

## **Section 2: Health & Safety Policy - Organisation**

### **2.1 Responsibilities of the Council Members**

2.1.1 The Members of the Council will make resources available to ensure, as far as is reasonably practicable, that their responsibilities are properly carried out and to this end they will ensure that appropriate arrangements are established for the effective planning, organisation, control, monitoring and review of measures to manage health and safety.

2.1.2 In practice, these duties and responsibilities are delegated to specific post holders.

### **2.2 Responsibilities of the Chief Executive**

The Chief Executive has the prime responsibility for ensuring that the Health and Safety Policy is effectively implemented throughout the Council's activities and that proper resources are made available in order to achieve this. As such ~~he/she/they~~ is/has the final authority on matters concerning health and safety at work, and carries the ultimate responsibility to and for the Council.

The Chief Executive shall:

2.2.1 Ensure that human, financial and other resources are made available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where appropriate;

2.2.2 Ensure the provision of health and safety training to employees is a high priority;

2.2.3 Ensure that all employees' responsibilities for health and safety are properly assigned and communicated;

2.2.4 Monitor compliance performance with the statutory requirements and standards, and this Health and Safety Policy, keeping the appropriate Members of the Council regularly informed;

2.2.5 Ensure that health and safety objectives are defined annually and that where possible the success of employees in meeting these objectives is formally measured;

2.2.6 Retain overall responsibility in the case of his/her own Department but place day to day responsibility under the control of the Heads of Service.

### **2.3 Responsibilities of ~~Executive Heads of Services~~ Strategic Directors**

Each ~~Executive Service Head~~ Strategic Director is responsible to ensure that the Health and Safety Policy is implemented and publicised in the services s under his/her operational control.

Each Strategic Director shall

2.3.1 Ensure ~~he/she/they~~ is sufficiently conversant in the issues of health and safety to make certain that all decisions are made using sound health and safety principles, based on a proper assessment of all risks, and to ensure their control in an appropriate manner;

2.3.2 Ensure that suitable and sufficient assessment of risk is carried out in respect of all areas of operational work under their control by a competent person under the authority of the relevant manager. Proposed changes in working practice must be assessed before adoption;

2.3.3 Establish safe systems of work to eliminate or minimise risks, and communicate them with information about any known risks to employees under his/her control and others who need to know;

2.3.4 Ensure that all employees receive adequate supervision, training, information and clear instructions to enable them to work safely;

2.3.5 Identify training needs and seek authority where necessary;

2.3.6 Report to their line manager any results of health and safety audits carried out by the Council's safety team or external consultants;

2.3.7 Ensure where committee approval is sought for operational changes which require health and safety consideration the Committee report must spell out the health & safety consequences and the financial effects;

2.3.8 Seek competent advice on health and safety whenever appropriate, using the resources provided by the Council through the ~~Executive Head~~ Strategic Director of Environment and Community Services. In addition ~~he/she/they~~ needs to have regard to the

professional advice ~~he/she/they~~ will have received from bodies within his/her own discipline which will have particular reference to his/her operational needs;

2.3.9 Make copies of all relevant documents available to the Executive Head of Community Services or his/her representative on request;

2.3.10 Identify and ensure the effective implementation of the health and safety needs of his/her Service;

2.3.11 Make appropriate recommendations to their manager in respect of additional responsibilities or technological progress which becomes available to significantly improve health & safety;

2.3.12 Regularly review the method of operation where there is a likelihood of regular overtime needing to be worked above acceptable levels which could result in maximum working periods being exceeded.

2.3.13 Ensure time is made available for staff to undertake necessary health and safety work

2.3.14 Ensure that all new staff, agency staff, persons on secondment and visitors are fully briefed in the emergency arrangements immediately upon arriving within a work area.

## 2.4 Duties of Managers

Managers have the duty to carry out risk assessments and implement the Health and Safety Procedures in the work areas under their control, including the day-to-day overseeing of safe operations as part of their normal managerial function.

Each Manager shall:

2.4.1 Operate the work activities within his/her control, under safe and healthy working conditions. This requires the acceptance of health and safety as an integral part of the Manager's job;

2.4.2 After consultation with the staff involved, identify and assess, or instruct a competent member of staff to identify and assess the nature of any hazard to health or safety arising out of the work under their control, and record these where required by legislation; such assessment shall be suitable and sufficient;

2.4.3 Follow through any action required ~~as a result~~~~because~~ of the assessments of risk, and refer back to their ~~Executive Service Head~~ Strategic Director any matters ~~he/she/they~~ cannot themselves rectify;

2.4.4 Establish safe systems of work in order to eliminate or minimise risks, and make these systems and information about any risks known to employees under their control and any other employees, or Council Members engaged in work within the same work area;

2.4.5 Provide all employees in their work areas (including all persons on attachment, temporary staff, work experience persons and consultants) with adequate supervision, training, information, clear instruction and personal protective equipment necessary to enable them to work safely;

2.4.6 Provide all persons in the work place with a hard copy of all appropriate documentation including appropriate risk assessments which ~~he/she/they~~ shall sign for to acknowledge receipt and understanding prior to commencing any tasks. Such requirements not only apply to new employees but also apply to existing employees especially where it is intended to change tasks prior to the introduction of such changes;

2.4.7 Provide immediate 'On-the-job' training and provide to new employees all aspects of induction training that cannot be provided by the HR Department, including those aspects specific to the employee's job.

2.4.8 Immediately institute or initiate as appropriate, any measures found to be necessary for the proper management of health and safety or if this is not possible and serious harm could be occasioned terminate the task until the advice of the Strategic Director has been sought;

2.4.9 Encourage consultation with employees and make themselves available to receive and discuss health and safety queries raised by employees under their control;

2.4.10 Investigate accidents and incidents which could have led to accidents in order to ensure as far as possible that the circumstances are not repeated;

2.4.11 Ensure all work related accidents within their control are properly and promptly recorded in the accident book, as required by law. Participate and help in any subsequent investigation ~~with~~ with the Health & Safety Advisor~~Officer~~;

2.4.12 Be actively involved in the assessment procedure whenever any new process or operation is commissioned. ~~He/she~~They will also consult with the workpeople who will be involved in the new process etc. in order to ensure that all foreseeable health and safety concerns have been properly considered, following the corporate procedure on contractor selection and monitoring;

2.4.13 Ensure that ~~he/she/they~~ or designated team member undertakes annual workplace inspections of all sites, and inspects at more frequent intervals, as deemed necessary within procedures, or high risk locations.

Nothing undertaken to assist Managers in undertaking their health and safety duties takes away the Manager's legal responsibility to inform, train and protect those who report to him/her.

## **2.5 Responsibilities of the ~~Executive Head of Community Services~~ Strategic Director of Environment & Community**

The ~~Executive Head of Community Services~~ Strategic Director of Environment & Community has overall responsibility~~ies~~ for co-ordinating the management of health and safety policies and practices. In practice such responsibilities are delegated to authorised representatives but ~~he/she/they~~ is responsible for ensuring that they are effectively carried out, and that the Chief Executive is provided with competent advice. The ~~Executive Head of Community Services~~ Strategic Director of Environment & Community is the 'Competent Person' for the Council, as required by Regulation 7 of the Management of Health & safety at Work Regulations 1999.

The ~~Executive Head of Community Services~~ Strategic Director of Environment & Community shall:

2.5.1 Be responsible for the triennial review of the Health and Safety Policy and for ensuring that it is up to date and effective;

2.5.2 Make provision for a suitable level of advice and assistance on health and safety to be made available to the Council. ~~This is provided by officers within Community Services;~~

2.5.3 Co-ordinate the effective monitoring of health and safety through council-wide audits, in order that the Chief Executive and appropriate Council Members are kept properly informed of the health and safety performance of the Council; Reports thereon will be made to the Corporate Management Team or Management Board at appropriate intervals of not more than 12 months;

2.5.4 ~~He/she/They~~ will also make arrangements to ensure that monitoring is carried out at a suitable level by all Managers;

2.5.5 Operate the budget for health and safety training and arrange the delivery of such training, other than specific on-the-job training;

2.5.6 Determine the competence of those with duties and responsibilities under the policy.

## **2.6 Responsibilities of Facilities Manager, ~~Operations~~Venue Manager Camberley Theatre, Windle Valley Centre Site Manager and those in charge of other satellite premises away from these buildings**

2.6.1 The relevant Manager is responsible for ensuring that a safe and healthy working environment is maintained at the workplace they are responsible for, for the benefit of staff, members and all visitors.

The Manager shall

2.6.2 Ensure that the structure of buildings is maintained in a condition which allows safe access and egress at all times including during emergencies;

2.6.3 Ensure risk assessments are undertaken for Fire and Emergency Evacuation.

2.6.4 Ensure risk assessments are undertaken for Legionella and Asbestos where appropriate;

2.6.5 Take urgent action to ensure that all services including lighting, heating, ventilation and security measures provided for the use of staff, members and visitors are provided and continuously maintained in a manner which ensures that risks are minimised to them;

2.6.6 Ensure that all chairs, desks, office furniture, carpets, telephones, electrical equipment fixtures and fittings, appliances and equipment are installed, and maintained to prevent hazards.

2.6.7 Ensure that all visitors, including members, are aware of the Council's Health & Safety policy and can view a copy upon request.

## **2.7 Responsibilities of the HR Manager:**

The HR Manager shall protect the welfare of all employees and ~~he/she/they~~ is responsible for the progress of all medical issues.

The HR Manager shall

2.7.1 Receive representations from employees health & safety representatives or any approved employees negotiating group regarding issues which they consider are not being adequately addressed by Management; following discussion of such issues with the appropriate Head of Service and report thereon to the Chief Executive and the Joint Staff Consultative Committee, if necessary after consideration of any advice from the Head of Community Services;

2.7.2 Ensure that a written response is made within an appropriate timescale and no longer than 21 working days of receipt of the complaint, to any issues raised by employees, health & safety representatives or negotiation body;

2.7.3 Provide audiometry tests (if necessary), eye tests (DSE) and, where applicable to the work undertaken, immunisation and make necessary arrangements for the maintenance of health records;

2.7.4 Seek to identify disease or adverse health conditions which are occurring related to the Council's work;

2.7.5 Organising any necessary health surveillance measures;

2.7.6 Seek to resolve with the appropriate officer any health & safety issues raised by any aggrieved employees.

## **2.8 Duties of the ~~Health and Safety Officer~~Health & Safety Advisor ~~Advisor~~**

The ~~Health and Safety Officer~~Health & Safety Advisor shall

2.8.1 Undertake health and safety audits of each service and agree with Heads of Service a Health & Safety Action Plan; Frequency of audits will be determined by risk level to which staff and others are exposed to hazards;

2.8.2 Maintain up to date health & safety guidance for use by all services;

2.8.3 Provide regular advice to all staff on Health & Safety matters through the internet/intranet and staff publications;

2.8.4 In conjunction with Heads of Service, determine health and safety training needs of staff, including induction training. Provide training or outsourced to a suitable training consultant;

2.8.5 To carry out regular reviews of the health and safety policy and advise the Management Board (MB) and/or Corporate Management Team (CMT) of any change in policy that may be required. Ensure that all changes are communicated to all staff.

2.8.6 To maintain a record of all accidents and assist Heads of Service in the investigation of serious accidents or near misses.

2.8.7 Notify the Health and Safety Executive in the event of an incident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Regulations and keep and interpret accident records for the Council;

2.8.8 Provide central collation of accident reports provided by employees and undertake analysis of these.

2.8.9 Procure safety equipment and personal protective equipment from agreed budget.

Carry out a monthly monitoring of health and safety budget and notify Head of Environmental Services of any variances and any requirements for additional funding.

2.8.10 Make the arrangements for the nomination and training of Fire Wardens, First Aiders and other posts where corporate specialist training is required;

2.8.11 Attend safety committee, and agree with chairman items to be included on the agenda.

2.8.12 Advise employees on the route to be followed by them in order to progress any concerns ~~he/she/they~~ has regarding health and safety issues;

## 2.9 Duties of all Employees

The law makes it the duty of everyone at work to take reasonable care for their own health and safety and that of others. In particular, this duty of all employees requires:

2.9.1 Co-operation with all Managers, to ensure that safe and health working practices and workplaces are maintained;

2.9.2 Reporting promptly to their appropriate Manager any hazardous situation or defect;

2.9.3 Making full and proper use of any personal protective equipment or any other equipment with a health and safety function, keep such equipment in a clean and serviceable condition, reporting any defects promptly to their manager;

2.9.4 Making proper use of the washing facilities provided to ensure high standards of personal hygiene where hazardous substances put personnel at any risk;

2.9.5 Acting responsibly and refraining from horseplay at work;

2.9.6 Co-operating with the Council in the implementation and observation of all statutory requirements placed upon the Council;

2.9.7 Observing the duty not to modify, misuse or interfere with any machinery, appliance, equipment or any other item provided in the interests of health and safety.

In addition, in accordance with a practical interpretation of these legal obligations, employees are expected to:-

2.9.8 Keep informed of any advances in their sphere of operations which would improve their health & safety together with that of their colleagues and bring forward such suggestions to their managers;

2.9.9 Report to the HR Manager any circumstances where action has not been taken by the Manager or Service Head to respond in what the employee considers to be an appropriate time and manner to the health and safety issues which [he/she/they](#) has raised.

2.9.10 Ensure that clothing worn at work is appropriate to the task being undertaken.

## 2.10 Organisation for Joint Consultation.

### 2.10.1 Safety Representatives

In accordance with the Safety Representatives and Safety Committee Regulations 1977. Employee Safety Representatives can be appointed by recognised trade unions who also specify the group or groups of employees that each will represent.

The functions of the Safety Representatives are as follows:-

(a) To investigate potential hazards and dangerous occurrences at the workplace.

(b) To examine the causes of accidents at the workplace.

(c) To investigate complaints by any employee [he/she/they](#) represents, relating to that employee's health, safety and welfare at work.

(d) To make representations to management on items (a) to (c) and general matters affecting the health, safety and welfare at work of employees.

(f) To make inspections as indicated below.

(g) To represent the employees [he/she/they](#) was appointed to represent in consultation at the workplace with inspectors of the Enforcing Authority (HSE).

(h) To receive information from inspectors, and

(i) To attend meetings of the Safety Committee and any other Consultation meetings in connection with any of his/her functions.

2.10.2 The inspections of the workplace, or part of the workplace that Safety Representatives are entitled to make, are as follows:-

(a) Every three months, provided that appropriate arrangements have been made.

(b) Following consultation with the manager (or his/her representative) of the workplace concerned where, since the last inspection:-

(i) There has been a substantial change in the condition of work; or

(ii) New information, relevant to the hazards of the workplace concerned, has been published by the Health and Safety Executive.

(c) Where there has been a notifiable accident or dangerous occurrence in the workplace or a notifiable disease has been contracted there, provided:

(i) It is safe for an inspection to be carried out; and

(ii) The interests of one of more of the employees [he/she/they](#) represents might be involved.



2.10.3 The appropriate Strategic Director or Manager (or his/her nominated representative), will provide whatever facilities and assistance the Safety Representative may reasonably require for the purpose of carrying out an inspection and will normally be present during the inspection. The arrangements must, however, include facilities for independent investigation by the Safety Representative and private discussion with the employee ~~he/she/they~~ represents, if ~~he/she/they~~ so wishes.

2.10.4 Details of the Safety Representatives appointed by recognised trade unions can be obtained from the HR Manager.

2.10.5 Further information regarding Safety Representatives is contained in a Health and Safety at Work Booklet 'Safety Representatives and Safety Committees' published by the Health and Safety Executive, for Health and Safety representatives and members of management who have particular duties in respect of health and safety.

#### 2.10.6 Safety Committee

The Committee will meet on a regular basis to ensure adequate consultation on health and safety matters between employee's representatives and members of management. Staff will be represented at this meeting by both officer and Trade Union representation. Other members that make up the committee are the ~~Head of Community Services Strategic Director of Environment & Community, Health & Safety Officer~~ Health & Safety Advisor and representatives from other Departments and Trade Unions. The ~~Executive Head of Community Services Strategic Director of Environment & Community~~ will chair the committee. Minutes from the safety committee meetings will be circulated to all staff.

### 2.11 Duty of Clients.

Notification A project is notifiable if the construction work on a construction site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or exceeds 500 person days. In respect of every notifiable construction project, the Service ~~Head Manager~~ (Client) with overall responsibility for the project will, upon commencement, ensure the appointment of a suitably qualified principal designer and principal contractor.

For all construction projects the Client shall:

2.11.1 Adhere to the principles set out in the Construction (Design and Management) Regulations 2015 Approved Code of Practice;

2.11.2 Check competence and resources of all appointees;

2.11.3 Ensure there are suitable management arrangements for the project including welfare arrangements;

2.11.4 Allow sufficient time and resources for all stages; and

2.11.5 Provide pre-construction information to designers and contractors

## SECTION 3: COUNCIL PLAN FOR HEALTH AND SAFETY

### 3.1 The Provision of Adequate Resources

3.1.1 It is the policy of Surrey Heath Borough Council to plan for the provision of proper human, financial and any other resources necessary for the effective management of health and safety.

3.1.2 Decisions on resources required for the proper management of health and safety will be made after taking into account employee concerns, legal requirements and accepted standards for health and safety.

3.1.3 The ~~Executive Head of Community Services Strategic Director of Environment & Community~~, after taking advice on current and future legal health and safety requirements, will advise the Council on its corporate budget for health and safety and where necessary the health & safety provision within programme area budgets to meet specific requirements. The Council will approve an appropriate figure for such budgets.

3.1.4 The Council's corporate health and safety budget will be allocated by the ~~Executive Head of Community Services Strategic Director of Environment & Community~~.

3.1.5 ~~Executive Service Heads Strategic Directors~~ will ~~plan ahead~~ plan for health and safety needs when seeking their budget allocations.

### 3.2 Provision of Advice and Assistance

3.2.1 The Council has nominated the Head of Community Services as the in-house person competent to act as co-ordinator in the Council's efforts to manage health and safety. The general responsibilities of this officer and the Community Services Team are set out in this Policy.

~~3.2.2 Community Services, through the use of professionally trained personnel and the Safety OfficerHealth & Safety Advisor fulfil specific functions such as auditing (as part of the Council's commitment to monitoring), training and assisting in the formulation of this Policy.~~

3.2.23 Each Head of Service will ensure the necessary resources to assist with monitoring of performance and advice to services. These persons will be given the training ~~he/she/they~~ requires in order to fulfil such a function effectively, and will be given the resources ~~he/she/they~~ requires. The needs for such training and resources must be identified by the Head of Service concerned.

### 3.3 Monitoring Health and Safety Management

3.3.1 It is the policy of the Council to monitor the management of health and safety in a planned manner through the ~~Safety OfficerHealth & Safety Advisor with the Community Services Team~~ and ensure that information is fed back to all levels of management.

3.3.2 The Council will use both proactive means of monitoring, such as health and safety audits, and reactive means such as the study of ill-health and accident data.

3.3.3 Those Managers who report directly to ~~Service Heads Strategic Directors~~ will be required to carry out health and safety checks of the areas under their control regularly. Inspections of the workplace will be an important aspect of this check, and any remedial action will be taken promptly by the Managers concerned where it is in their power so to do. Where it is not ~~he/she/they~~ will report that fact to the ~~Service Head Strategic Director~~ who will ensure that such action is taken by the appropriate Manager.

3.3.4 The ~~Safety OfficerHealth & Safety Advisor~~ will carry out risk-based auditing of the Council, examining in particular organisational and managerial aspects of health and safety. Inspection of the workplace will not necessarily be a key aspect of this audit, as it is expected that Managers will identify and remedy hazardous situations.

3.3.5 Ill health data will be examined by the HR Department. Accident data will be passed to the ~~Safety OfficerHealth & Safety Advisor~~. They will liaise on all issues to ensure that the correct action is taken to protect the employee in the light of the health & safety consequences. It is the policy of the Council to manage its business in such a way that numbers of accidents and ill health incidents are minimised~~ed~~.

3.3.6 Feedback on the results of all monitoring will be provided to Heads of Service and after their consideration a report will be made available to the staff representatives on any corrective action required.

### 3.4 Health and Safety Training

3.4.1 It is the Council's policy to deliver any health and safety training, the need for which has been identified.

3.4.2 Training needs will be identified as a result of risk assessments, observations of the employees and the work that is being carried out and management request. In addition, needs shall be identified as part of the procurement procedure before any new service contract is commenced by the Council.

3.4.3 Particular attention will be paid to the training needs of new employees, those whose jobs are changed and those who are exposed to new hazards, new responsibilities, technology, equipment or systems of work.

3.4.4 Local or job-specific health and safety induction including issuing of procedures and personal protection equipment will be carried out by the employee's own Manager. The ~~Safety OfficerHealth & Safety Advisor~~ can ~~be asked to help assist~~ with this process.

3.4.5 On-the-job training which includes health and safety will be provided by the Managers with immediate control over the work of their employees. This will be provided whenever employees are exposed to new or changed risks, new technology etc.

3.4.6 Managers will receive such health and safety training as ~~he/she~~<sup>they</sup> requires in order properly to fulfil the responsibilities allocated to them. Health and safety awareness training, new legislation and training in inspection will be provided.

3.4.7 Managers shall ensure that proper written records are kept of all training provided, the issue of procedures and personal protective equipment.

### **3.5 Communication of Health and Safety Information**

3.5.1 Relevant information and advice received by the Council from the Health and Safety Executive and from other sources will be copied by the ~~Safety Officer~~<sup>Health & Safety Advisor</sup> to Managers and ~~Heads of Service~~<sup>Strategic Directors</sup>.

3.5.2 Employees requiring health and safety information can do so from the ~~Safety Officer~~<sup>Health & Safety Advisor</sup>.

3.5.3 Employees requiring health and safety advice are encouraged to seek advice from their line manager, staff representative body or union representative. Employees raising a specific workplace issue should do so through their line management;

3.5.4 The Council will agree with its staff, through their representatives, adequate arrangements for joint consultation on measures for promoting health and safety at work, and will make and maintain satisfactory arrangements for the participation of their employees in the development and supervision of such measures;

#### **3.5.5 LINES OF COMMUNICATION**

a) Employees may refer health, safety and welfare matters to either their immediate superior and/or their appointed safety representative;

b) Where a safety representative wishes to raise issues related to the health, safety or welfare of the employees (s)he represents, (whether as the result of a request by an individual or group of employees, a safety inspection or day-to-day observation) with management (s)he will communicate initially with the appropriate Line Manager;

c) Wherever possible, the Line Manager will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by Safety Representatives and will enlist the aid of other departments or specialist sections or officers wherever necessary;

d) In instances where necessary action is beyond the resources of the line manager or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred to the Head of Service in the service concerned and the Safety Representative informed accordingly;

e) In the event that the resolution of a problem is beyond the resources of the Manager or in instances where proposed action cannot be agreed, the matter will be referred to the Head of Service for the department, the Safety Committee or the Management Board;

In all instances, Safety Representatives must be informed of the action taken in respect of the matters they raise and if no action is to be taken they must be informed of this, together with the reasons. Where necessary action will involve some delay, the Safety Representative should be given the details and kept informed of progress. Details of matters raised by Safety Representatives, the action taken or proposed and subsequent progress where applicable, should be passed to the ~~Head of Community Services~~<sup>Strategic Director of Environment & ~~for~~Community for</sup> information.

f) All employees are encouraged to submit suggestions for better health and safety to their immediate supervisor, their Safety Representative, or through any Council suggestion scheme.

### **3.6 Review of Health and Safety Documentation**

3.6.1 The Council will formally review the Health and Safety Policy every three years; Employees' representatives will be invited to comment on the final draft before implementation;

3.6.2 Health and safety audits will be carried out by the ~~Safety Officer~~<sup>Health & Safety Advisor</sup>. These will particularly concentrate on areas of higher risk, change and new legal issues. The ~~Safety Officer~~<sup>Health & Safety Advisor</sup> will maintain records of all key documentation regarding procedures and training information. Revisions will take place where appropriate, such as when the organisation has undergone a change or new



legislation is introduced. All risks will be reassessed at least every three years and the ~~Safety Officer~~Health & Safety Advisor will check this is done.:

3.6.3 Documentation which is under the control of Managers, such as assessments of risk, should be reviewed by them at frequencies agreed with their Head of Service (but in no case longer than every 3 years). ~~He/she~~They will be expected to operate simple bring-forward systems for the planned review of such records, and to recognise the need to carry out a review early because of a change in the circumstances giving rise to the risk. ~~He/she~~They will revise such records when it is appropriate to do so;

3.6.4 Written health and safety procedures will often be linked to a recognised risk. When the risk is reviewed, related procedures (which may have been established before the requirement for formal risk assessment) will also be reviewed and, where necessary, revised.

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By: ~~Health and Safety Officer~~Health & Safety Advisor

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