

Health & Safety Review

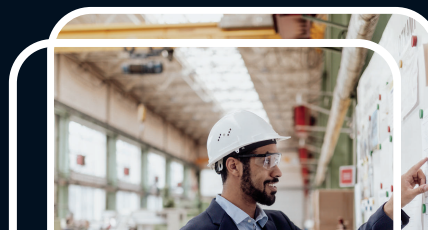


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Revision History:

Ref No.	Issue Date:	Revision:	Prepared by:	Checked by:
1.0	05/10/2022	1.0		

Executive Summary

All information was provided in a very honest and open manner. _____ would like to thank all parties for their professionalism and co-operation throughout the audit. The provision of all information in a clear and concise manner demonstrates a commitment to the safety review process as well as health and safety management.

The day-to-day management of the activities within the organisation are well understood by the new manager and on the day, it was evident that both the facility manager and the health and safety manager had a good working knowledge of the activities and subsequently were effectively managing Health and Safety of their activities. It is noted that a lot of work has been done to implement and document policy and procedures and that there is still a considerable level of work to complete for example the clinical risk assessments are under review. Clinical risk assessment did not form part of the scope of this audit

It was noted that there are good systems in place such as the edge protection on roof levels and the assembly point signage in place. There is a lot of good record keeping which demonstrate the commitment by Facilities Management to Health and Safety compliance.

Notwithstanding the above, the purpose of this exercise was to assess compliance and to identify any compliance gaps with respect to the fulfilment of the Safety Health and Welfare at Work Act 2005, associated Regulations, and best practice within the Facility.

1. Introduction

_____ were contracted by Facility management in conjunction with the South to carry out a review of the following activities in line with the Safety Health and Welfare 2005 and associated Regulations and best practice guidelines.

This exercise was completed by EHS Manager on behalf of _____ was supported on the day by EHS consultant. Information and input were provided by Health and Safety Advisor, The Facilities Manager for the premises and the Manager in Rock.

2. Scope of the Work

The objectives of the report are as follows:

- To identify compliance with the Safety Health and Welfare at Work Act 2005 and associated Regulations and best practice.
- To review current system of work and document Health and Safety Statement and associated risk assessments.



The overall aim of this report is to highlight any specific Health and Safety gaps and provide recommendations on the requirements necessary to meet the obligations of the current applicable legislation and best practice.

3. Findings Methodology

3.1 Key to the Traffic light system. Rating

Rating	Interpretation
Yes	Sufficient evidence was provided to demonstrate compliance. Comments may be made on how to improve or further considerations.
No	Evidence was provided to demonstrate part compliance and / or there does not appear to be immediate risk of harm but action should be planned.
No	No or limited evidence of compliance was provided, and we recommend action is taken to confirm there is no risk or to protect employees and the organisation.
N/A	The item was not applicable to the organisation at present.



4. Detailed Findings

4.1 Health and Safety Documentation

Ref	Elements Reviewed	Findings	Key Rating	Actions Required.
4.1.1	Health and Safety Statement	The Health and Safety Statement will be updated as part of this process.		A fully updated Safety Statement will be complete as part of this audit process for operations in rock. It is important that the safety Statement is reviewed and accepted.
4.1.2	EHS Structure	<p>There is a Company organisation chart provided within the Safety Statement, and the individual responsibilities will be included in the new updated Safety Statement.</p> <p>Review the safety management requirements for the facility. It is important there is one central person to oversee the day-to-day Health and Safety management with the resources and competencies required for this role and or access to competent Health and safety advise.</p>		<p>It is noted that the Facility Manger has the day-to-day responsibility of management of Health and Safety in the facility.</p> <p>All safety roles and responsibilities must reflect exactly how safety is managed within the facility and the responsibility documented for example house leader's roles in managing health and safety.</p> <p>Like any other employees, employees have duty under the Safety Health and Welfare at Work to protect volunteers. Identify any volunteer groups that operate within or on behalf of Rock for example the use of the gardens and the poly tunnel in the operations who controls access and supervised operations within the area. Confirmation required that the Trustees have overall responsibility for Health and safety within the Organisation.</p>



Ref	Elements Reviewed	Findings	Key Rating	Actions Required.
4.1.3	Is the Health and Safety role defined in the Safety Management System? Is there a job description for the post?	The Role of Health and Safety is set out and defined.		Once the specific health and safety roles and responsibilities are identified the day-to-day management of Health and Safety can be reviewed, and specific responsibilities identified and recorded within the Safety Statement.
4.1.4	Control of Contractors	<p>All contractors working within the facility must provide their specific safety statement, method statement for the work and insurance details.</p> <p>The current information relating to contractor's states that all contractors must provide all necessary instruction, training and information this will depend on the services being provided by the contractors, Procurement are responsibility for establishing competent of contractors.</p> <p>There is a formal system in place for inducting contractors have control of this and evidence was available on the day.</p>		Contractors engage outside must be identified and their competency established. Confirm if there are any contractor that work or are employed directly.



4.2 Hazard Identification and Risk Assessments

Ref	Hazard Identification and Risk Assessment	Findings	Key Rating	Actions Required
4.2.1	Risk Assessments (Review) To ensure suitable, sufficient, and current risk assessments have been carried out at site level which identify hazards and assess risks to workers and others who may be affected by the undertakings of the organisation.	A review of activities was undertaken, and risk assessment were provided by as part of this programme of work.		<p>Review the risk assessments provided and detail any specific control measures.</p> <p>The task for attaching a trailer on to a vehicle of an employees within the Wilton site must be reviewed. It is not recommended that a trailer is attached to a private employee's vehicle. Consideration could be given to using the facilitate management van to transport equipment. Should the process of attaching the trailer continue training should be considered and an indemnity from the employees' insurer may be required, in addition confirmation required that the employees have the required driving license.</p>
4.2.2	Lone Working	Information on the management of lone working will be included in the Safety Statement.		Specific Lone working policy R/A to be documented and details included in the updated Safety Statement.
4.2.3	Access and Egress	<p>Roof access is controlled by the facility management company.</p> <p>Risk assessment for access to the roof areas are via the facilities management company.</p>		Good Practice on the day edge protection installed on roof area.
4.2.4	Gardening plant and Equipment.	The management and control of plant and equipment such as the lawnmowers is available via Neylons.		Site specific risk assessment available for tasks carried out on site this include maintenance activities and gardening activities.
4.2.5	<p>Work Equipment</p> <p>To ensure that suitable procedures and controls are in place for the provision and safe</p>	There a specific maintenance schedule which identifies planned maintenance and in particular statutory inspections that need to be complete for the facility		<p>Confirm that employees using chain saw have the required training and the anti-choke PPE</p> <p>Ladders located within the facility must be tagged/and inspected who is responsible for completing this task.</p>

Ref	Hazard Identification and Risk Assessment	Findings	Key Rating	Actions Required
	<p>use of work equipment, including both administrative and operational measures. Equipment to be audited will depend upon nature of activities being undertaken. Such as lifting appliance gear, power tools</p>	<p>this is managed by the facility management company and a walk through of the operations were carried out and shown on the day.</p>		<p>Confirm that the storage area to the rear of the kitchen is suitable and can be secured to prevent access by residents and or visitors. Confirm that gas bottles should be stored in a suitable cage refer to storage of gas bottles in Wilton refer to supporting pictures below.</p>
4.2.6	<p>Working at Height To ensure all activities that involve working at height are suitably planned and controlled.</p>	<p>Access to the roof is strictly controlled there is a procedure for accessing the roof. Contractors working at height must provide evidence of training and provide their own suitable equipment and associated risk assessments.</p>		<p>Good Practices observed on the day.</p>
4.2.7	<p>Lifting Operations and Equipment To review all arrangements regarding operations requiring lifting of equipment and personnel.</p>	<p>No lifting operations reviewed at the time of the inspection no lifting devices observed.</p>	N/A	
4.2.8	<p>Electrical Installations, Equipment and Portable Appliances To review arrangements and controls intended to prevent the risk of electrocution from portable or fixed electrical appliances and/or systems.</p>	<p>Suitable access limitations to electrical installations. The current Risk Assessment states that the electrical boards are certified in line with recommendation every 5 years. PAT testing is detailed as taking place.</p>		<p>No additional comments.</p>

Ref	Hazard Identification and Risk Assessment	Findings	Key Rating	Actions Required
4.2.9	Plant Rooms. To identify if there are any tasks specific risk assessment needs to be complete.	Access and egress to all plantrooms is restricted. No specific tasks identified.		No additional comments.
4.2.10	Water and Legionella risk	There is a schedule for flushing the pipe systems as part of planned maintenance. In addition, every water outlet is flushed weekly, Water temperatures are taken, and shower heads are disinfected.		Specific Records were checked, for compliance it is important to confirm that all records are available.
4.2.11	Manual Handling To ensure suitable assessments of manual handling tasks have been carried out by competent persons	Manual handling training for all employees including non facilities management employees.		No additional comments.
4.2.12	Safety Signage and Notices To ensure appropriate health and safety signage is prominently displayed throughout the site including:			No additional comments.
4.2.13	Personal Protective Equipment (PPE) To confirm suitable PPE is available to all relevant staff.	Review the PPE in the Laundry area, Employees are not currently wearing protective footwear		Consider reviewing tasks in the laundry area. Employees stand for prolonged periods of time. Employees must receive an ergonomic risk assessment of the area. Solution could include the provision of anti-fatigue mats.
4.2.14	Housekeeping	High standards of housekeeping were observed within the building during the review.		
4.2.15	Laundry	The risk assessment updated to reflect that fact that laundry is cleaned on site and included in the Safety Statement.		Risk assessment updated and included in the Safety Statement. The risk assessment is not an ergonomic assessment of the activities consider a specific risk assessment for the area.

Ref	Hazard Identification and Risk Assessment	Findings	Key Rating	Actions Required
4.2.16	Traffic Management	There is parking available for users of both facilities. The car park was busy at the time of the visit there is suitable overflow parking provided	Green	No additional comments.
4.2.10	Pregnant Employees	The Safety Health and Welfare at Work (General Application) Regulation 2007 Part 6 Chapter 2 states that a pregnancy risk assessment should be completed for all pregnant employees.	Yellow	Once the employer becomes aware that an employee is pregnant, they must assess the specific risks from the employment to that employee and take action to ensure that she is not exposed to anything which would damage her health or that of her developing child. Confirmation required that pregnancy risk assessments are complete as required

4.3 Communication and Coordination

Ref	Hazard Identification and Risk Assessment	Findings	Key Rating	Actions Required
4.3.1	Communication and Coordination	How is Health and safety consultation between staff and managers managed. Formal communications to be identified.	Yellow	Consider setting up a safety committee that includes a representative from each department including facilities and maintenance employees. Confirmation Required that Health and Safety is included as a section on management meetings?
4.3.2	Development and updated of training programmes	A list of mandatory training is detailed on the facility management system. Manual handling is included in this. The training program takes all staff and employees into consideration and includes manual handling.	Green	



Ref	Hazard Identification and Risk Assessment	Findings	Key Rating	Actions Required
4.3.3	Health and Safety Inspections.	How are health and safety standards monitored and reviewed within the premises. How are health and safety inspections regulatory inspections actioned or visit details communicated to a Senior Management and Employees.		Consider setting up a safety committee that includes a representative from each department including facilities and maintenance employees. Confirmation Required that Health and Safety is included as a section on management meetings?
4.3.4	Communication And Coordination	Evidence of meeting where health and safety is discussed within the facilities management company.		Consider implementing a process for communicating health and safety between management and the facilities management company perhaps the setting up of a safety committee would be beneficia.



4.4 Emergency Plan and Processes

Ref	Hazard Identification and Risk Assessment	Findings	Key Rating	Actions Required
4.4.1	<p>Fire Safety</p> <p>To ensure that there is adequate fixed/portable fire-fighting equipment available on site and that such equipment is maintained and serviced on a regular basis.</p>	<p>Maintenance and inspection records, training records were up to date and for a selection of fire extinguishers review during the inspection date Jan 2022.</p>		<p>Ensure that a location specific Fire register is available.</p> <p>Confirm that a fire Drill has been carried out. Assembly point were signposted and visible on the day.</p>
4.4.2	<p>Emergency Escape Routes, Exits and Lighting</p> <p>To ensure that adequate means of escape are provided. and maintained for the safe evacuation of people from the site and all locations within the site.</p> <p>To confirm appropriate escape route/exit signage and lighting is in place.</p>	<p>Emergency lighting test and servicing records in place Lux level test not reviewed during the visit.</p>		<p>Confirmation required that all test certificates available for all fires doors.</p> <p>Confirmation required that there is an evacuation strategy and an estimated safe evacuation time. This made need to be details and separate for the event management element of the business.</p> <p>Confirm that all emergency signage is illumined and is certified in good working order.</p>



5. Key Recommendations

Key Rating	Recommendation
High	Ensure maintenance employees operating chain saws have the relevant training and suitable Any choke PPE.
Medium	Consider completing an ergonomic risk assessment of the laundry area, Employees withing the facility should wear protective footwear.
High	Fire Emergency lighting must be illumi9nate at all time confirm when the emergency lighting was last inspected this is a statutory requirement.
Medium	Establish a formal method for communicating Health and safety items between management and the facilities property management company.
High	All work at height equipment must be tagged and inspected as per the statutory requirements .

