

A guide to the Lighthouse

# Health & Safety Online Management System

As a Lighthouse customer, your Health & Safety support package includes access to our online management system.

This web based portal has been designed to assist you with the formulation, updating, recording and storing of all your company Health & Safety documentation and procedures.

In order to access your portal, visit [www.lighthouse riskservices.com](http://www.lighthouse riskservices.com) and enter the login details provided to you where prompted:

**Once logged in, you will arrive at your dashboard where you will have access to the following modules...**

## Library Templates

This section contains downloadable templates which you may require from day to day. These include the following:

- Accident Summary
- Asbestos Containing Material Inspection Record
- Basic Health and Safety Induction
- CDM Construction Phase Health & Safety Plan - Simple
- CDM Construction Phase Health & Safety Plan
- Construction Contractors Health & Safety Questionnaire
- Emergency Rescue Plan
- Fire Safety Log Book
- Fork Lift Truck Inspection
- General Work Permit
- Harness Inspection Record
- Hazard Report Form
- Health & Safety Meeting Record Form
- Hot Work Permit
- Ladder Check List
- Legionella – Monitoring Forms
- Machine Inspection Log
- Method Statement
- MEWP Inspection
- Mobile Tower Scaffold Inspection
- Night Worker's Health Questionnaire
- Plant Inspection
- PPE Issue Record
- Racking Inspection
- Scaffold Handover Certificate
- Site Safety Inspection Report
- Site Tool Box Talks
- Tool Box Talk Attendance Record
- Training Course Attendance Record
- Vehicle Inspection Record
- Visitor Log

## ● Custom Documents

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As part of your Health & Safety support package, you will receive on-site support from a Lighthouse consultant. The reports and documentation produced by your consultant will be categorised and uploaded to this section for ease of access.

### **Documentation stored in here may include:**

- Your company Health & Safety policy
- Audit reports
- Specific Risk Assessments developed whilst your consultant was on-site with you
- HSE Guidance notes and publications
- Survey reports such as Asbestos Management surveys or Noise Assessments

## ● My Documents

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This section of the portal has been designed for you to upload documentation which is supplementary to your Health & Safety procedures.

This may include; training certificates, operator licenses, or completed sign off sheets for toolbox talks etc.

Folders and sub-folders can be created within this module; making it simple to categorise your documentation for quick and easy access.

## ● Tasks

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The 'Tasks' module acts as an online health and safety action plan for you. The remedial actions identified following a Lighthouse Health & Safety audit, service visit or assessment will be uploaded to this section for you.

From there, you can manage these tasks - adding notes and creating an audit trail as you complete them. Tasks can be given target dates and priorities dependent on their importance. The system will also automatically generate an email reminder for you when tasks are due for completion.

You can add new tasks yourself too, along with creating 'grouped' tasks – ideal for multi-site businesses who need to apportion specific tasks to different sites or departments.



This module is a great way of displaying a plan for the continuous management of Health & Safety related issued to anybody who may have an interest in your business. This could include auditing or accrediting bodies such as your insurers; along with enforcing authorities such as the HSE or Environmental Health.

## ● Training

This module allows a training matrix to be created; detailing a list of your employees, along with a list of applicable training courses to your company requirements.

Reminders for training expiration dates will be emailed to you directly from the portal – ensuring that you are aware of any refreshers which need to be organised.

Your training matrix can be downloaded to a PDF document at any time for ease of distribution.

 Add a new employee
 Download the training matrix as a PDF

### Employee training matrix

Employee	Asbestos Awareness	Confined Spaces	Emergency First Aid at Work	Fire Safety	Fork Lift Truck
<b>Andy Sutcliffe</b> <small>Site Supervisor, Site</small>	<div>Requires renewal</div> <div>RENEWAL DATE</div> <div>04/10/2015</div>	<div>Trained</div> <div>RENEWAL DATE</div> <div>16/12/2015</div> <div>COMPLETION DATE</div> <div>16/12/2014</div>	<div>Trained</div> <div>RENEWAL DATE</div> <div>12/01/2016</div> <div>COMPLETION DATE</div> <div>12/01/2013</div>	<div>To do</div> <div>Set a renewal reminder date</div>	<div>Not required</div> <div>Set a renewal reminder date</div>
<b>Gwyn Evans</b> <small>Site Supervisor, Site</small>	<div>Not required</div> <div>Set a renewal reminder date</div>	<div>Not required</div> <div>Set a renewal reminder date</div>	<div>Not required</div> <div>Set a renewal reminder date</div>	<div>Not required</div> <div>Set a renewal reminder date</div>	<div>Not required</div> <div>Set a renewal reminder date</div>
<b>John Smith</b> <small>Site Operative, Site</small>	<div>Requires renewal</div> <div>RENEWAL DATE</div> <div>04/10/2015</div>	<div>Trained</div> <div>RENEWAL DATE</div> <div>16/12/2015</div> <div>COMPLETION DATE</div> <div>16/12/2014</div>	<div>Trained</div> <div>RENEWAL DATE</div> <div>17/11/2015</div> <div>COMPLETION DATE</div> <div>17/11/2012</div>	<div>To do</div> <div>Set a renewal reminder date</div>	<div>Not required</div> <div>Set a renewal reminder date</div>

## ● Risk Assessments

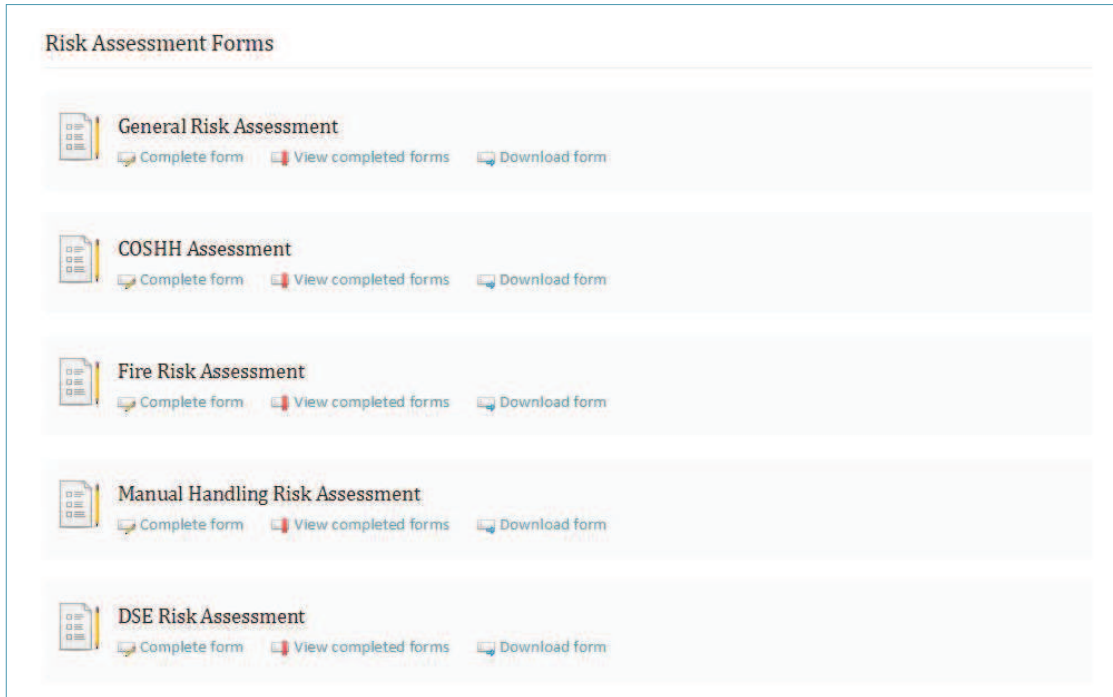
This module contains a number of Risk Assessment templates – allowing you to complete an assessment online without starting from scratch with a blank piece of paper.

When clicking into the General Risk Assessment field, you will be presented with a range of pre-uploaded hazards and their associated control measures.

Hazards are rated as a low, medium or high risk both prior to, and after, implementing your control measures – displaying that you have considered the risk posed by the activity, and that this risk has been reduced by the implementation of effective controls.

Once complete, you can download your assessment to a PDF and store it on the portal for future reference.

For specific risk assessments such as Display Screen Equipment, Manual Handling and COSHH; Lighthouse have designed the online forms to follow the specific HSE guidance notes on the topics – giving you the confidence that nothing has been overlooked.



The screenshot shows a web interface titled "Risk Assessment Forms". It contains five distinct sections, each for a different type of risk assessment. Each section includes a document icon, the title of the assessment, and three action buttons: "Complete form", "View completed forms", and "Download form".

- General Risk Assessment**
  - Complete form
  - View completed forms
  - Download form
- COSHH Assessment**
  - Complete form
  - View completed forms
  - Download form
- Fire Risk Assessment**
  - Complete form
  - View completed forms
  - Download form
- Manual Handling Risk Assessment**
  - Complete form
  - View completed forms
  - Download form
- DSE Risk Assessment**
  - Complete form
  - View completed forms
  - Download form

## ● Accident Reports

As with the risk assessments, this module has been designed with the HSE guidance on accident reporting in mind.

Once you start to complete a form, you will be guided through the various pertinent issues surrounding the reporting of a specific incident. Photographs can be uploaded as supporting evidence to the report if required.

Once completed, the accident report form can be downloaded as a PDF and will be saved on your portal for future reference. This is extremely useful as evidence for the defence of any civil liability claims which may be brought against you.

The use of this module is often implemented following a review of your accident reporting systems with your Lighthouse consultant. It enables you to move away from a traditional paper accident book and take control of accident reporting via managers or supervisors.

## ● E-Learning

This module contains a link to the Lighthouse E-Learning training web-page.

If you have purchased credits for courses on this system you can access them via here. For more information on our E-Learning training, please contact the office on 0845 459 1724.