

Help Sheet

Use this section when you are reviewing the checklist (especially the radar chart) to develop actions that will lead to improvement.



The best places to start are PEOPLEZONE at www.constructingexcellence.org.uk T 0845 605 5556 and The Health and Safety Executive www.hse.gov.uk, T 08701 545500

Organisations & Initiatives	Website	Telephone	Details
HSE - The Health and Safety Executive	www.hse.gov.uk www.hsedirect.com	Infoline: 08701 545500	The Health and Safety Executive ensure that risks to people's health and safety from work activities are properly controlled. They are interested in the health and safety of people at work - that includes people who may be harmed by the way work is done.
CHAS - Contractor Health & Safety Assessment Scheme	www.chas.gov.uk		CHAS has a number of objectives but is primarily designed to avoid duplication of effort in health and safety pre-qualification when tendering or applying for select list. It also provides a "level playing field" by using clear, transparent standards that are acceptable to both clients and applicant. It enables a contractor to demonstrate compliance with health and safety law with adequate management of health and safety and at the same time saves all parties time and money.
Construction Health & Safety Group	www.chsg.co.uk	01932 561871/ 563121	The Construction Health and Safety Group (CHSG) provide safety training courses is extremely comprehensive covering a wide range of construction related subjects but many of the courses are suitable for industry and commerce generally.
ACAS - Advisory, Conciliation and Arbitration Service	www.acas.org.uk	Helpline: 08457 474747 Minicom 0845 606 1600	ACAS's staff are employment relations experts. They provide up-to-date information, independent, impartial and confidential advice, high quality training, and they work with employers and employees to solve problems and improve performance. There Equality Advisors provide free and confidential strategic advice to employers so they can draw up and apply policies and practices for equality among their workforce. Visit the website for guidance and publications.
CIPD - Chartered Institute of Personnel and Development	www.cipd.co.uk	020 8971 9000	The Chartered Institute of Personnel and Development (CIPD) is the professional body for those involved in the management and development of people. Provides a wide range of support and advice on many people issues.
CITB - Construction Skills	www.citb-cs.co.uk	for your local office call 01485 577577	CITB-CS provides assistance in all aspects of recruiting, training and qualifying the construction workforce, whilst working with industry partners and Government to improve the performance of the industry as a whole.
TUC - Trades Union Congress	www.tuc.org.uk	020 7636 4030	The TUC produce advice and guidance for all areas of employment and safety law many with supporting best practice examples.
WWT - Working Well Together	www.wwt.uk.com	0845 2727 500	The working well together initiative is a groundbreaking campaign developed by the Health and Safety Commission's Construction Industry Advisory Committee (CONIAC) to raise standards of health and safety within the construction industry.

Publisher	Books and Guidance
ACAS www.acas.org.uk	Induction training (ttp ref 5381) - This booklet aims to assist employers, employees and their representatives develop effective induction programme/exercise.
CITB Construction Skills www.citb-cs.co.uk	GE700: Construction Site Safety - For over 20 years, GE700 has been the industry standard for Health & Safety. It is revised and updated annually to take into account the latest legislative changes and new or updated guidance and procedures. Each module is loose leafed and written to provide practical, accurate and authoritative advice on all the important areas of Health & Safety for use in the building and construction industry, within the existing legal framework and requirements. Remember, ignorance of the law is no excuse!
Construction Industry Council www.cic.org.uk	A Safer Bet - an introduction to the principles of the CDM Regulations (ISBN 1 8986 7104 4) - VIDEO CASSETTE - This video heightens awareness of the contribution which designers can make to the health & safety of those working in construction. It outlines the working of the Regulations and provides examples of good and bad practice. There are three case studies showing designers putting the principles of the Regulations into practice.
Health and Safety Executive www.hsebooks.com	HSE provide a wealth of guidance. They carry out research and provide an information service. Effective team working (ISBN 0 7176 2149 9)- Team working is increasingly prevalent in contemporary organisations. It is therefore important to understand its implications for employee mental health. This report provides a detailed analysis of team working, including what it is, how teams vary, the effects of team working on employee mental health, and theoretical perspectives on team working. It also reports on new studies of three distinct types of teams in different organisations: flexible work teams, lean production teams, and self-managing teams.
Trades Union Congress www.tuc.org.uk	Gender Sensitive Health and Safety: A report of a TUC symposium on research into women's health and safety (ISBN 1 8500 6600 0) - This report explains why the TUC believes that health and safety should be gender sensitive rather than gender neutral. It also seeks to encourage safety reps, employers, researchers and the enforcement and regulatory agencies to address the gender agenda. Hazards at Work (ISBN 1 8500 6368 0) - TUC guide to health and safety - The definitive practical trade union guide to health and safety at work - a must for all safety reps and managers. Over 30 chapters covering every aspect of health and safety, including full analysis of types of hazards, summaries of the law, dealing with accidents, and checklists for action. No More 'Men Only' Health and Safety: What women want at work (ISBN 1 8500 6466 0) - Report of a TUC survey of safety representatives by Pete Kirby. Survey evidence brought together in this report shows that, although almost half the workforce is female, their safety concerns are not being properly addressed.
TUC and CBI www.tuc.org.uk	Clean up with COSHH 2000 (ISBN 1 8500 6549 7) - This guide to the Control of Substances Hazardous to Health Regulations 1999 (and COSHH essentials) will interest union safety reps in a range of industries where chemical illness in the workplace is a problem or a threat. The guide gives an overview of hazardous substances and outlines legal standards. Creating Partnerships for Prevention - joining up health and safety (ISBN 1 8500 6576 4) - How to develop and maintain joint working to foster good relationships over health and safety projects. Full of case studies which provide inspiration and good practice tips for all involved in health and safety and well-being at work.
TUC and the Royal National Institute for Deaf People www.tuc.org.uk	Indecent Exposure: A joint report on noise at work (ISBN 1 8500 6601 9) - Reporting research which shows that many new industries expose their employees to damaging noise, and setting out an agenda for action by Government, employers and others. Case studies of individuals with noise induced hearing loss give a strong personal dimension to this problem.