

Line manager's health and safety checklist

1. Scope

This document supplements the line managers training package delivered by Safety and Health Services and aims to provide a checklist for line managers to follow outlining their health and safety responsibilities for members of staff and to provide sources of further information.

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2. Introduction

Line managers have health and safety responsibilities for both the staff that they manage and others who may be affected by the work undertaken by their staff. This includes ensuring that staff are provided with adequate supervision, information, instruction and training.

Line managers' health and safety responsibilities are outlined in the University document Health and safety Policies, Responsibilities and Organisation available at; <http://www.bristol.ac.uk/safety/policies/>

Members of staff also have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by what you do or do not do. Staff must co-operate with their line manager and Head of School/Service on health and safety matters.

3. Checklist

Line manager health and safety checklist		
Task	University guidance	Links
<p>Job descriptions It is important that JD's are updated as necessary to include job hazards, for example manual handling or working with animals. Hazards which may affect an individual's existing health condition/disability or that has the potential of causing a new health conditions/disability should be included.</p>	<p>Human Resources recruitment guidance on job hazard information for new roles</p>	<p>http://www.bristol.ac.uk/media-library/sites/hr/documents/resourcing/pre-employment-hazard-guidance.pdf</p>
<p>Induction of new members of staff. Induction should include;</p> <ul style="list-style-type: none"> • Roles and responsibilities • Emergency procedures • Main job hazards • Risk assessments • Local rules document • Safe systems of work 	<ul style="list-style-type: none"> • Staff Development standard induction templates and important information for new members of staff • Health and Safety Policy 	<p>http://www.bristol.ac.uk/staffdevelopment/new-staff/getting-started/</p> <p>http://www.bristol.ac.uk/safety/media/po/safety-policy-po.pdf</p>
<p>Completion of risk assessments for specific job hazards where control measures are not outlined in the Local rules document. Risk assessments should;</p> <ul style="list-style-type: none"> • identify hazards; • decide who might be harmed and how; • outline whether statutory provisions are met; • evaluate the risks and decide on what control measures are necessary to minimise those risks, as far as is reasonably practicable. 	<p>University risk assessment policy, details available on the Safety and Health Services website</p>	<p>http://www.bristol.ac.uk/safety/media/gn/RA-gn.pdf</p>
<p>Ensure a safe working environment through regular inspection.</p>	<p>Example forms for workshops, office areas and laboratories are available on Safety and Health Services website under forms.</p>	<p>http://www.bristol.ac.uk/safety/guidance/</p> <p>Laboratory, office and workshop inspections are available under the management tab.</p>
<p>Maintenance of equipment;</p> <ul style="list-style-type: none"> • Line Manager responsible to ensure that all equipment that is under their control is maintained in a safe condition • Electrical equipment, statutory tests for lifting equipment, ladders, vehicles etc 		

Task	University guidance	Links
<p>Training and competence</p> <p>Managers are responsible for ensuring that their members of staff are competent in their role. This will include ensuring that they have sufficient training, information and supervision to carry out their role safely.</p>	<ul style="list-style-type: none"> • Safety and Health Services website provides guidance on training and links to e learning packages including fire safety, manual handling and setting up your workstation. • Staff Development list training courses available for members of staff on a variety of health and safety topics. Booking is on-line available on the Staff development website. • Bespoke training can be arranged by contacting a member of Safety and Health Services 	<p>http://www.bristol.ac.uk/safety/training/</p> <p>http://www.bristol.ac.uk/staffdevelopment/new-staff/getting-started/</p>
<p>Health surveillance</p> <p>Line managers are responsible for identifying any hazards to health through risk assessment. If the hazard cannot be completely controlled and risks remain further steps will need to be taken to protect employees, one of which is health surveillance.</p> <p>Examples of health surveillance programmes include; noise, vibration, animals, solvents fumes and dust and biological agents.</p>	<p>Further advice on health surveillance is available from the University Occupational Health Service.</p>	<p>http://www.bristol.ac.uk/safety/health/</p>
<p>Accidents and incidents</p> <p>Any accident or incident to a member of staff should be investigated. The line manager with assistance from the School/Service Safety Advisor is best placed to complete this.</p>	<p>The Safety and Health Services website contains guidance and an accident/incident form.</p>	<p>https://iis-safety.cse.bris.ac.uk/eforms/incident/</p>
<p>Pregnant workers</p> <p>As work risks may increase when a woman is a new or expectant mother, it is the line managers responsibility to review existing risk assessments and ensure effective control measures are in place.</p>	<p>Safety and Health Services have a guidance note on actions to be taken when a line manager becomes aware that a member of their staff is a new or expectant mother. A risk assessment template is available that can be completed by the line manager together with their member of staff which can be reviewed during the pregnancy.</p>	<p>http://www.bristol.ac.uk/safety/media/gn/new-expect-mothers-gn.pdf</p>

Task	University guidance	Links
<ul style="list-style-type: none"> Occupational health referrals - effective and proactive management of staff with health issues impacting on attendance and/or performance at work, with the ultimate aim of helping to keep employees healthy and at work. Provide independent and objective advice to managers to assist them in dealing fairly with employee health issues, whilst balancing the needs of the employee with work requirements. 	<p>Further advice on ill health referrals is available from the University Occupational Health Service.</p>	<p>http://www.bristol.ac.uk/safety/health/</p>
<p>Personal Emergency Evacuation Plans;</p> <p>When it is known that a person has a disability that requires additional assistance it is the responsibility of the line manager, assisted by the Fire Safety Adviser and either the Access Unit or Personnel as appropriate, to develop a workable evacuation plan in consultation with the person concerned.</p>	<p>Information is available on the Safety and Health Services website</p>	<p>http://www.bristol.ac.uk/safety/media/po/peep-policy-po.pdf</p>