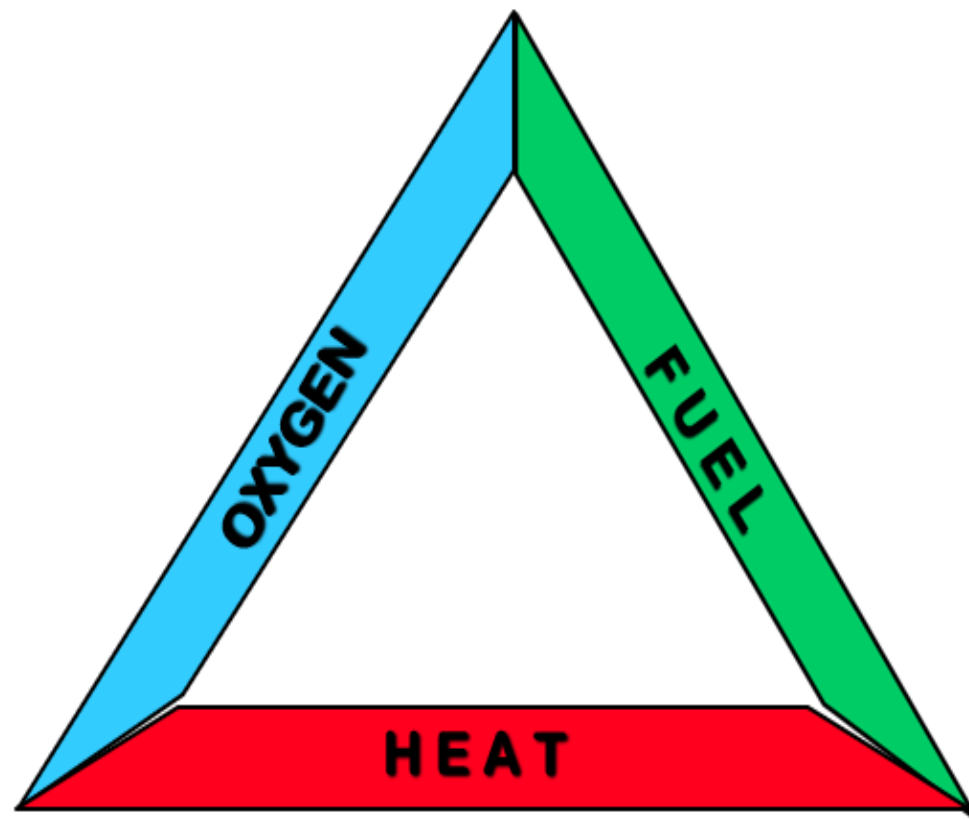


Fire



- Fire **risk assessment** regularly reviewed – competent Fire Risk Assessor
- Emergency action and evacuation **plans**
- Specific plans for **vulnerable persons**
- Requirement to **have and maintain emergency equipment** – exits, emergency lighting, extinguishers and signage
- Trained responsible persons – **Fire Marshals**
- **Communication** to all – fire awareness, action plans, prevention
- Updated Fire Safety Act and Building Safety Act - Some rules specific to high rise buildings but not all
- Controls should be appropriate to building risks

Fire Triangle



Fire Hazards



- Heat
- Toxic fumes/gases
- Carbon monoxide
- Lack of oxygen
- Time
- Damage to property
- Loss of life

Fire Extinguishers



Water



Foam



CO₂



Powder

Electricity and Gas



- Electrical installation condition reports – **Fixed wiring test**
- Electrical apparatus testing – Formerly **Portable Appliance Test**
- **Competent persons** – Registered and Certified electricians and testers
- Annual **Gas Safe inspections** and servicing
- Competent persons – Registered and Certified Engineers

Control of Substances



Control of Substances



- Substance Inventory
- Material Safety Data Sheets (MSDS)
- Written COSHH Risk Assessments
- Safe Systems of Work
- Information, instruction and training
- Personal protective equipment
- Health surveillance and monitoring

Work at Height



- Avoid
- Prevent falls
- Minimise the distance and consequence of a fall

And more...



- Manual Handling
- Legionella
- Driving
- Display Screen Equipment
- Welfare
- First Aid
- Lone working – Home working
- Stress – Mental Health
- Noise
- Environmental risks

How do you achieve it?



- Set the policy
- Communicate to the team
- Develop processes
- Regular review – maintain evidence
- Use the **safety calendar**
- Bite size chunks

Veilig Support



- Provide standard documentation formats
- Create routines
- Regular reviews
- Advice and guidance
- Practical support with assessment of risk

Summary



- Health and Safety is a shared responsibility between the organisation and its employees
- The main responsibility lies with the **leaders**
- Failure can be significantly more expensive than success
- It is not just about paperwork although you do have to evidence that you have controlled the risks
- Regular review of risk and controls is key
- **Balance of risk vs cost**

Any Questions?

