

APPENDIX A – Cabinet Corporate Health & Safety Update

Health & Safety Manual		
Health & Safety Policy Statement of Intent		
Health & Safety Policy Roles & Responsibilities		
Health & Safety Manual Content		
	Safety Management Standard	SMS Associated Documents
1.	Accident, Incident & Near Miss Reporting	<ul style="list-style-type: none"> Initial Notification Form (Part A) Managers Investigation Form (Part B) H&S Officer Review Form (Part C) Reception Near Miss Report Card
2.	Asbestos in MBC Workplaces	<ul style="list-style-type: none"> EIS - Asbestos in MBC Workplaces
3.	Assessment of Competence	<ul style="list-style-type: none">
4.	Building Responsible Officer (BRO)	<ul style="list-style-type: none"> Building Responsible Officers Roles & Responsibilities Maintenance Activity Schedule
5.	Car Parks	<ul style="list-style-type: none"> Inspection Checklist
6.	Construction Design Management (CDM)	<ul style="list-style-type: none">
7.	Control of Contractors	<ul style="list-style-type: none">
8.	Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> EIS - Control of Substances Hazardous to Health COSHH Risk Assessment & User Information Sheet Template Hazard Symbols Sheet
9.	Cyclical Maintenance	<ul style="list-style-type: none">
10.	Display Screen Equipment (DSE)	<ul style="list-style-type: none"> DSE Self-Assessment Risk Assessment Template EIS - Multiple monitors EIS - Computers EIS - Headsets EIS - Hotdesking EIS - Laptops EIS - Office Chair Set up EIS - Tablets & Smart Phones EIS - Whiteboards
11.	Driving at Work (Occupational Road Risk)	<ul style="list-style-type: none"> Driver Declaration Form Driving for Work Risk Assessment Example Cycling for Work Risk Assessment Example Daily Vehicle Check Sheet, Defect Report & Daily Log
12.	Employee & Visitor Security <i>(This includes reference to Martins Law - Protect Duty)</i>	<ul style="list-style-type: none"> Appendix 1 - Post Room Appendix 2 - Corporate Buildings Appendix 3 - Social & Sheltered Housing Appendix 4 - Elections Team
13.	Evacuation Arrangements for People with Disabilities	<ul style="list-style-type: none"> Personal Emergency Evacuation Plan (PEEP) Template
14.	Fire Safety & Associated documents	<ul style="list-style-type: none"> Fire Safety Policy Emergency Plan Fire Safety Logbook FRA Review Master & Guidance Procedures following visits by LFRS Red Box Content Red Box Important Info Template
15.	First Aid	<ul style="list-style-type: none"> First Aid Needs Risk Assessment Template Blank First Aid Notice First Aid Sign Example First Aid Kit Checklist Example HSE First Aid @ Work Regs
16.	Glass & Glazing	<ul style="list-style-type: none"> Glass & Glazing Risk Assessment Template

	Safety Management Standard	SMS Associated Documents
17.	Health Surveillance	<ul style="list-style-type: none"> • Health Surveillance Needs Assessment • EIS - Health Surveillance • FAQ Fact Sheet
18.	Hot Work	
19.	Incident Reporting	<ul style="list-style-type: none"> • Initial Notification Form (Part A) • Managers Investigation Form (Part B) • H&S Officer Review Form (Part C)
20.	Lifting Operations Equipment	<ul style="list-style-type: none"> • Appendix 1 List of equipment
21.	Lithium-Ion Batteries & Charging	<ul style="list-style-type: none"> •
22.	Lone Working	<ul style="list-style-type: none"> • EIS - Lone Working • Lone Working Risk Assessment Template
23.	Maintenance & Inspections	<ul style="list-style-type: none"> • Statutory Inspections SMS & Associated • Cyclical Maintenance SMS • Cyclical Maintenance Appendix 1
24.	Management of H&S at Work Regs	
25.	Manual Handling	<ul style="list-style-type: none"> • Appendix 1 - Simple MH Risk Filters • Manual Handling Risk Assessment Template • Pushing & Pulling Risk Assessment Template • People Moving & Handling Competence Assessment
26.	Money Handling	<ul style="list-style-type: none"> • Money Handling Risk Assessment Template
27.	New & Expectant Mothers	<ul style="list-style-type: none"> • New & Expectant Mothers Risk Assessment Template • Appendix 1 - Hazards which may affect the Health & Safety of New or Expectant Mothers
28.	Noise at Work	
29.	Pager Process & Panic Alarms at Parkside	
30.	Pallet Racking	
31.	Permit to Work	<ul style="list-style-type: none"> • PTW1 General • PTW2 Confined Spaces • PTW3 Demolition • PTW4 Electrical • PTW5 Excavation • PTW6 Hot Work • PTW7 Work at Height • PTW8 Plant & Machinery • PTW9 Pressure Systems • PTW10 Hot Water • PTW11 Asbestos
32.	Portable Electrical Equipment	<ul style="list-style-type: none"> • EIS - Visual Inspection of Portable Electrical Equipment
33.	Personal Protective Equipment	<ul style="list-style-type: none"> • PPE Suitability Risk Assessment
34.	Provision & Use of Work Equipment	
35.	Radon	
36.	Risk Assessment	<ul style="list-style-type: none"> • Risk Assessment Template • Appendix A - General Principles of Prevention • Risk Assessment 3 x 3 Matrix Guide • Risk Assessment Managers Checklist • Risk Assessment Staff Acknowledgment Temp
37.	Shared Workplaces (Associated with FIRE SMS)	
38.	Sharps & Blood Borne Viruses (BBV)	
39.	Statutory Inspections	

	Safety Management Standard	SMS Associated Documents
40.	Stress Management	<ul style="list-style-type: none"> • EIS - Stress Management • Appendix 2 - A Managers Guide to Stress • Stress Support Plan - Part 1A • Stress Support Plan - Part 1B Employee Questionnaire • Stress Risk Assessment Template
41.	Temperature (to include heatwave conditions)	
42.	Training (Health & Safety)	<ul style="list-style-type: none"> • Training Needs Analysis Tool • ID of those requiring training
43.	Vibration at Work	<ul style="list-style-type: none"> • EIS - Hand Arm Vibration • Vibration Risk Assessment Template • Whole-body Vibration Monitoring Form
44.	Violence & Aggression Towards Staff	<ul style="list-style-type: none"> • EIS - Violence & Aggression Towards Staff
45.	Volunteer Workers	
46.	Water Hygiene Management in MBC Workplaces	<ul style="list-style-type: none"> • Appendix 1 - Water Hygiene Guidance
47.	Work Equipment	
48.	Work at Height	<ul style="list-style-type: none"> • Use of Steps & Ladders SMS • EIS - Work at Height • Work at Height Risk Assessment Template • Ladder & Stepladder Inventory Register & Checklist
49.	Workplace (Regulations) Compliance	<ul style="list-style-type: none"> • Workplace Compliance SMS • Supplementary Heating SMS • Working Safely in the Sun SMS • EIS - Hot Weather
50.	Young People at Work	<ul style="list-style-type: none"> • Risk Assessment Template