

# INTRODUCING A TYPICAL DOCUMENTED SAFETY MANAGEMENT SYSTEM (SMS)

## Company Name SMS

These are the typical folders contained within The Safety Management System (SMS).

| Name                          | Date modified    | Type        |
|-------------------------------|------------------|-------------|
| Accidents                     | 15/11/2020 10:56 | File folder |
| Asbestos                      | 15/11/2020 11:00 | File folder |
| Audit Inspection              | 15/11/2020 11:09 | File folder |
| CDM                           | 12/11/2020 15:01 | File folder |
| Consultation                  | 15/11/2020 11:13 | File folder |
| Contractors                   | 15/11/2020 14:36 | File folder |
| Corona Virus                  | 15/11/2020 11:17 | File folder |
| COSHH                         | 15/11/2020 11:42 | File folder |
| Directors                     | 15/11/2020 11:44 | File folder |
| Display Screen                | 15/11/2020 11:58 | File folder |
| Driving                       | 15/11/2020 11:57 | File folder |
| Electrical                    | 12/11/2020 15:05 | File folder |
| First Aid                     | 15/11/2020 15:30 | File folder |
| Guidance                      | 15/11/2020 11:59 | File folder |
| Hand Arm Vibration            | 12/11/2020 14:33 | File folder |
| Insurance                     | 12/11/2020 14:15 | File folder |
| Invoices                      | 17/11/2020 12:28 | File folder |
| Law                           | 12/11/2020 13:59 | File folder |
| Leptospirosis (Weils disease) | 15/11/2020 12:04 | File folder |
| Logo                          | 17/11/2020 09:23 | File folder |
| Logs                          | 16/11/2020 12:30 | File folder |
| Lone Worker                   | 15/11/2020 15:08 | File folder |
| Manual Handling               | 15/11/2020 15:10 | File folder |
| Plant & Equipment             | 15/11/2020 15:10 | File folder |
| Policies                      | 17/11/2020 09:20 | File folder |
| PPE                           | 15/11/2020 15:11 | File folder |
| Risk Assessments              | 16/11/2020 12:21 | File folder |
| Safe Contractor               | 15/11/2020 15:18 | File folder |
| Safe Working Methods          | 15/11/2020 10:49 | File folder |
| Signatures                    | 12/11/2020 17:42 | File folder |
| Slips Trips Falls             | 15/11/2020 15:19 | File folder |
| Templates (Non Operational)   | 15/11/2020 15:36 | File folder |
| Training                      | 15/11/2020 15:29 | File folder |
| Vulnerable Persons            | 12/11/2020 14:29 | File folder |
| Waste                         | 12/11/2020 15:21 | File folder |
| Work at Height                | 15/11/2020 15:25 | File folder |

## 1) THE SAFETY MANAGEMENT SYSTEM (SMS) FOLDER STRUCTURE.

Next below we will take a look inside some of the folders which tend to repeat in most SMS'S and which usually contain more files and information than some of the other files in the SMS.

## 2) POLICY FILES IN THE POLICY FOLDER

### Policies

These are the typical Policies which will be required for the SMS. Some like The Health & Safety Policy will always be required. Others depend on the nature and scope of the business. The Policies reflect what you have to do by law and how you intend to do it. The Health & Safety Policy is the prime critical document and outlines how you will manage Health & Safety. It is signed as a commitment to good practice by the most senior person in the business

| Name                                     | Date modified    | Type                | Size   |
|------------------------------------------|------------------|---------------------|--------|
| Accident Reporting Policy                | 15/11/2020 15:43 | Microsoft Word D... | 129 KB |
| Anti Bribery Policy                      | 16/11/2020 11:02 | Microsoft Word 9... | 303 KB |
| Asbestos Management Policy 09.2020       | 16/11/2020 11:00 | Microsoft Word D... | 129 KB |
| Coronavirus (COVID-19) V2 Guidance & ... | 16/11/2020 11:15 | Microsoft Word D... | 149 KB |
| COSHH Policy                             | 16/11/2020 11:31 | Microsoft Word D... | 284 KB |
| Driving at Work Policy                   | 16/11/2020 11:41 | Microsoft Word D... | 132 KB |
| Environmental Policy                     | 16/11/2020 11:55 | Microsoft Word D... | 122 KB |
| Equal Opportunities Policy               | 16/11/2020 12:02 | Microsoft Word D... | 128 KB |
| First Aid Procedure & Guidance           | 16/11/2020 12:08 | Microsoft Word D... | 127 KB |
| Health & Safety Policy                   | 13/11/2020 12:21 | Microsoft Word D... | 174 KB |
| Working at Height Policy                 | 16/11/2020 12:15 | Microsoft Word D... | 131 KB |

## 3) RISK ASSESSMENT FILES IN THE RISK ASSESSMENT FOLDER

### Risk Assessments

Risk Assessments will depend entirely on the nature of the business. Some generic assessments may repeat or be similar in many SMS'S. However Specific Risk Assessments are raised to document the issues applicable to a specific business. The assessments in this folder can be used as generics or specifics as they stand or developed further on to become specific to a particular job and location.

| Name                                       | Date modified    | Type                 | Size   |
|--------------------------------------------|------------------|----------------------|--------|
| Risk Assessment Master Template            | 15/11/2020 15:27 | File folder          |        |
| Arboriculture Operations RA Template       | 14/11/2020 11:28 | Microsoft Word Te... | 97 KB  |
| Construction Sites RA Template             | 14/11/2020 09:27 | Microsoft Word Te... | 97 KB  |
| Driving at Work Risk Assessment Template   | 16/11/2020 11:42 | Microsoft Word Te... | 101 KB |
| Driving Grounds Maint Vehicles RA Temp...  | 14/11/2020 09:59 | Microsoft Word Te... | 97 KB  |
| Environmental Conditions RA Template       | 13/11/2020 14:19 | Microsoft Word Te... | 97 KB  |
| Grass Cutting Operations RA Template       | 14/11/2020 12:03 | Microsoft Word Te... | 100 KB |
| Hand Arm Vibration RA Template             | 14/11/2020 10:39 | Microsoft Word Te... | 100 KB |
| Hand Tool Operation RA Template            | 14/11/2020 10:13 | Microsoft Word Te... | 97 KB  |
| Hedge Trimming RA Template                 | 14/11/2020 11:19 | Microsoft Word Te... | 97 KB  |
| Leaf Clearance RA Template                 | 14/11/2020 11:10 | Microsoft Word Te... | 97 KB  |
| Litter Picking RA Template                 | 14/11/2020 10:05 | Microsoft Word Te... | 97 KB  |
| Maintenance of Hanging Baskets Planter...  | 14/11/2020 11:19 | Microsoft Word Te... | 97 KB  |
| Manual Handling RA Template                | 14/11/2020 10:58 | Microsoft Word Te... | 97 KB  |
| MEWP Use RA Template                       | 14/11/2020 10:52 | Microsoft Word Te... | 100 KB |
| Needlestick Sharp RA Template              | 14/11/2020 12:17 | Microsoft Word Te... | 97 KB  |
| Pedestrian Rotavating RA Template          | 14/11/2020 11:22 | Microsoft Word Te... | 97 KB  |
| Pesticides RA Template                     | 14/11/2020 09:33 | Microsoft Word Te... | 97 KB  |
| Pitch Maintenance RA Template              | 14/11/2020 10:19 | Microsoft Word Te... | 97 KB  |
| Planting RA Template                       | 14/11/2020 11:06 | Microsoft Word Te... | 97 KB  |
| Pruning RA Template                        | 14/11/2020 09:51 | Microsoft Word Te... | 97 KB  |
| Public Places RA Template                  | 13/11/2020 14:08 | Microsoft Word Te... | 97 KB  |
| Remote Lone Worker RA Template             | 14/11/2020 09:22 | Microsoft Word Te... | 97 KB  |
| Rivers Streams Waterways RA Template       | 13/11/2020 14:26 | Microsoft Word Te... | 97 KB  |
| Roadside Working RA Template               | 13/11/2020 14:13 | Microsoft Word Te... | 97 KB  |
| Slips Trips Falls RA Template              | 14/11/2020 12:23 | Microsoft Word Te... | 97 KB  |
| Tactor Mounted RA Template                 | 14/11/2020 09:41 | Microsoft Word Te... | 97 KB  |
| Turf Maintenance RA Template               | 14/11/2020 11:02 | Microsoft Word Te... | 97 KB  |
| Use of Ladders Steps Platforms RA Templ... | 14/11/2020 11:14 | Microsoft Word Te... | 97 KB  |
| Working at Height RA Template              | 14/11/2020 12:51 | Microsoft Word Te... | 109 KB |

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### 4) SAFE WORKING METHOD FILES IN THE SAFE WORKING METHODS FOLDER

#### Safe Working Methods

Safe Working Methods will again depend entirely on the nature of the business. Some may repeat or be similar in many SMS'S. Safe Working Methods will normally be raised to support the applicable Risk Assessment documentation

| Name                                      | Date modified    | Type                | Size     |
|-------------------------------------------|------------------|---------------------|----------|
| SWM Job Specific                          | 15/11/2020 09:07 | File folder         |          |
| SWM Template                              | 15/11/2020 15:36 | File folder         |          |
| AFAG401 Tree Climbing                     | 29/07/2013 09:01 | Adobe Acrobat D...  | 308 KB   |
| AFAG402 Tree rescue                       | 29/07/2013 09:04 | Adobe Acrobat D...  | 179 KB   |
| Arboricultural Operations SWM             | 15/11/2020 10:28 | Microsoft Word D... | 104 KB   |
| Arboriculture Work at Height              | 28/07/2013 12:27 | Adobe Acrobat D...  | 5,258 KB |
| Driving Grounds Maintenance Vehicles S... | 15/11/2020 09:53 | Microsoft Word D... | 100 KB   |
| Environmental Conditions SWM              | 15/11/2020 09:43 | Microsoft Word D... | 100 KB   |
| Grass Cutting Operations SWM              | 15/11/2020 09:32 | Microsoft Word D... | 100 KB   |
| Hand Tool Operations SWM                  | 15/11/2020 09:58 | Microsoft Word D... | 100 KB   |
| Hedge Trimming SWM                        | 15/11/2020 09:48 | Microsoft Word D... | 100 KB   |
| Ladders, Steps & Platforms SWM            | 15/11/2020 10:09 | Microsoft Word D... | 100 KB   |
| Leaf Clearance SWM                        | 15/11/2020 10:06 | Microsoft Word D... | 100 KB   |
| Litter Picking SWM                        | 15/11/2020 09:55 | Microsoft Word D... | 100 KB   |
| Lone Worker SWM                           | 15/11/2020 09:02 | Microsoft Word D... | 102 KB   |
| Maintenance of Hanging Baskets & Plant... | 15/11/2020 10:12 | Microsoft Word D... | 100 KB   |
| Manual Handling SWM                       | 15/11/2020 09:14 | Microsoft Word D... | 104 KB   |
| MEWP's SWM                                | 15/11/2020 10:43 | Microsoft Word D... | 104 KB   |
| Needle Stick SWM                          | 15/11/2020 09:26 | Microsoft Word D... | 93 KB    |
| Pedestrian Rotovating SWM                 | 15/11/2020 10:16 | Microsoft Word D... | 100 KB   |
| Pick Maintenance SWM                      | 15/11/2020 10:00 | Microsoft Word D... | 100 KB   |
| Planting SWM                              | 15/11/2020 10:04 | Microsoft Word D... | 100 KB   |
| Pruning SWM                               | 15/11/2020 09:51 | Microsoft Word D... | 100 KB   |
| Public Places SWM                         | 15/11/2020 09:39 | Microsoft Word D... | 100 KB   |
| Roadside Working SWM                      | 15/11/2020 09:36 | Microsoft Word D... | 100 KB   |
| Slips Trips Falls SWM                     | 15/11/2020 10:43 | Microsoft Word D... | 101 KB   |
| Tractor Mounted SWM                       | 15/11/2020 09:45 | Microsoft Word D... | 100 KB   |
| Turf Maintenance SWM                      | 15/11/2020 10:02 | Microsoft Word D... | 100 KB   |
| Working at Height SWM                     | 15/11/2020 10:47 | Microsoft Word D... | 103 KB   |

### 5) GUIDANCE FOLDERS CONTAINING SUBJECT MATTER AS DESCRIBED

#### Guidance

Most of the Guidance has the same description as the content of the SMS Folders. This is because the subject matter in the Guidance folder sets out to assist with the subject matter of the SMS content. It describes what is required legally and otherwise for each element described in the SMS.

| Name                                  | Date modified    | Type        |
|---------------------------------------|------------------|-------------|
| Accident Reporting                    | 12/11/2020 13:58 | File folder |
| Asbestos                              | 12/11/2020 13:58 | File folder |
| CDM Construction                      | 12/11/2020 13:58 | File folder |
| Consultation                          | 12/11/2020 15:03 | File folder |
| Covid19                               | 12/11/2020 13:58 | File folder |
| Directors                             | 12/11/2020 13:58 | File folder |
| Display Screen                        | 12/11/2020 13:58 | File folder |
| Dust                                  | 12/11/2020 13:58 | File folder |
| Electrical                            | 12/11/2020 13:58 | File folder |
| Expectant Mothers                     | 12/11/2020 13:58 | File folder |
| Fire                                  | 12/11/2020 13:58 | File folder |
| First Aid                             | 12/11/2020 13:58 | File folder |
| Fork Lift Trucks                      | 12/11/2020 13:58 | File folder |
| Hand Arm Vibration                    | 12/11/2020 13:58 | File folder |
| Ladders                               | 12/11/2020 13:58 | File folder |
| Law Leaflet & Card                    | 12/11/2020 13:58 | File folder |
| Leptospirosis (Weils disease)         | 12/11/2020 13:58 | File folder |
| LOLER (Lifting Equipment)             | 12/11/2020 13:58 | File folder |
| Lone Worker                           | 12/11/2020 15:10 | File folder |
| Manual Handling                       | 12/11/2020 13:58 | File folder |
| Noise                                 | 12/11/2020 13:58 | File folder |
| PAT (Portable Appliance Testing)      | 12/11/2020 13:58 | File folder |
| Pesticides                            | 15/11/2020 11:59 | File folder |
| PPE (Person's Protective Equipment)   | 12/11/2020 13:58 | File folder |
| PUWER (Work Equipment)                | 12/11/2020 13:58 | File folder |
| Radiation                             | 12/11/2020 13:58 | File folder |
| Risk Assessment                       | 12/11/2020 13:58 | File folder |
| Safety Management HSG65               | 12/11/2020 13:58 | File folder |
| Scaffolds                             | 12/11/2020 13:58 | File folder |
| Slips Trips Falls                     | 12/11/2020 14:53 | File folder |
| Welding                               | 12/11/2020 13:58 | File folder |
| Work at Height Roofs Fragile Surfaces | 12/11/2020 14:53 | File folder |
| Young Persons                         | 12/11/2020 13:58 | File folder |

### 6) LOGS

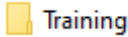
#### Logs

Logs are a very important part of a working SMS which should be constantly reviewed and updated. The regular completion of these logs provides vital information to potential clients or to potential accreditors. Properly and regularly completed logs can assist a business to secure more work. They are in effect the proof that a Safety Management System is in place and working satisfactorily and are part of the Audit and Inspection Process see following. Very often the Templates mentioned following 8) are used to provide the log mechanism

| Name                    | Date modified    | Type        |
|-------------------------|------------------|-------------|
| Accident Incident Logs  | 15/11/2020 12:05 | File folder |
| Asbestos Logs           | 12/11/2020 08:53 | File folder |
| Audit Inspection Logs   | 15/11/2020 12:06 | File folder |
| Covid Logs              | 15/11/2020 12:07 | File folder |
| Equipment Logs          | 16/11/2020 12:30 | File folder |
| Portable Appliance Logs | 15/11/2020 12:12 | File folder |
| PPE                     | 15/11/2020 12:15 | File folder |
| Risk & Method Logs      | 15/11/2020 14:32 | File folder |
| SMS Logs                | 15/11/2020 14:59 | File folder |
| Subcontractors Logs     | 15/11/2020 14:36 | File folder |
| Training Logs           | 15/11/2020 14:52 | File folder |
| Site Sign In & Out Log  | 16/11/2020 12:30 | Microsoft W |

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### 7) TRAINING



Training

Demonstrating and documenting all of the applicable competencies of persons who work in the organisation is essential. This may be by experience, professional qualifications or other training courses. At work job training is also important and can be demonstrated by the use of Toolbox talks or other means to transmit and get feedback on a whole variety of appropriate subject matter.

| Name                        | Date modified    |
|-----------------------------|------------------|
| Certificates & Competencies | 12/11/2020 17:26 |
| Toolbox Talks               | 12/11/2020 17:27 |
| Induction Itinerary         | 15/11/2020 11:44 |
| Toolbox Talk Plan           | 15/11/2020 14:47 |
| Toolbox Talk Template       | 15/11/2020 14:40 |
| Training Matrix             | 15/11/2020 14:51 |

### 8) TEMPLATES (NON OPERATIONAL)



Templates (Non Operational)

Templates are raised for repeating documentation that will probably be required often. Very often these are required for the "Log" process. These "non-operational templates" exclude those used for specific risk assessments which are contained in the risk assessment folder.

| Name                                        | Date modified    | Type                 | Size   |
|---------------------------------------------|------------------|----------------------|--------|
| Accident Investigation Form                 | 15/11/2020 10:56 | Microsoft Word D...  | 96 KB  |
| Asbestos Request for Information            | 15/11/2020 11:00 | Microsoft Word D...  | 100 KB |
| COSHH Assessment Template                   | 15/11/2020 11:38 | Microsoft Word Te... | 148 KB |
| Covid19 RA Template                         | 15/11/2020 11:16 | Microsoft Word Te... | 91 KB  |
| Covid-19 Sign Off V2                        | 15/11/2020 11:17 | Microsoft Word D...  | 94 KB  |
| DSE Self Assessment Template                | 15/11/2020 11:47 | Microsoft Word Te... | 100 KB |
| Health & Safety 3 monthly Audit Inspecti... | 15/11/2020 11:06 | Microsoft Word D...  | 106 KB |
| Risk Assessment Blank Template              | 13/11/2020 13:51 | Microsoft Word Te... | 96 KB  |
| Site Audit Inspection Sheet                 | 15/11/2020 11:09 | Microsoft Word D...  | 94 KB  |
| Subcontractor Site Inspection - Blank       | 15/11/2020 14:36 | Microsoft Word Te... | 93 KB  |
| Subcontractors Questionnaire                | 15/11/2020 14:35 | Microsoft Word Te... | 117 KB |
| SWM Template                                | 15/11/2020 09:29 | Microsoft Word Te... | 101 KB |
| Toolbox Talk Template                       | 15/11/2020 14:40 | Microsoft Word Te... | 94 KB  |

### 9) AUDIT INSPECTION



Audit Inspection

Audit Inspection is a crucial part of any SMS and is the proof of continual management supervision and review its sits firmly in front of the log process mentioned earlier which supports audit.

| Name                                        | Date modified    |
|---------------------------------------------|------------------|
| Audit Schedule 2020-21                      | 15/11/2020 11:05 |
| Health & Safety 3 monthly Audit Inspecti... | 15/11/2020 11:06 |
| Site Audit Inspection Sheet                 | 15/11/2020 11:09 |

### 10) PRE-QUALIFICATION REQUIREMENTS

This folder has been assembled to demonstrate part of the business value of an SMS which is managed, reviewed and updated regularly and satisfactorily. It is not part of the initial SMS but should develop over time, read on.... Keeping the SMS up to date will allow your business to be able to prove to potential clients and accreditors that you are managing Health & Safety satisfactorily. If you are able to complete client questionnaires with a quality response which satisfies all client requirements you are much more likely to be placed on their approved contractor lists, thereby putting your business on a footing to secure additional work. This has been proven to be increasingly important over the recent period of time. These folders here have been loaded with logged information examples from the SMS for a typical submission for which the potential client has required a response.

| Name                           | Date modified    | Type        |
|--------------------------------|------------------|-------------|
| Audit Inspection               | 16/11/2020 16:26 | File folder |
| Consultation                   | 16/11/2020 16:26 | File folder |
| Contractors                    | 16/11/2020 16:26 | File folder |
| Insurance                      | 16/11/2020 16:27 | File folder |
| Logs                           | 16/11/2020 16:27 | File folder |
| Policies                       | 16/11/2020 16:27 | File folder |
| Portable Electrical Appliances | 16/11/2020 16:27 | File folder |
| PPE                            | 16/11/2020 16:27 | File folder |
| Risk Assessment                | 16/11/2020 16:28 | File folder |
| Safe Working Methods           | 16/11/2020 16:30 | File folder |
| Training                       | 16/11/2020 16:28 | File folder |
| Waste                          | 16/11/2020 16:28 | File folder |
| Work at Height                 | 16/11/2020 16:28 | File folder |
| Work Equipment                 | 16/11/2020 16:28 | File folder |
| Company Contact Details        | 14/08/2020 09:34 | Microsoft V |

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### 11) OTHER FOLDERS FORMING THE SMS

You can see by again looking at Graphic 1) that some of the folders within the SMS have not been described fully in this document. They are in essence easier to understand by opening them to see that they describe exactly their purpose. Additional information regarding the legal and other requirements for the content in these folders can be found in the guidance of the SMS (see section 5 here) whilst there also may be policies which support the understanding and requirements for their purpose. These folders also form a crucial part of the SMS. Indeed, any SMS is tailored to its particular business. Folders therefore contained within the SMS have been identified as a required current component or otherwise as a component which may be needed in the future. Brief descriptions regarding the content of these other folders not mentioned above now follows:

#### **Accidents Folder**

This folder contains the Accident Investigation Form which is to be used by the person(s) responsible for investigating accidents, normally the appropriate supervisor or manager. A separate HSE approved Accident Report Form also contained in this folder must be used firstly in order to report any accident. These are all to be used as described in the Accident and Incident Reporting Policy which is described later under “Policies”. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed. The electronic records of Accident Reports and Investigations should be stored in this folder.

#### **Asbestos Folder**

This folder should contain details of any Asbestos Surveys carried out. Asbestos Request for Information Forms are stored in this folder. The Asbestos Policy is stored in the Policy Folder. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

#### **CDM Folder**

This folder contains a pack of guidance and support in order to comply with the Construction Design Management Regulations. This will normally apply mostly to building & construction businesses and those companies working on building and construction sites.

#### **Consultation Folder**

This folder contains advice and guidance regarding workforce consultation and involvement, it is a legal requirement to consult and involve employees on H&S matters and this section will assist with how best to comply with these requirements. Records should be kept regarding examples of employee involvement and consultation.

#### **Contractors Folder**

This folder contains the Contractors Questionnaires which are to be sent to any new contractors to complete prior to them being accepted as suppliers of critical Services to the company. Management should arrange for these questionnaires to be sent out and returned appropriately. These should be sent out to suppliers as electronic copies and returned the same for retention in this Contractors Folder. The Health & Safety

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Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **CoronaVirus Folder**

As we all know this recent phenomenon is now a critical part of everyday life at home and at work. It is up for constant review and change. Management will need to ensure that where required by clients or otherwise that the documentation in this folder and the policy in the policy folder are used, regularly reviewed and updated.

### **COSHH Folder (Control of Substances Hazardous to Health)**

This folder contains the COSHH Substance Assessment Template for carrying out COSHH risk assessments. Separate folders are also contained within the COSHH folder to hold Safety Data Sheets and Material Safety Data Sheets (MSDS) applicable to the COSHH assessments. The Health & Safety Competent Person will lead on requirements for COSHH assessments.

### **Directors Folder**

Directors and other senior people are legally the front line persons with ultimate responsibility for Health & Safety. There is comprehensive advice contained within this folder which explains requirements fully.

### **Display Screen Folder**

This folder contains the Display Screen Self-Assessment Template for users of display screens to carry out self-assessments after requesting the Template. Users will then be expected to discuss and finalise requirements from the assessment results with Management. These assessments should be retained locally in electronic format. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Driving Folder**

This folder contains the Driver Guidance and an Assessment Form which is to be used for all employees who drive as part of their work duties in accordance with The Driving at Work Policy which is described later under the policy section of this manual. These assessments should be retained locally in electronic format. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Electrical Folder**

This folder should contain any records relating to required electrical checks in buildings or of equipment that is static or portable. The folder contains a full range of guidance which gives detail on exact legal requirements regarding electrical equipment and installations. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Fire Folder (Documentation required is not Included in this SMS)**

This folder will contain any fire related documentation. This has not been included in this SMS, It is recommended that a separate experts opinion be sought to carry out the necessary work in relation to Fire Precautions.

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### **First Aid Folder**

This folder should contain any first aid related records information. The documentation will relate to the First Aid Policy which is described later under the policy section of this manual. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Hand Arm Vibration Folder**

This folder should contain any records relating to Hand Arm Vibration. The guidance relating to this should be read in detail in the guidance section. This folder contains the HAV calculator and guidance for using it. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Insurance Folder**

This folder should contain ALL up to date and valid business insurance certificates and schedules. It is a legal requirement that certain types of policies e.g. Employers liability insurance are held. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Invoices Folder**

This folder contains copies of invoices received from suppliers for H&S services

### **Law Folder**

This folder contains the H&S pocket card and leaflet. A copy of these should be given to each employee if they do not have access to the H&S poster which should otherwise be posted in a prominent place where all employees can view it. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Leptospirosis (Weils Disease) Folder**

It is important that if any employee is likely to work near to waterways that they carry the card stored here and fully understand the hazards and risks applicable to Leptospirosis (WEILS DISEASE). The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Logo Folder**

Company logo, CHAS logo and Safe Contractor logo electronic copies are stored in this folder.

### **Lone Worker Folder**

It is important to recognise the hazards and risks associated with lone working. The guidance and other documentation in this folder should be used to understand the hazards and risks and how best to control them. Use this folder for any Lone Working records. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

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### **Manual Handling Folder**

This folder contains the generic MH risk assessment and Safe Working Method also the template for further necessary RA's that may be required. Guidance is contained in the guidance folder. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Plant & Equipment Folder**

Maintenance inspections and schedules maintenance should be undertaken for all plant and equipment. This folder should be used to store electronic inspection and maintenance records in the provided logs in this folder. The SMS will require copies of critical documentation to be stored within this folder. In addition, hard copy maintenance records should be entered to an appropriate file which can be readily accessed. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Personal Protective Equipment (PPE) Folder**

This folder is available to contain any Health & Safety Information relating to Personal Protective Equipment. Managers and others who purchase PPE are encouraged to place information regarding PPE specifications etc within this folder. Records of PPE issued should be retained in this folder in the provided issue register and onto the database also in this folder. Risk assessment templates for PPE are also contained in this folder. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Safe Contractor and CHAS Folder**

Any information relating to Accreditations should have a copy retained in this folder.

### **Signatures Folder**

Signatures of senior personnel should be held in this folder

### **Slips Trips Falls Folder**

The Generic Safe Working Method, Risk Assessment and Hazard Spotting Checklist are contained within this folder. Slips trips and falls are one of the most common types of Health & Safety incidents and can be fatal. It is important that the hazards in any particular situation are known and suitable measures are in place to minimise the risks. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Vulnerable Persons Folder**

Should any information be generated through the risk assessment process the documentation should be stored in this folder for Expectant Mothers, Older, Young Persons, Disablement etc. Guidance is available in the guidance section or on the HSE website. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

## INTRODUCING A TYPICAL DOCUMENTED SAFETY MANAGEMENT SYSTEM (SMS)

### **Waste Folder**

Any waste certification or other documentation or requirement regarding the storage , transportation or disposal of waste should be stored in this folder. Refer to the Environmental Policy also in the policies section of the SMS. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Work at Height Folder**

This folder contains a Working at Height Permit to Work which is to be requested by managers of persons carrying working at Height. These permits are to be used as required and in accordance with the Working at Height Policy which is included under the policy section of the SMS. These permits should be retained locally in hard copy format as there are requirements to sign on and off with the permit. This folder also contains Safe Working Methods and Risk Assessments relating to the use of ladders, steps and work platforms Refer also to the Working at Height Policy in the policy section of the SMS. The Health & Safety Competent Person will audit and supervise the use of this on a periodic basis to ensure correct procedures are being followed.

### **Note\***

The folders and content described will repeat in most Safety Management Systems (SMS). However, there may be some that are not applicable and others that are required additionally. The basic intention and framework of the SMS will always remain the same.