201: Health and safety in building services engineering  
**Handout 9: Reporting**

**Learning outcome**

The learner will:

1. Understand the procedures for dealing with Environmental and Health and Safety situations in the work environment

**Assessment Criteria**

The learner can:

2.3 state the actions to be taken in situations which exceed their level of responsibility for Health and Safety in the workplace.

2.4 specify **appropriate responsible persons** to whom Health and Safety and welfare related matters should be reported.

**Range**

**Appropriate responsible persons**: Employer, Employees, Customer/client, Safety officers, Health & Safety executive/inspectors, Trades union representative, Environmental health officers

**Reporting**

If you discover a Health and Safety issue then you should initially try to rectify the situation. However, if you cannot do this then you have a responsibility to report this to an appropriate person or agency. These include the following:

**Employees**: All workers are entitled to work in environments where risks to their health and safety are properly controlled. Under health and safety law, the primary responsibility for this is down to employers.

Workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements.

As a worker, if you have specific queries or concerns relating to health and safety in your workplace, talk to your employer, manager/supervisor or a health and safety representative.

**Employer**: It is an employer's duty to protect the health, safety and welfare of their employees and other people who might be affected by their business. Employers must do whatever is reasonably practicable to achieve this.

This means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

Employers have duties under health and safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in your workplace.

Employers must give you information about the risks in your workplace and how you are protected, also instruct and train you on how to deal with the risks.

Employers must consult employees on health and safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union.

**Customer/client**: It is the client’s responsibility to ensure that all aspects relating to contracted works, that affect health and safety, are clearly identified and communicated to all parties involved.

**Safety officers**: The health and safety officer’s main aim is to prevent accidents, injuries and work-related illnesses in the workplace. Their role is to create and implement health and safety policies in accordance with the latest legislation and to ensure that these policies are implemented by management and employees.

**Health & Safety executive/inspectors**: Health and safety laws applying to the business are enforced by HSE inspectors or by officers from your local authority.

An inspector’s role is to:

* investigate (when accidents have happened or a complaint is made) whether people are at risk, to find out if something has gone wrong
* require the employer to take action to control risks properly if they are not already complying with the law
* take appropriate enforcement action in relation to any non-compliance, ranging from advice on stopping dangerous work activities to potentially taking prosecutions where people are put at serious risk
* provide advice and guidance to help comply with the law and avoid injuries and ill health at work

Inspectors have the right of entry to premises as well as the right to talk to employees and safety representatives, and exercise powers to help them fulfil their role.

**Trades union representative**: A Trade Union Safety Representative can contact the Health and Safety Executive about something that has either caused, or has the potential to cause significant harm; by completing the Concerns and Advice form for safety representatives. This will only be done if the employer does nothing to alleviate the situation and it is felt that employees and others are at risk.

To use this facility the trade union rep must:

* be a safety representative, appointed by a Trade Union under the Safety Representatives and Safety Committees Regulations 1977
* have tried to resolve the issue using your powers under those Regulations

**Environmental health officers**: They are responsible for investigating incidents that affect health such as pollution, accidents at work, noise control, toxic contamination, pest infestations, food poisoning and waste management. They work with government agencies, individuals, businesses and specialists. A large amount of time is spent away from the office visiting properties such as farms, shops, food outlets, private/public accommodation, commercial premises, manufacturers and industrial organisations. In addition to inspections, responsibilities include:

* compiling reports
* providing training courses
* gathering samples to be tested
* investigating complaints
* serving legal notices
* providing evidence in court
* liaising with other organisations