The 'Managing for health and safety' (HSG 65) document produced by the HSE is widely recognised as sound guidance on good practice. As this diagram shows, HBXL's Health & Safety Xpert software for building firms provides all the documents that support each stage of the HSE's Plan, Do, Check, Act approach.

POLICY

- Company Health & Safety Policy
- CDM 2015 Duty Holders Checklist
- Contractors Responsibilities for Domestic Clients
- Domestic Client Responsibilities

PLANNING

- Pre-Construction Information
- Health & Safety File
- Construction Phase Health & Safety Plan
- Simple Construction Phase Plan
- Fire Plan
- Contractor Questionnaire
- Site Set Up Checklist
- Site Rules

RISK PROFILING

- Risk Assessments
- Client Acknowledgement of Risk Assessment
- Method Statements
- COSHH Assessments
- COSHH Coversheet
- Noise Assessments
- Hand & Arm Vibration (HAVS) Exposure Record
- Health & Safety File (2nd instance for residual risk)

ORGANISING

- Site Attendance (Visitors) Register
- Site Safety Induction
- Site Induction Register
- Toolbox Talks Register
- Toolbox Talks Training Record
- PPE Register
- Scaffolding Handover Sheet
- Excavation Pre-Works Checklist
- Permit Register

IMPLEMENTING

- Permit to Work Electricals
- Permit to Work Excavations (Permit to Dig)
- Permit to Work Asbestos
- Permit to Work Confined Spaces
- Permit to Work at Height
- Permit to Work Hot Works

DOCUMENT LESSONS LEARNT READY FOR NEXT PROJECT

MANAGING YOUR OBLIGATIONS WITH HEALTH & SAFETY XPERT 2017 DOCUMENTS

LEARNING LESSONS

Take action. Any improvements or issues that have been flagged in the review process need to be written into company policy before you plan the next job.

REVIEW PERFORMANCE

As a minimum, the outcomes from the following key documents should be reviewed at appropriate stages to establish whether improvements need to be made in the future;

- Site Inspection
- Health & Safety Audit
- Accident & Incident Record
- Accident & Incident Investigation Form
- Written Breach of Health & Safety Procedures

INVESTIGATING INCIDENTS

- Written Breach of Health & Safety Procedures
- Accident & Incident Record
- Accident & Incident Investigation Form

MEASURING PERFORMANCE

- Scaffolding Inspection Record
- Report of Inspection Scaffold/Excavation
- Excavation Inspection Record
- Harness Inspection Record
- Lifting Equipment Inspection Record
- Ladder Inspection Record
- Plant Inspection Record
- Site Inspection
- Health & Safety Audit

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