

Consultation, Reporting and Review

Talking to the workforce, and the annual cycle that keeps the system alive

Scope and limitations — read before use

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1. You must consult your workforce

Employers have a legal duty to consult employees on health and safety matters. In a small firm this does not need a committee — it needs the conversation to actually happen and to be recorded.

- Consult on anything that affects their health and safety: new equipment, new processes, changes to the site, the results of risk assessments, and the training provided.
- Toolbox talks count, provided you ask questions and record what comes back.
- Make it genuinely safe to raise something. If the first person to report a problem gets a hard time, you will never hear about the next one.
- Record what was raised and what you did about it. 'We listened and did nothing' is worse than not asking.

2. Worker concern log

Date	Raised by	Concern	Action taken	By whom	Closed (date)	Fed back? Y/N

3. Near miss reporting

A near miss is free information about the accident you have not had yet. Chase them, do not just wait for them.

Date	What nearly happened	Why it nearly happened	What has changed as a result	Closed

4. The annual cycle

When	Task	Reference	Done
Weekly	Site or yard walk round	Sector pack inspection form	
Monthly	Check the refresher calendar for anything due in 90 days	SOP-02	
Monthly	Review near misses and concerns raised	SOP-05	
Quarterly	Formal review — incidents, changes, actions outstanding	Sector pack	
Quarterly	Toolbox talk delivered and recorded	Sector pack	
Annually	Review every risk assessment	Sector packs	
Annually	Review the training matrix in full	SOP-02	
Annually	Check all statutory examinations are current (LOLER, PSSR, LEV)	Sector pack	
Annually	Health surveillance round	Sector pack	
Annually	Review insurance declarations — is what you told them still true?	INS-01	
Annually	Complete the compliance summary for customers and insurers	Sector pack	
On any change	Re-assess: new machine, new process, new site, new people	All	

After any incident	Investigate, review the assessment, record what changed	SOP-05	
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Put these in a calendar with reminders. A system that depends on somebody remembering is not a system.

Reviewed by	Signature	Date	Next review