

Catalyst Safety

health & safety specialists

Health and Safety

Business Review



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Business Review

Introduction

As an organisation how do you know that your health and safety arrangements are effective in managing the risks you, your employees and clients are exposed to?

Here you considered the following:

- Whether you are meeting all relevant health and safety related legal requirements?
- People carry out their individual and collective H&S responsibilities as you would expect?
- Where are you in relation to other organisation in your sector?
- Would you be able to make a due diligence defence in relation to public liability claims?
- Where do you want to be in terms of compliance –letter of the law or a high standard?
- Have instructions and objectives from senior management been implemented.
- Are current arrangements for health and safety effective and would you know if they are not?

There are some key indicators for organisations that succeed in terms of risk control:

- Health and safety is managed in a systematic way.
- Everyone understands the risks in relation to their work and the associated risk controls.
- Contractors are expected to meet the same standard of health and safety.
- Key documentation, including records, are stored effectively.
- Everyone understands their individual and collective H&S roles and responsibilities.
- Performance is measured, the effectiveness of risk controls is checked and lessons are learned when things do not go to plan.
- The organisation deals effectively with change and learns from experience.
- H&S is embedded into the organisations culture and given equal priority to other objectives.

A business review will look at your organisation's health and safety arrangements in depth and establish:

- Level of compliance with relevant H&S legislation, including fire safety, asbestos and legionella.
- Effectiveness of arrangements for managing health and safety.
- Ability to defend potential enforcement action and civil action.
- Effectiveness of risk controls and records to support this.
- Effectiveness of accidents reduction measures and the effects of this on people and production.
- How well key safety documents are maintained and stored.

Positive outcomes from a business review can include:

- Reduction in accidents, incidents, claims and lost working days.
- Happier more productive workforce.
- Effective targeting of limited resources to where they are needed.
- Enhance your reputational as an organisation and employer.
- A plan to support continuous improvement of health and safety.



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How is the review carried out?

This business review will evaluate where you are and where you should be taking account of the size, complexity of your organisation and the sector you are operating in. This can include benchmarking against other organisations and competitors in the same sector.

It will look in depth at how well H&S is embedded into your organisation by using a mixture of auditing techniques which are effective in identifying what's going well as what could be improved. This will include some, or all, of the following:

- Evaluation of key documentation
- Interview of key personnel
- Observational work, e.g. visit to a cross section of site or activities.
- Review of health and safety related records.

The audit cycle will look like this:



Scoping

The process will start with a scoping meeting to better understand your organisation, how health and safety is managed and the parameters for the audit, including locations, areas of business and activities to be considered.

This can be limited to legal compliance or be extended to include, for example, readiness for 450001 accreditation, environmental management, corporate social responsibility.



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Review Key Safety Document

Based on our knowledge of your organisation and industry we will request key information including the following:

- Information on the risk profile for your organisation
- Safety policy and your documented arrangements for managing health and safety
- Procedures for controlling risk, e.g. fire, gas, asbestos, work at height, workplace transport etc.
- Risk assessments and safe working practices.
- Accident and incident records and investigations.
- Sickness absence records
- Arrangements and records for planning and completing statutory inspections.
- Competence – training plans and records
- Contractor and maintenance management, including permits to work processes.

We will then evaluate them against your risk profile, e.g. considering what controls you have documented to minimise the risks that are involved in the work that your organisation completes.

From there we will identify the key risks to your organisation, in terms of accident, losses etc and start evaluating your progress towards compliance. These risks are likely to include asbestos exposure, fire loss, pandemic response, legionella, contractors, emergency response, workplace transport, work at height, contractors and any construction related activities.

Interview Key Personnel

We would normally speak to the key decisionmakers and managers in relation to health and safety to better understand your company culture and where health and safety fits in. That will give us rare insight into the effectiveness of health and safety management.

Observational Work

Depending on the scope of the audit, we would visit a representative cross section of sites, areas or work activities to review physical risk controls and observe working practices. We will also look at key documentation maintained at local level, e.g. training records, risk assessments etc.

Analysis

All the information from the audit will be evaluated with a view to identifying significant strengths and weaknesses, identifying trends in accidents and ill-health, and targeting resources where they are most needed.



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Reporting

The results from the audit will be encapsulated in a report which:

- Identifies key strengths and weaknesses in how you organisation currently manages health and safety.
- Identifies areas for improvement.
- Provide practical and cost effective solutions for implementing these improvements.

Everything will be specific and evidence based, e.g. based on records, observation etc, there will be no hedging generalisations.

The audit plan will include a presentation to your Board or senior management team on the outcome of the audit and the recommended next steps.

Act

The final audit report will include a prioritised action plan. The intention of this plan is that it will be either adopted or incorporated into your existing Health and Safety Plan so that in the words of the HSE you 'close the loop' and the outcome of the audit enables your organisation to improve.

We can assist you in prioritising, planning and implementing the actions and can provide solutions where health and safety expertise may be needed.



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Further Information

For further information please contact info@catalystsafety.co.uk or call 07973 736 967.

Catalyst Strategic Safety Management delivers solutions to all your health and safety risk management needs, including the following:



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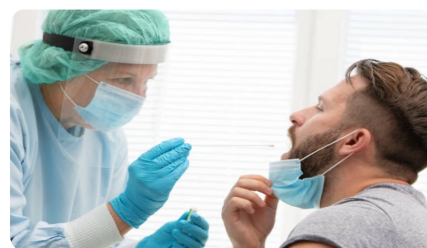
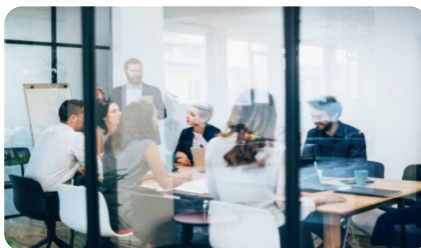
- Business Review
- Risk Assessments
- CDM
- Accident Investigation
- Expert Witness
- Policy Development
- ISO45001 Evaluation

Fire Safety

- Fire Risk Assessment
- Fire Strategy
- Passive Surveys
- Fire Engineering

Asbestos

- Asbestos Management Surveys
- R&D Surveys
- Project Management



Legionella

- Legionella Assessments
- Compliance Audits

Training

- Accredited NEBOSH and IOSH training
- Business specific training

Covid/Infection Control

- Compliance Audits
- Policy Development
- Guidance



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**To discuss this specification further,
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