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 generates 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/
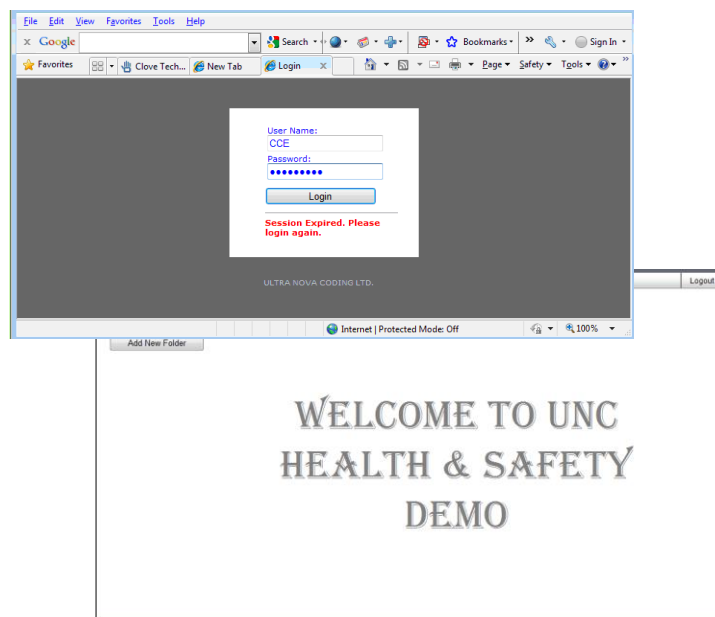
Health and Safety setup document

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: UNCL-Demo ▼

- Enter the Person name in the box

Person: _____ *

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

Supervisor: ☐

First Aider: ☐

Fire Warden: ☐

Add Person   Enter on the Add Person and carry on until you have added all the names

PPE *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 what to delete the item press on

Department: [UNCL-Demo ▼]

Category: [PPE Main ▼] *

PPE: [_____] *

[Add PPE] [Cancel]

- Department PPE Category List
- Department PPE List

Department: [UNCL-Demo ▼]

Category: [PPE Main ▼] *

PPE: [_____] *

[Add PPE] [Cancel]

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 what to delete the item press on

-

  - Department Key Hazards Category List

Category: [_____] Type the Key Hazard Name

- Department Key Hazards List

Department: UNCL-Demo

Category: Main Hazards *

Hazard:

Tools

- Department Tools Category List

Category: Type the name of the Tools Category

- Department Tools List

Department: UNCL-Demo

Category: Main Tool List *

Tool:

- 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: UNCL-Demo

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

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

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