

# HSE MANAGER

**HSE MANAGER** – HEALTH & SAFETY AT WORK, OVERVIEW AND SOLUTIONS

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**SAFETY  
FIRST**

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Over 10,000 downloads and counting. ★★★★★





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### **HSE MANAGER – HEALTH & SAFETY AT WORK**

Health & Safety legislation and regulations can be overwhelming to business owners and managers. NDC's experienced team of safety consultants will help you navigate through this complex area to protect your business against litigation claims and fines.

### **HSE MANAGER COVERS**

We will provide you with all the tools and advice you need to stay legally compliant, starting with a complete review of the way you manage Health & Safety in your workplace by a qualified consultant to highlight any areas of non-compliance. On the back of this, we will provide you with a report to advise how to stay compliant and safe, as well as a bespoke Health & Safety management system including procedures and annual safety audits.



**YOU WILL ALSO GAIN ACCESS TO OUR TELEPHONE ADVICE SERVICE  
SUPPORTED BY QUALIFIED HEALTH & SAFETY CONSULTANTS.**

*Health & Safety isn't  
expensive, accidents are.*

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### **RISK ASSESSMENT IN THE WORKPLACE**

Workplace risk assessment can often be a daunting task – it's usually a long and complex process that needs to be repeated or updated on a regular basis. We understand that most business owners have not been trained in the legal requirements, nor have the time to conduct these regularly. As an NDC client you will have complete peace of mind as we provide you with the expert advice and tools needed to carry out workplace risk assessments in a simple and cost-effective way. Because your time is better spent working on your business.

You will receive a Health & Safety starter pack with the workplace risk assessment forms for each separate type of risk, including fire, manual handling, hazardous substances and specific employee risks.

The workplace risk assessment templates come with advice and guidance to help you fill them out correctly and, if required, you have the option to let us handle it all for you. It's important to remember that risk assessments are vastly different depending on your industry, business type and the nature of work carried out – that is why our range of innovative mobile apps and online tools are used by over 10,000 users worldwide. We will help you improve safety in the workplace and stay legally compliant, regardless of industry.



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### ONLINE FIRE RISK ASSESSMENT SOFTWARE & APPS

As an employer, you are bound by law to protect all employees and other people visiting the workplace. Fire risk assessment is a critically important part of your duties and can, with the right information and software, be tackled with speed and efficiency.

Our software, part of the Fire Risk Management Pack available from HSE Manager's online resource centre, will help you efficiently manage fire risk assessment. Firstly, after all fire hazards and risks have been considered at your premises using our fire safety checklist, the advanced risk assessment tool will enable you to compile details of fire risks that may need further action. These risks will be presented to the Responsible Person in a user-friendly format and identify any significant findings.

This allows the Responsible Person to easily identify the corrective actions needed and assign these actions to any number of staff – thus spreading the workload. To ensure this work is not forgotten or neglected, the Responsible Person will be able to set target dates and monitor progress. Our online tools will automatically email the members of staff allocated to each task for updates or review.

When the assessment is complete, the checklists and significant findings will be stored in the system. Hard copies of all data can be viewed or printed at any time,

for example for presentation to a fire inspector or an insurance company to demonstrate your compliance and commitment to the effective management of fire hazards and associated risks.

Fire risk assessments need to be reviewed regularly. To ensure your documents are up to date, the HSE Manager's calendar can be used to prompt periodic reminders. The Responsible Person will then be able to use a set of review questions to determine whether the existing assessment remains current or needs comprehensive review. This is a quick and easy way to manage your fire risk assessment, and ensure your employees, visitors, members of the public and contractors have all been considered in your fire risk assessment.

Remember, failure to effectively manage fire safety can lead to something much worse than a failed safety inspection. Don't leave it to chance.

### TAKE ACTION BEFORE, AFTER AND DURING A FIRE

**Before:** The key aim is to prevent a fire or explosion from ever happening. To achieve this you must carry out a fire risk assessment, ensure the safe storage and handling of any flammable or explosive materials, and maintain a fire management plan. It is a legal requirement to have fire escapes, alarms and a clear exit strategy, while a well-designed building could slow the spread of a fire. Keeping the appropriate fire safety equipment in the workplace and training employees on how to use it could save lives.

**After:** If the worst should happen, it is crucial that employers address the root of the problem. What went wrong? What could be improved? Employers must also prove they did everything they could in the first place to prevent an incident, including providing an up-to-date fire risk assessment.

This can be fundamental to the outcome of an investigation, or an insurance claim, and is a deciding factor in whether or not you will ever be open for business again. It is therefore critical that you take the necessary precautions now to protect your employees and your business.



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### HEALTH & SAFETY AT WORK

An accident in the workplace could be both emotionally and financially devastating as the costs of a potential court case could spiral. Sadly, sometimes there is nothing you can do to prevent an accident, but you can protect yourself from blame by taking all practical steps to reduce the risk of workplace accidents. At NDC we believe three simple rules underpin good Health & Safety at work:

1. Identify the risks – All businesses carry different risks, and so Health & Safety at work can include risk assessments for hazardous substances, fire, manual handling or specific equipment. Regardless, NDC provides guidance on completing all the different types of assessment needed.
2. Keep good records – It's vital that a business keeps detailed records of risk assessments, visitors, fire inspections and any previous incidents. If the worst should happen, this will help demonstrate your commitment to the effective management of Health and Safety and help defend your company in the event of legal action being taken. HSE Manager's online resource centre facilitates the management of all collected data and stores it centrally for easy access.
3. Ask an expert – As an NDC client, you can ask our experts directly through the advice line. We can also provide bespoke training courses to enhance understanding and improve management of Health & Safety.

### A PERSONAL SERVICE

We believe in providing our clients with a tailored service, suited to their individual requirements, to ensure these complex issues are handled as efficiently and pain-free as possible. A safety consultant will visit your site to identify strong and weak points, and advise on improvements. We will then provide you with a bespoke Health & Safety management system, and regularly be in touch to monitor your progress and inform you of changes in legislation.

As an NDC client you will gain access to our full range of online tools and mobile apps, an invaluable resource for employers and HR managers. Our innovative solutions enable the efficient management of Health & Safety responsibilities for all industries and business types.

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### EVERYTHING IN ONE PLACE

A simple checklist of precautions can be completed in minutes, while those areas in need of special attention can be delegated to different team members and assigned deadlines. All your data, including visitor and accident records, will be conveniently stored alongside your bespoke employment law documentation. As well as the advice required to complete all the forms, you will gain access to an indispensable library of guidance notes covering every Health & Safety topic imaginable.

When you are in doubt, call our advice line for round-the-clock support or email an expert in confidence directly through HSE Manager.

Ensure your staff, customers and visitors are safe while on your premises. Your legal obligations include the equipment and machinery encountered on site, procedures in case of fire, provision of appropriate safety equipment, keeping detailed records of visitors and accidents, as well as having a well-stocked first aid kit.



**NDC's range of online tools and mobile apps are easy to use and a cost-effective solution. Download and get started today.**

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### HEALTH & SAFETY GUIDANCE

Health & Safety is an extremely important consideration for any business, and a safe workplace leads to a happier workforce. Our guidelines will help keep your employees safe and, in turn, protect your business from potentially costly compensation claims.

We offer clear guidance on which policies and procedures should be implemented at your workplace, and help you complete them. Every business is different and so are the risks encountered on site; a standard office environment will require less Health & Safety training, while a factory containing heavy machinery will present considerably more risks.

If you work in an environment that contains machinery, all staff should be competent with the safety features of each piece of equipment, even if they do not directly operate the equipment themselves. A bespoke employee handbook from NDC containing regulations specially designed for your site can be extremely useful, as well as relevant Health & Safety training conducted on- or off-site. For further guidance and information relevant to your business, speak to one of our experts.



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### HEALTH & SAFETY POLICY & PROCEDURES

According to the Health & Safety Executive, there are over 150,000 injuries in the workplace every year in the UK. If the worst should happen, you could face serious consequences unless you have the correct Health & Safety policies and procedures in place.

What does this entail? Put simply, a policy is a statement that proves that you are maintaining the required level of Health & Safety in the workplace, and it should include the procedures (tasks, responsibilities, rules etc.) you have in place to achieve this. It should typically include:

- What are the risks present in your workplace? Are you monitoring and reducing them whenever possible? Are your staff correctly informed and updated on potential hazards and risks?
- How are you managing any hazardous substances, equipment or machinery? Are your staff informed, educated and trained in these areas?
- Are you doing the best you can to ensure all risks are managed and minimised?
- Whose responsibility is it to ensure these actions are taken? What are your Health & Safety reporting lines and management structure?
- Who records and monitors incidents and tasks? Do you have clear monitoring systems in place?
- What happens in case of emergencies? Do you have clear procedures in place?

NDC's experienced consultants can draw up a bespoke policy for your workplace, complete with an inspection of your premises to certify that all aspects have been correctly managed. We will also provide you with a visitor book template and risk assessment pack to ensure all the necessary paperwork is in order for your business to be legally compliant and adhere to all relevant obligations, requirements and standards.

## Lone Worker Risk Assessment & Method Statement

This form will help to identify if it is safe for you to work alone on customer sites. You must never work alone when using high voltage electricity, working in confined spaces or working at height. If in doubt at any stage contact your manager or site manager before starting work.

1 General Site Info

2 Job Details & First Aid

3 Risk Assessment

**There was a problem with your submission.**  
Errors have been **highlighted** below.

### Site safety induction & arrival on customer site

Please answer all questions for this form.

Your Company Name \*

and Contact

Name of customer site you are working \*

name

Date of site visit \*

MM / DD / YYYY

This field is required. Please enter a value.

Your Name \*

First Last

This field is required. Please enter a value.

Your email address \*

This field is required. Please enter a value.

Send copy to other person (optional)

Address of site where works are to commence

Line 11 Park Road Epsom

Post Address

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### RISK ASSESSMENT

NDC can provide your business with a Health & Safety risk assessment to ensure you are meeting and surpassing all required guidelines and legislation. We are experienced in all areas of Health & Safety and work across all sectors and business types.

The type of risks and their severity will depend on the nature of your business. In an office environment the main concerns will be trips, slips and falls, whereas the potential dangers can be much more severe in an environment where heavy machinery is operated. It is essential that all machinery is regularly tested, as well as making sure that employees are fully trained and competent to operate them.

While preventing staff from physical injury is vital, it is just as important to ensure their mental wellbeing is protected. Workplace stress is often forgotten and is more difficult to recognise than other potential hazards, meaning your company needs to ensure that policies and procedures are in place to support affected employees.

### MACHINERY RISK ASSESSMENT

Any workplace that contains machinery is required to undertake regular machinery risk assessment to ensure the safety of their workers.

This process reduces the chance of accidents or injury, protecting both the business and the employees. As each form of machinery has its own dangers and safety

regulations, it is important to pay full attention to the possible risks of each individual piece of equipment. Aside from inspecting the machinery itself, there are a number of forms that must be completed to comply with Health & Safety legislation.

NDC will provide you with specific task-based machinery risk assessment templates to streamline the process of completing this extensive paperwork, saving you time and effort.



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### HEALTH & SAFETY MANAGEMENT AND RESPONSIBILITIES

In order to ensure a business is compliant with Health & Safety legislation, it is important that the established policies and procedures are supported by clear lines of responsibility and reporting structures within the organisation. We will work with you to ensure the following essential areas are covered and compliant: Health & Safety Management and Responsibilities, Organisational Structure, Management Responsibilities, Individual Responsibilities, and Monitoring Procedures.

### HEALTH & SAFETY POLICY ADVICE

Having an up-to-date and comprehensive Health & Safety policy is not just important, but a legal requirement. Unfortunately it is often overlooked due to its complex and time-consuming nature. As part of our services, we will provide you with help and advice to create and implement a safety policy, including guiding you through risk assessment, fire risk policy, any machinery work activity risk assessment required, designation of Responsible Person, or even maintaining and updating your paperwork.

### HELPING YOU MANAGE YOUR POLICY

The first step is usually to review your existing safety policies and procedures. One of our qualified Health & Safety consultants will visit your premises to carry out a full risk assessment, identifying areas where you can improve and detailing

how these changes can be made. You will receive a comprehensive report of all the findings.

As an NDC client you can request that we prepare and initiate either a bespoke Health & Safety management system or the new ISO45001:2016 management system which is soon to replace BS EN OHSAS18001:2007.

Your safety policy will be tailored to your business with specific arrangements and organisation guidelines, as well as ideal monitoring protocol. As part of our on-going support, you will also gain access to our online resource centre, which includes innovative fire risk assessment software, the HSE Manager, and indispensable advice and guidance for employers managing safely in the workplace.

In case of emergencies, or for any questions concerning risk assessment or your safety policy, call our advice hotline to speak to a qualified professional.



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### PROVISION OF DOCUMENTS AND RECORD FORMS

We can provide a range of safety record forms and documentation including:

Accidents | Incidents | Diseases or Dangerous Occurrences | RIDDOR Report Forms | Accident Book Records | RIDDOR Implementation Checklist | Accident/Incident Investigation Report | Electrical Installation & Portable Electrical Equipment | Electrical Test | Register Portable Electrical Appliances | Certificate of Inspection Equipment & Machinery | Equipment & Machinery Inspection and Maintenance Record | Interlocking & Fixed Guards Weekly Test Record | Fire Prevention & Control | Fire Procedures Review | Fire & Emergency Evacuation Record | Fire Alarm Test Record | Fire Extinguisher Training Record | Fire Appliance Servicing Record | Fire Fighting Equipment Inspection Record | Emergency Lighting Inspection | Testing & Maintenance Record | Hazard Reporting | Hazard Log | Health & Safety Training | Employee Training Record | Group Training Record | Personal Protective Equipment Issue Record | Personal Protective Equipment Receipt Record | Personal Protective Equipment Maintenance Record – for further details contact our qualified team of Health & Safety experts.

### GUIDANCE NOTES & ONLINE ADVICE

Many employers and HR managers feel out of their depth when dealing with Health & Safety, and with good reason – one form or box left un-ticked could see your business take the blame if the worst should happen. That's why we have designed our services to be simple, efficient and thorough.

You will gain access to our online library of Health & Safety guidance notes, which will provide practical advice on meeting your legal obligations as determined by the UK Health & Safety Executive (HSE). From the forms you need to complete when dealing with machinery or chemicals, to step-by-step advice on completing risk assessment, or even details on legislation relating to expectant mothers in the workplace – every situation is covered by these extensive guidance notes. Of course, you won't need them all, but can instead pick and choose the ones relevant to you, or use them as templates to create your own bespoke Health & Safety handbook.

You won't be going it alone. We will support you by carrying out regular inspections to ensure you're fully compliant and will always be available through the advice hotline. Our range of innovative software and online services, including mobile apps, will make it quick and simple to tick all the boxes.

### **VISITOR RECORDS AND OTHER DOCUMENTATION**

Employers are responsible for ensuring the safety of their employees, as well as everybody on their premises. This includes temporary or agency workers, suppliers, customers and the general public. It's therefore important that you know who is on site and where they can be found. We supply our clients with a Visitors Book, which can be used to record details of each visitor including the date and time of their visit, who they are meeting, who they represent and car registration details.

If your company has five employees or more, you are required to create and implement a formal safety policy. This must include provisions for:

- Ensuring the presence of a first aid kit and practitioner.
- Making all equipment and materials safe to work with.
- Providing the right safety equipment and emergency procedures.
- Carrying out risk assessment.
- Reporting any accidents or incidents to the relevant authorities.
- Ensuring a clean, well-ventilated and comfortable working environment.

As an NDC client you will receive help with any aspect of formulating and managing a safety policy, including the provision of all necessary documentation such as visitor safety records and accident reports. Failing – or being accused of failing – to keep employees and the public safe can result in criminal prosecution. That is why it is essential to obtain professional assistance and guidance to protect yourself, your staff and, ultimately, your business.

***SAFETY***  
**FIRST**

*Health & Safety isn't  
expensive, accidents are.*



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