



SAFETY ASSESSMENT
FEDERATION

Owner / User Guidance

Safety Assessment Federation and its
Health and Safety Passport Scheme

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Site Safety and Health and Safety Passport Schemes

All persons working on or visiting a site should be competent to carry out their assigned tasks and must have, as a minimum, the basic health and safety training required to visit or work safely. Site safety is legally the site owner's responsibility and this includes not only a safe premises but also ensuring that all persons accessing the site are adequately trained and adopt safe working practices. The latter responsibility also extends to all employers, including contractors, as they have a legal duty¹ to ensure their employees are adequately trained and competent to carry out their tasks and work safely wherever they work.

Health and Safety Training

Most trade training, particularly National Vocational Qualification (NVQ) courses, now include health and safety training as a standard module. These will generally follow the advice given in the Health and Safety Executive (HSE) document 'Passport Schemes a good practice guide'², which gives advice on good practice and a suggested core syllabus. Other methods of ensuring such training include industry sector schemes, health and safety passports and higher qualifications such as those provided by NEBOSH, RoSPA and IOSH. The majority of these are adequate, follow the HSE guide and involve some form of assessment or testing to ensure the training has been assimilated. Industry schemes tend to focus on the specific activities carried out by the industry but may be adequate to cover the majority of other industry sector sites.

What are Safety Passports?

A 'Health and Safety Passport' is usually a card (similar in size to a credit card or driving licence) with a photograph and documenting that the bearer has undertaken certain basic health and safety awareness training and has passed a test. It should be signed by an authorized person and be 'in date'. The passport is not required or regulated by law, neither is it a qualification or level of competence. The passport does not reduce the requirement to provide such specific to site information (induction) as required under the Health and Safety at Work etc. Act 1974 s3(3) or communication between site managers and contractors on safe working practice.

The SAFed Health and Safety Passport Scheme

The SAFed Health and Safety Passport Scheme, like many other sector schemes, follows the HSE guide, but is specifically designed to meet the requirements of Engineer Surveyors, both in carrying out their specialist tasks of statutory equipment examinations and considering the varied environment in which they work. These include construction sites, quarries and mines, manufacturing, leisure sites, petrochemical sites, utilities, communications, catering and logistics (storage and distribution), service industries, off shore installations, ports, airports, retail, offices and any safe premises where the statutory examinations can be carried out. Delivery of the scheme is independently monitored to comply with the HSE syllabus and standards and assessed by the United Kingdom Accreditation Service (UKAS) as part of the accreditation of an inspection body.

- 1 Health and Safety at Work etc Act 1974 s2(2)(c)
- 2 HSE Guidance: 'Safety Passports – A Good Practice Guide' INDG 3

SAFed Safety Passport Training

The SAFed scheme provides training on the following 20 Modules:-

1	Awareness of health and safety key legislative requirements	11	Electricity in the workplace
2	Communications and consultation in the workplace	12	Safety signs
3	Risk Assessments	13	Personal Protective Equipment
4	Safe Systems of Work	14	Workplace Transport Safety
5	Workplace Safety Access and Egress	15	Working at Heights
6	Fire and Emergency Procedures	16	Confined Spaces
7	Occupational Health	17	Quarries
8	Accident, first aid and reporting	18	Asbestos
9	Manual Handling	19	DSEAR Awareness
10	Work equipment	20	Noise

The passport is awarded only after completion of the modules which includes coaching and feedback, the satisfactory passing of a formal written examination and a practical interview. Significantly the scheme is relevant to the tasks carried out and the general risks involved in the work environment.

It recognizes that Engineer Surveyors are also health and safety professionals, often the first line of defence in identifying dangerous defects in the site owner's plant and equipment and allowing rectification before an accident happens.

HSE Good Practice and Mutual Recognition of Other Safety Passport Schemes

HSE welcomes safety passports and views them as being an important way of improving health, safety and the environment but does not endorse any particular scheme. The HSE good practice guide encourages and recommends organisations to work together in recognising other like schemes in order to avoid needless duplication of effort, additional expense and ensure better regulation. SAFed works with the HSE and local authorities, industry sectors and professional institutions to promote safety and reduce the risk of accidents.

SAFed working with Site Owners/Managers

In addition to recognising other safety passport schemes which follow the HSE good practice guide, SAFed Members liaise with site managers to ensure adequate site induction and notification of any specialist tasks and risks involved in their work, particularly where these may not be familiar to the industry. Issues could include permits to work, lone working, safe rescue procedures, provision of safety equipment such as barriers and compliance with safe working procedures.

The Safety Assessment Federation (SAFed)

The Safety Assessment Federation (SAFed) is the trade association which represents the independent inspection industry. Its full members are all accredited by the United Kingdom Accreditation Service (UKAS) to the international standard for inspection bodies (ISO 17020) and this is recognised by the HSE as one method of demonstrating the legal requirement for competence. SAFed is also a member of the Electrical Safety Council, United Kingdom Accreditation Service, Chartered Quality Institute, British Quality Foundation, TIC Council, the Trade Association Forum and works closely with the HSE, local authorities and other government departments as well as professional institutions and other trade bodies to develop industry best practice.

Promoting Safety | Reducing Risk | Adding Value



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