

2009

Simplicity

Health & Safety

USER TRAINING GUIDE

Version 1.0

Revision History

Date	Author	Issue No.	Revision Description
14/01/2009	Carole Wilkinson	0.1	First draft and reviewed by: Lynne Durban – Training Manager
25/09/2009	Lynne Durban	1.0	Updated and Issued.

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Overview of Simplicity Health & Safety

Simplicity Health and Safety application sets out the general approach, objectives and arrangements your company is required to put in place for managing health and safety within your business. It is a unique document management application that records who does what, when and how.

If you have five or more employees working for your company, then Government legislation requires you to have formally documented health and safety policy & procedures in place. There is a government web site that will give you guidance in creating this, if you do not currently have this.

A risk assessment is an important step in protecting your workers and your business, as well as complying with the law. It helps you focus on the risks that really matter in your workplace, whether internal or external, the ones with the potential to cause harm. In many instances, straightforward measures can readily control risks, for example, ensuring spillages are cleaned up promptly so that people do not slip, or ensuring that cupboard drawers are kept closed so that people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable asset, your workforce, is protected.

The law does not expect you to eliminate all risk, but you are required to protect people as far as is 'reasonably practicable'. This application leads you through the process for achieving this with minimum fuss.

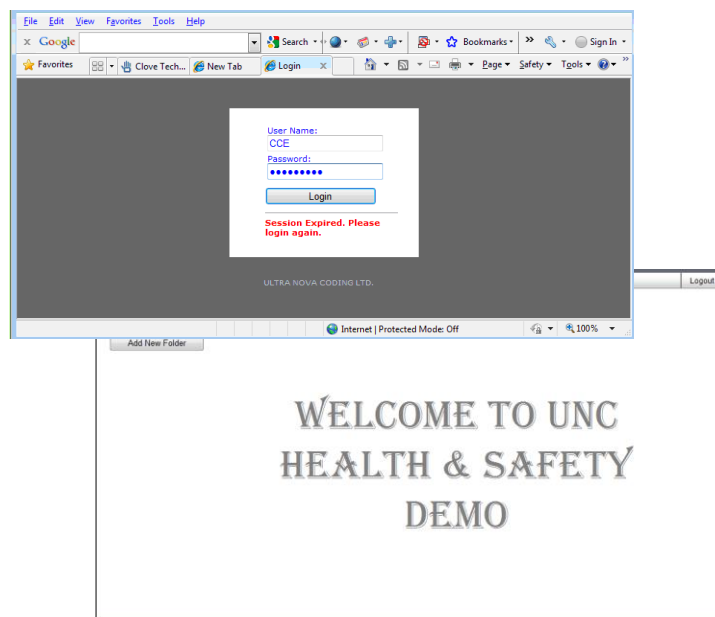
This is not the only way to do a risk assessment, there are other methods that work well, particularly for more complex risks and circumstances. However, we believe using our application and methods are straightforward and adequate for most organisations, and will generate standard working practices with a professional look and feel for you clients and the Health and Safety executive known as HSE

Logging in to Health & Safety

In the email that you received with this document there is a user name and password for you to use to gain access to the application.

Enter the following URL into your web browser to display the login page:

<http://84.51.250.96/HS/>



Health and Safety setup document

Before you can start to add your Risk – Method Statements you are required to complete the setup process.

- From the home screen enter on the Maintenance tab
 - **Department**
 - Ultra Nova Coding will setup the main company, to add another department enter on New Dept and complete the information.
 - **Safety Method Statement Default**
 - Default Department Person List
 - If there is more than one company you will need to change Department name.

Department:

- Enter the Person name in the box

Person: *

- Tick which category they come under. If you require further category, please email with the name you require simplicitysupport@ultranovacoding.com

Supervisor: ☐


First Aider: ☐

Fire Warden: ☐

PPE Add Person Enter on the Add Person and carry on until you have added all the names
Personal Protective Equipment

- To add a Category enter on Add Category type the Category and add

- Default Department PPE List

- To add a Department enter on Add Department, select a department, category and add a PPE item. In the application there are template PPE items, if you want to delete the item press on 

Department:

Category: *

PPE:


- Department PPE Category List
- Department PPE List

Department:

Category: *

PPE:

Key Hazards

- Key Hazards
- To add a Category enter on Add Category type the Category and add
- Default Department Key Hazards
- To add a Department enter on Add Department, select a department, category and add a Key Hazards. In the application there are template Key Hazards, if you want to delete the item press on 

- Department Key Hazards Category List

Category: Type the Key Hazard Name

- Department Key Hazards List

Department:

Category: *

Hazard:

Tools

- Department Tools Category List


Category: Type the name of the Tools Category

Department:

Category: *

Tool:

- Department Tools List

- Default Department Tools List
- To add a Department enter on Add Department, select a department, category and add a Tools List. In the application there are template Tools List, if you what to delete the item press on 

Risk Assessments

- Risk Assessments Category List

Category: Type the name of the Tools Category

- Risk Assessments List

There is a list of Risk Assessments and Method Statement in the applications, however Ultra Nova Coding can add your Risk Assessment and Method Statement at a cost of £35.00 per document, this is a one off cost

Department:

Home

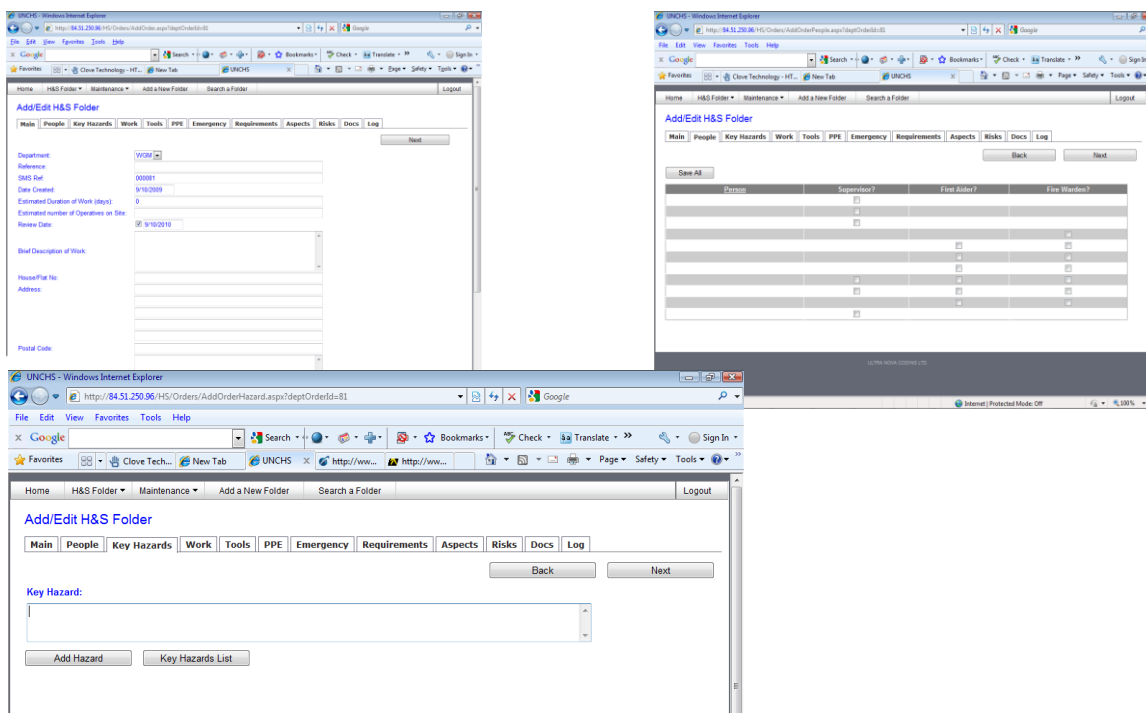
Simplicity Health and safety is a process application that leads you through screens with questions that will generate your Risk Assessments and Method Statement folder in a PDF format

SIMPLICITY PROFESSIONAL HEALTH & SAFETY



On the Front screen you will see button across the top and down the side. You can navigate to them at any point by pressing and opening.

Home
H&S Folder
Maintenance
Add a New Folder
Search a Folder
Accident Book



SIMPLICITY PROFESSIONAL HEALTH & SAFETY

UNCHS - Windows Internet Explorer

http://84.51.250.96/H&S/Orders/AddOrderSeqOfWoks.aspx?deptOrderId=81

File Edit View Favorites Tools Help

Google Search

Home H&S Folder Maintenance Add a New Folder Search a Folder Logout

Add/Edit H&S Folder

Main People Key Hazards Work Tools PPE Emergency Requirements Aspects Risks Docs Log

Sequence of Work:

Add Sequence of Work

Add/Edit H&S Folder

Main People Key Hazards Work Tools PPE Emergency Requirements Aspects Risks Docs Log

Tool Name:

Add Tool Tools List

UNCHS - Windows Internet Explorer

http://84.51.250.96/H&S/Orders/AddOrderTool.aspx?deptOrderId=81

File Edit View Favorites Tools Help

Google Search

Home H&S Folder Maintenance Add a New Folder Search a Folder Logout

Select Tools to Add:

Main Tool List

- ☐ Hammer
- ☐ Paint brushes/rollers
- ☐ Drills
- ☐ Saws
- ☐ Lighting
- ☐ Alloy Scaffold Tower
- ☐ Bay Ladder
- ☐ 110v Transformer
- ☐ 110v Heavy Breaker
- ☐ Hydraulic Breaker
- ☐ Light Breaker (Plunges)
- ☐ Vacuum Cleaner
- ☐ Pressure washer
- ☐ Cement mixer
- ☐ Aggrate
- ☐ Angle Grinder
- ☐ Paint Saw
- ☐ Circular Saw
- ☐ Mix Saw
- ☐ Tile Cutter
- ☐ Wallpaper Stripper
- ☐ Bitumen Pot
- ☐ Chainsaw
- ☐ H&S Winder
- ☐ Bench Saw
- ☐ Floor sander
- ☐ Heat gun
- ☐ Generator
- ☐ Pipe freezing kit
- ☐ Router
- ☐ Planer

Add Tool(s)

UNCHS - Windows Internet Explorer

http://84.51.250.96/H&S/Orders/AddOrderPPE.aspx?deptOrderId=81

File Edit View Favorites Tools Help

Google Search

Home H&S Folder Maintenance Add a New Folder Search a Folder Logout

Add/Edit H&S Folder

Main People Key Hazards Work Tools PPE Emergency Requirements Aspects Risks Docs Log

PPE:

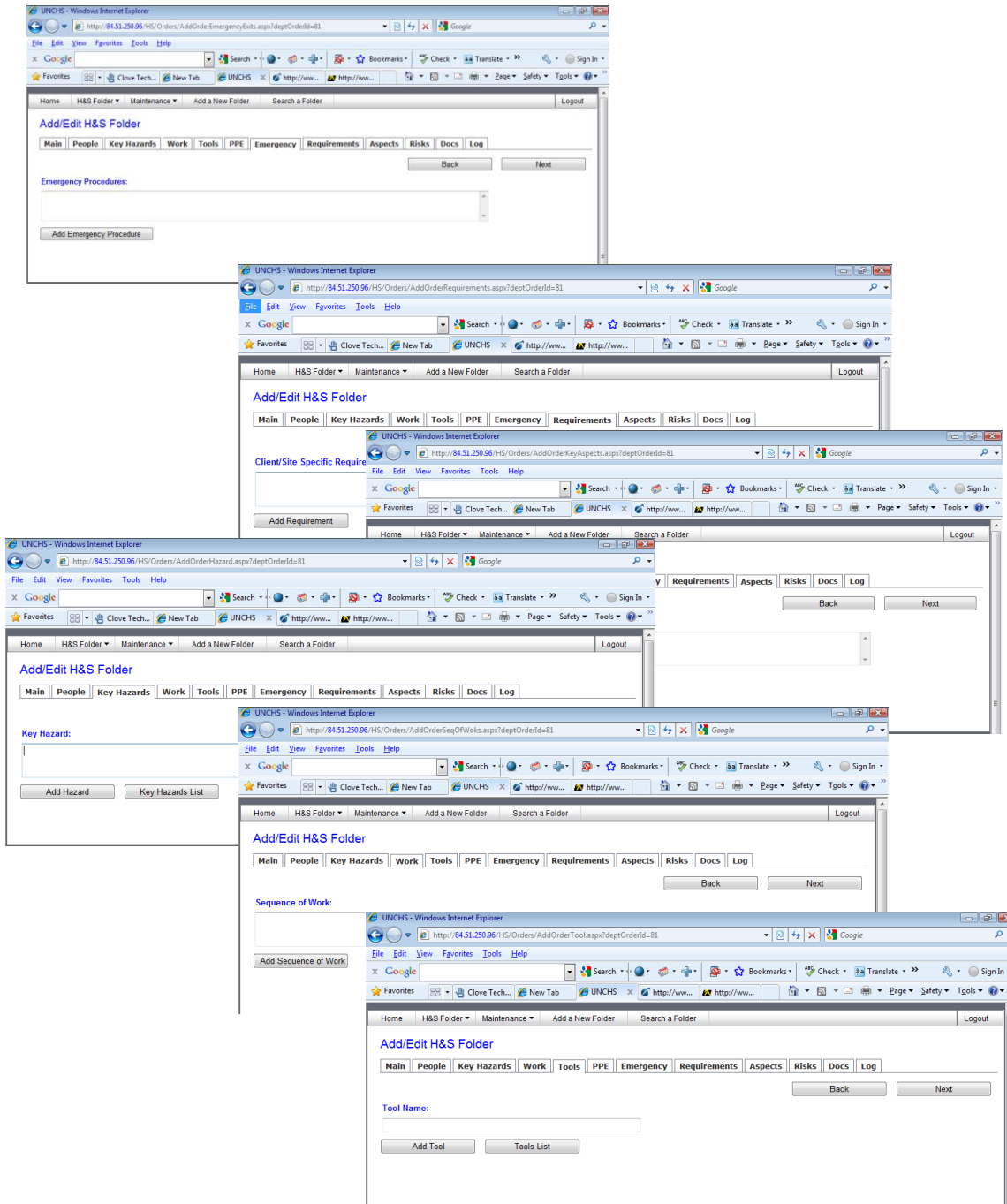
Add PPE PPE List

Select PPEs to Add:

PPE Main

- ☐ Gloves
- ☐ Hard Hat
- ☐ Fall Arrest Harness
- ☐ Ear Defenders
- ☐ Hi-Viz Vest
- ☐ Dust Mask
- ☐ Eye protection

Add PPE(s)



UNCHS - Windows Internet Explorer

http://84.51.250.96/HS/Orders/AddOrderRiskAssessments.aspx?deptOrderId=81

File Edit View Favorites Tools Help

Google Search

Home H&S Folder Maintenance Add a New Folder Search a Folder Logout

Add/Edit H&S Folder

Main People Key Hazards Work Tools PPE Emergency Requirements Aspects Risks Docs Log

Back Next

Risk Assessments List

Select Risk Assessments to Add:

Main Risk Assessments		
<input type="checkbox"/> Use of Hand Tools	<input type="checkbox"/> Chasing Out	<input type="checkbox"/> Fencing
<input type="checkbox"/> Use of port electricity equipment	<input type="checkbox"/> Removing tiles	<input type="checkbox"/> Glazing
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Groundworks - Hand	<input type="checkbox"/> Garage Doors
<input type="checkbox"/> Working at heights	<input type="checkbox"/> Groundworks - Mechanical	<input type="checkbox"/> Pressure Washing
<input type="checkbox"/> Stripping Out	<input type="checkbox"/> Minor Roof work	<input type="checkbox"/> Minor Structural Repairs
<input type="checkbox"/> General Electrics	<input type="checkbox"/> Renewing loft insulation	<input type="checkbox"/> Slaxiclean
<input type="checkbox"/> Plumbing installation	<input type="checkbox"/> Resurfacing Works	<input type="checkbox"/> Working in occupied property
<input type="checkbox"/> General Carpentry	<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Working in void property
<input type="checkbox"/> Flooring	<input type="checkbox"/> Brickwork-Blockwork	<input type="checkbox"/> Working outside
<input type="checkbox"/> Plastering	<input type="checkbox"/> Roof work	<input type="checkbox"/> Petrol-Diesel Powered Plant
<input type="checkbox"/> Wall Tiling	<input type="checkbox"/> Demolition	<input type="checkbox"/> Fitting Bathroom
<input type="checkbox"/> Internal Decorations	<input type="checkbox"/> External Decorations	<input type="checkbox"/> Fitting Kitchen

Add Risk Assessment(s)

Home H&S Folder Maintenance Add a New Folder Search a Folder Logout

Add/Edit H&S Folder

Main People Key Hazards Work Tools PPE Emergency Requirements Aspects Risks Docs Log

☒ Sign In Sheet Number of Copies: 1

☒ Safety Method Statement

☒ Risk Assessment Procedure

☒ Risk Assessments

☒ Hot Works Permit Number of Copies: 1

☒ Include a blank paper after every copy

Date Sent to Client:

☐ Client provided a copy of asbestos register

☐ Health & Safety Closed

Create Folder

H&S Folder

Upload folder

Inputting data

This allows you to input Addresses into the Health and Safety folder from a CSV format.

- The input file has to be in a CSV format
- Format for CSV import,
 - A. Reference No which can be blank

- B. Address 1
 - C. Address 2
 - D. Address 3
 - E. Address 4
 - F. Address 5
 - G. Post Code
 - In the Import section import
 - Select department
 - Browse the CSV file
 - Press Upload
 - The message will say your information has been updates successfully
- If the information is not updated there will be a warning to say the information has not been successfully. Please check it is in the format as above and retry