



**Health and Safety
Arrangements for the Monitoring and
Measurement of Health and Safety Performance.**

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About Subvision

Subvision Surveys is a niche provider of professional surveying services to Utilities, Asset owners and to the construction industry.

Contact Details

Contact	Details
Company	Subvision Surveys Ltd
Contact	James Hook
Position	Director
Phone	07817 440 724
Email	james.hook@subvisionsurveys.co.uk
Address	Mapline House, 14 Bull Lane, Rayleigh, Essex, SS6 8JG



1. Summary

There is a legal requirement to ensure adequate standards of health and safety for all those affected by the risks of Subvision Surveys operations. In order to maintain such standards, it is necessary to monitor proactively and reactively the maintenance and adequacy of the Subvision Survey's controls over such risks, to report on their efficiency and to allow correction where appropriate. This Subvision Surveys Instruction (SSI) outlines the key systems and actions required to maintain such a system.

2. Background

- 2.1 This instruction is one of a number of Subvision Survey Instructions (SSI) as required by the Health and Safety at Work Act and subsidiary legislation. It is a legal requirement for these arrangements to be brought to the attention of all employees.
- 2.2 Legal requirements on employers require that they make provisions to monitor the effectiveness of the arrangements they have in place to control health and safety risks.
- 2.3 This arrangement summarises the key duties to be undertaken by staff and managers and the systems that operate to monitor, and report on, the effectiveness of NOMS' health and safety management system and to take action to remedy where areas of reduced performance are identified.
- 2.4 Whilst the contracting of services shifts the burden of responsibility for risk management, the organisation which commissions the contract retains responsibility for the oversight of the health and safety performance of the contracted services.
- 2.5 Where contracted services are delivered, Subvision Surveys management at the site retains responsibility for ensuring that the contractor operates in line with local safety rules and procedures on a day to day basis.
- 2.6 This Instruction aims to describe and identify the duties and processes which must operate across the board to deliver adequate HS monitoring.

3. Application

- 3.1 The duties of staff and operational managers to oversee day-to-day standards of health and safety is laid out in Subvision Surveys HS Policy and in individual job descriptions and operational guidance and training.
- 3.2 This instruction deals with monitoring and audit of the management systems to deliver effective health and safety. It does not describe in detail direct supervisory checks and or testing or inspection techniques for ensuring people, operations and equipment are operating properly.

4. Mandatory Actions

- 4.1 Directors and Senior Managers must be familiar with their role in the delivery of effective monitoring and oversight of HS performance both in ensuring that monitoring and reporting takes place and in responding appropriately to indications of weak performance.
- 4.2 Line managers at all levels must be aware of their day-to-day responsibility for the health and safety of the operations and staff for which they are responsible and that the management line is the primary means of identifying responsibility for monitoring HS on a day-to-day basis.
- 4.3 All employees are legally bound to co-operate on matters of health and safety and take reasonable care of themselves and others in undertaking their work tasks. Where checks on premises, equipment or activities are required to be undertaken by a member of staff as a component of an

HSF monitoring regime, these duties apply, and will be supported by relevant training or supervision, if required.

- 4.4 All employees must report general hazards, accidents, near misses, work-related ill health or sickness absence to their line manager as soon as possible after they have occurred or become apparent.

5. Types of Monitoring


There are many different types of monitoring but they can generally be categorised as either 'active' or 'reactive':

Active methods monitor the design, development, installation and operation of management arrangements. These tend to be preventive in nature, for example:
 Routine inspections of premises, plant and equipment by staff.
 Health surveillance to prevent harm to health.
 Planned function check regimes for key pieces of plant.

Reactive methods monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of a business, for example:
 Investigating accidents and incidents.
 Monitoring cases of ill health and sickness absence records.

6. Key Actions in Measuring Performance Effectively

- 6.1 Directors
- Demonstrate commitment to the process
 - Ensure the systems are in place to report performance upwards so that you as a director, can review and be assured that legal compliance is achieved and maintained.
 - Make certain there is a process in place to report serious incidents upwards immediately.
 - Question results and ensure that action is planned to tackle poor performance.
- 6.2 Managers
- Decide who will monitor what?
 - Decide how often monitoring will take place?
 - Plan what action you will take if your measure goes up or down.
 - Use the performance measurement results to improve health and safety performance.
 - Learn from the human or organisational failures.
 - Share lessons learned within your own organisation.
- 6.3 Workforce
- Involve your workforce in setting and monitoring your health and safety performance measures
 - Encourage workers to monitor their own work areas, reporting any issues they observe.
- 6.4 Competence
- Use the results of the monitoring to feed into future training plans.

Signed: (Employer)		Date:	01 st April 2021	
Subject to review, monitoring and revision by:	James Hook	Review Date:	1 st March 2022	Sooner if work activity changes

