



Guernsey Occupational Safety & Health Association – www.gosha.org.gg

Newsletter – September 2024

Guernsey's Safety and Health in the Workplace Week – October 2024

GOSHA is nearly 20 years old. Our anniversary occurs in November and, during October, we are running our Safety & Health at Work week which will end with a special evening celebration of our first 20 years at the Farmhouse Hotel.

The schedule for Guernsey's Safety & Health in the Workplace week is as follows:

- 22nd October 2024 Tuesday – **GOSHA AGM (7.30 am) followed by** Breakfast Seminar – speaker Guernsey Fire and Rescue Service – the dangers of lithium batteries.
- 23rd October 2024 Wednesday - Breakfast Seminar 7.30 for 8am – Matt Coggins Guernsey HSE on ergonomics.
- 24th October 2024 Thursday 7.30 for 8am – BTS sponsored event with Spanset - Working at Height.
- 24th October 2024 Thursday - evening event – drinks on arrival, food buffet style and then presentation by Ben Remfrey MBE of the Mines Awareness Trust.

All will take place at La Villette Hotel except the evening of 24 October which will take place at The Farmhouse Hotel. Invitations to the evening event have been sent and the breakfast time event invitations will follow in due course.

Each event will be well worth attending and we hope you can make them.

Guernsey's Property & Construction Magazine

The magazine has very kindly invited us to contribute to each edition and the next article has been very kindly written by Dan Espley MSc, CMIOSH Head of Profession – Health & Safety at the States of Guernsey on Working at Height in the Construction Industry – please look out for it when it is published.

GOSHA's thanks

Our sincere thanks for the most recent talks go to:

- 26 March - Dan Legg of Guernsey HSE for his talk on dust
- 14 May - visit to GROW – cancelled due to insufficient numbers
- 18 June – Dr Nicola Brink, Director of Public Health (Future Health Challenges)
- 17 July - Helen Heenan of CAA (Human Factors affecting workplace safety & health)

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We have experienced lots of problems of late and are having to rebuild our website. It is an important means of communication and we hope it will be up and running again soon.

How to manage health and safety guidance from the HSE

Health and safety management is an ongoing process, not a one-off task. It is not enough to just control the risks in your business, you must make sure that they stay controlled.

Every employer must have arrangements for effective planning, organisation, control, monitoring and review of measures to protect people.

Consultation with workers is important and helps develop a positive health and safety culture where risks are controlled sensibly.

By following the Plan, Do, Check, Act approach you can:

- plan what you need to do
- do the right things to implement your plan
- check your control measures
- act if your measures are not working

This will help you:

- find out where you need to make improvements
- take action quickly to keep your workers and others safe
- repeat the process to continually review your arrangements

Plan

Describe how you will manage health and safety in your business and plan to make it happen in practice. This is your health and safety policy – you must have one if you have 5 or more employees.

To plan successfully, work out:

- where you are now, where you need to be and what you should do to get there
- how you will prioritise the improvements you need to make
- who will be responsible for health and safety tasks
- and what their duties will be – you must appoint a competent person or people to help you do this
- how you will co-operate with anyone who shares your workplace
- how to prepare for emergencies like serious injuries, explosion, flood, electrocution, fire and chemical spills

Do

The next step is to put your plan into action. By taking the following measures you will be taking the right actions to help you manage health and safety effectively:

- assess your risks – prioritise, assess and control safety, health and workplace risks
- provide information and training – give your workers the right information and training, and enough supervision, to do their job safely
- provide workplace facilities – provide toilets, washbasins and other welfare facilities and a working environment that's healthy and safe
- protect vulnerable workers – prioritise workers who are vulnerable or have specific risks, including those with disabilities
- report incidents – you must report certain accidents, incidents and diseases to HSE (RIDDOR)
- provide first aid – make sure you have first aid kits, training and first aiders so workers get immediate help if taken ill or injured at work
- display the health and safety law poster – display this where your workers can easily read it or give each of them the equivalent leaflet – Guernsey and Alderney's posters can be downloaded from www.gov.gg/hse

Check

Measure how you are doing. Check that your processes and procedures are working properly and that the risks stay controlled.

Effective monitoring will help you identify problems, understand what caused them and decide what changes are needed to address them.

It can include:

- making regular, planned checks of the workplace to look for risks that may have been overlooked or people who are not working safely
- carrying out maintenance
- health surveillance for those working with hazardous substances
- refresher training and competency checks
- investigating accidents or near misses to find out what went wrong and why

Investigating incidents

As part of your monitoring, you should investigate incidents. These include accidents, near misses and dangerous occurrences.

This will help you to:

- identify why your control measures failed and what improvements you need to make
- improve risk control in your workplace in the future
- plan to prevent the incident happening again
- You must report certain incidents to HSE (see www.gov.gg/hse)

Absences from work

You should also follow up absences from work.

There may be a work-related illness you aren't aware of, or things you can do to help people get back to work.

Act

Reviewing your health and safety performance will help you decide if your arrangements are still effective.

You will also be able to control any new risks if there are changes to your business or processes.

Look at your health and safety policy and risk assessment again and update them if:

- there have been any changes to your workplace or processes
- there are improvements you still need to make
- you have learnt something from accidents or near misses
- By reviewing your measures you can complete the cycle, as the outcomes of your review will become your next plan to manage health and safety.

Newsletter prepared on behalf of the GOSHA Committee.