

What you need to do to comply with the law

All companies and traders within the UK must comply with the Health and Safety at Work Act. The law place a number of duties upon employers and the self-employed to carry out the following;

1. Carry out Risk Assessments and provide a Safe System of work. These must be written down if you have 5 or more members of staff.
2. Have a signed and dated Health and Safety policy (5 or more staff)
3. Record accidents and report to RIDDOR if necessary
4. Have a “Competent Person” for Health and Safety matters (5 or more staff)
5. Provide Asbestos Awareness training for all staff that may foreseeable come into contact with asbestos during their work, this includes all tradespeople and many other lines of work.

If you are using sub-contract labour it is also best practice to;

1. Ensure they complete a competence form, including references and details of any insurance which is required
2. Ask them for Risk Assessments and Method Statements for their works, though you may choose to provide this for them
3. Ensure they are managed and supervised correctly whilst carrying out works

Many companies wrongly think that the 5 or more members of staff rule does not apply to them because they only have “4 site men”. This law applies to all staff within your company, including any accounts, management, directors or admin staff.

Non-compliance with the law can lead to increased insurance premiums, “Prohibition Notices” preventing you from working and even fines of up to £50,000 per offence.

Could your business survive a large fine whilst being unable to carry out any work?

The Safety First Package – Your Business Software Suite

Our Safety First Package will help manage your Health and Safety issues, saving you a great deal of time and money. It gives you all the right tools to allow you to comply with Health and Safety legislation with the minimum of fuss. Preparing documents has never been easier. Just a few minutes will generate a site specific Risk Assessment and or Method Statement from the pre-loaded examples.

The HS Direct Safety First System includes;

- A range of specific Risk Assessments & Method Statements installed in the system for your tasks, see the next page for examples
- Invoicing system to create professional invoices quickly
- 7 Days a week telephone access to advice and help for all Health & Safety matters
- Ability to create additional site specific documents at the click of a button
- A Health & Safety Policy review or a new policy if required
- Electronic training course recording with email reminders when re-training is due
- COSHH assessments from our extensive library.
- Large array of additional documents and templates, including sub-contractor assessment, working at height information, site inspection forms, tool box talks and many more
- Construction Phase Plan template for you to complete (CDM)
- Fax to Site service, we will fax or email documents directly to site, ensuring that no matter how urgent your requirements you always have the correct documentation to hand.
- An accident book with automatic RIDDOR reporting and investigation follow up

Additional discounts and services only available to Safety First Package customers;

- Competent person service
- Access to our Equipment / Asset Register
- Audit tool enabling you to create, design and carry out any type of audit
- CHAS, Safe Contractor and EXOR assistance
- Access to discounted Employers Liability insurance quotes
- Access to competitive Employment law and HR assistance
- Audits, Fire Risk Assessments and Construction Phase Plans carried out by our consultants on your site
- Training courses, including Asbestos Awareness, manual handling and working at height
- Assistance completing pre-qualification questionnaires (PQQ's)

Example Documents From the system;

Donkirk Woodhouse
Donkirk
NE Dorset

Method Statement Details

Method Statement Number: 10000018
Method Statement Date: Friday 4th January
Method Statement Author:
Start Date:
Expected job duration:
Client Contact:
Description: Aerial and satellite dish installation(example)
Site Address:

Signatures				
	Name	Title	Signature	Date
Document Author				
Authorised by				

Data protection statement
The information and data provided herein applies only to the contract for which it was written. It shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from N Murphy-Johnery.

It is the duty of all employees to observe the following method statement framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details	
Name	
Telephone Number	

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All our Safety Documents come with our information sheet, describing the works and relevant start dates and addresses.

The signatures and author section allows for your documents to be signed off by the recipient.

Your letterhead can be tailored to include your logo and address to match your current company format.

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorized by the management or safety representative.

Preparation & Induction
A risk assessment will be carried out for all tasks which will be discussed with members of staff and the sub-contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub-contractors will be inducted onto site by the principle contractor and will follow all site rules and safety procedures.

Personal Protective equipment (PPE)
All site workers will wear safety boots, Hi Visibility Vests, Hard hats and protective clothing at all times, other forms of PPE such as eye protection, and gloves are available to be worn as and when necessary.

Staff and Training
The task will be carried out by staff from N Murphy-Johnery, all staff are qualified, experienced and receive ongoing training, and hold suitable qualifications Appointments are under constant supervision by senior members of staff.

Welfare
The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

First Aid
It is the responsibility of all sub-contractors to ensure adequate first aid provision for its staff. Adequate means provision of suitable first aid equipment and the provision of an appointed person at the minimum it may be necessary to appoint a suitably qualified first aider whose role assessment has identified the need for one, other principle contractors will ensure sufficient first aid cover for other under their control.

Site Access and Egress
The principle contractor is responsible for providing safe access and egress to the site, N Murphy-Johnery staff will ensure safe access and egress is maintained for themselves and other contractors in the area they are working in, good standards of house-keeping will be maintained. N Murphy-Johnery will be responsible for safe access and egress when you are the principle contractor.

Material Handling
All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept free of materials to prevent any hazards. Materials on and when required will be reloaded from the storage area to the work area. All staff will take care when handling materials.

Manual Handling
All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of loads or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller pieces or dual lifted where this is not possible, it is the responsibility of the site foreman to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

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Our Method Statements come with general site information built in, as well as your step by step guides for carrying out your works safely. Each section can be customised using the online system so your company procedures for items such as First aid, company vehicle use and welfare provisions are exactly how you would like them.

Our system has many tasks already completed ensuring method statements for your works are included during the setup of your system.

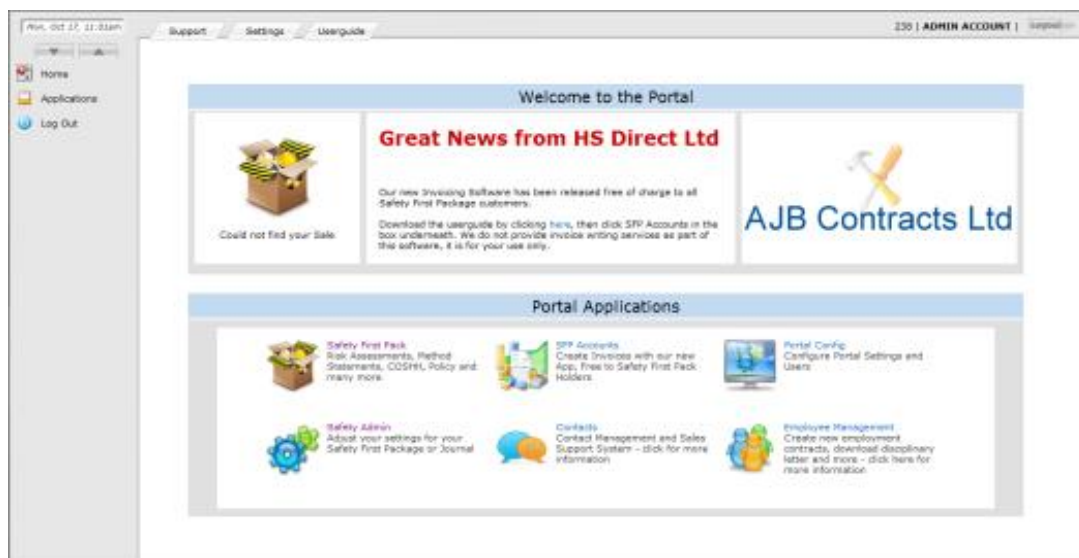
Hazards and Control Procedures				
Hazard Name	Control Procedure	Probability	Severity	Risk Ranking
Slips/Trips and Falls: Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear		2	4	8 Medium Priority
→	Clear walkway and identify low-visibility areas. Post warning signs.			
Hazard Name	Control Procedure	Probability	Severity	Risk Ranking
Tipping/Poor Housekeeping: Bruising, Cuts, Broken Limbs - Falls, strained muscles & dislocated joints, Cuts, abrasions, musculoskeletal injuries.		2	4	8 Medium Priority
→	Ensure that the work area is kept clear and clean throughout the operation. Remove rubbish/obstacles as it is created.			
→	All staff will keep the working area tidy and remove trip hazards as soon as when they occur.			
→	All staff will wear suitable footwear at all times			
Hazard Name	Control Procedure	Probability	Severity	Risk Ranking
Step Ladders: Death, Major injury - Fall from height, contact with other equipment, falling objects.		2	5	10 High Priority
→	Company step ladders are inspected before every use and defects repaired. Damaged ladders removed from site and replaced.			
→	All staff are supervised, trained and competent to work from step ladders. Throughput/reduced staff are trained and closely supervised during ladder work.			
→	Step Ladders will not be used where an on-site risk assessment has determined that the residual risk with all controls in place is still too high. The competent person is responsible for organising other safer means of access to height.			

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Risk Assessments use a 1 to 5 matrix to determine an overall risk ranking per hazard.

We have a large bank of potential hazards, and thousands of pre-written control procedures for you to access, giving you access to recognised control procedures to place into your documents.

With templates prebuilt for many standard tasks built into your bespoke system you can be sure that your documents will be professionally created in just minutes.



The "Safety First Package" home screen

All information contained in your Safety First Package is kept online, allowing you access 365 days a year from any computer, phone laptop or tablet PC with an internet connection. All our software is designed with one intention; to be a simple to use as possible. This ethos has allowed us to create a system that can be easily used by anyone who can send a simple email.

About HS Direct Ltd

Based in Sheffield, HS Direct have grown from just a handful of clients in 2005 to over 2000 today. This is due to our exceptional service (providing 7 days a week support) and our price guarantee (find the same service elsewhere and we will provide this service for 12 months FREE of CHARGE).

Contact Us

You can call us on 0800 849 6728 to sign up for the Safety First Package or to receive a full online demonstration of the system.

You can visit our website www.hsdirect.co.uk for information about all our products and services.

You can email sales@hsdirect.co.uk to request a call back or for more information about our services.



HS Direct Ltd

Home of the Safety First Pack

*Business
Application Suite*

**Solution
HOST**