



REMEMBER

We are always here to help if you need us. We are just a phone call or an email away.



Health & Safety does not have to be complicated. However, we understand that it can look like a daunting and confusing task from the outside, so that's why we have created this checklist.

For most businesses, all that's required is to conduct a series of straightforward, simple tasks.

Due to the variables that inevitably exist in each workplace, our list may not be definitive BUT - according to the HSE...

... every employer with 5 or more staff **MUST** complete certain tasks, does your organisation complete these tasks?

Each task is explained in more detail further on in this document.



Print off the grid part of this document (Page 2) and complete it to find out if your organisation completes these tasks. If concerns are raised on any of the fields, you should do all that is reasonably practicable to sort out the issue as soon as possible.

Disclaimer - this checklist is not a definitive list and Health & Safety responsibilities/duties vary depending on the type and size of businesses. This checklist is to be used as rough guidance only. iHASCO assumes no responsibility for errors or omissions in the contents of this document.

Task	Status	Completion Date
Appoint a competent person		
Make sure every member of staff has completed their mandatory training		
Write/update Health & Safety Policy		
Assess and manage the risks in your workplace (Conduct risk assessment(s))		
Consult employees		
First Aid - Do you have an appointed person/enough trained first aiders?		
Display the HSE Health & Safety law poster		
Are you insured?		
Fire Wardens - Do you have enough fire wardens and have they received their training?		
Are workplace facilities suitable?		
DSE - Are workstations suitable and have homeworkers been accounted for?		
Keep up-to-date		

Comments:



For Employers/Responsible Person



1. Appoint a competent person to help you meet your Health and Safety duties

This person must have or gain the necessary skills, knowledge and experience to manage Health and Safety. In smaller businesses it may be the owner or director or an experienced employee. You can even appoint an external consultant. What's important is that someone has the overall responsibility.



2. Provide training and information

Training and instruction must be provided FREE and during work time. There is a wealth of Health & Safety legislation covering everything from food hygiene and fire awareness, through to manual handling and operating display screen equipment. The one thing all such legislation has in common is the need to train and instruct staff. You are free to choose the type of training you offer and can appoint an external training provider, or in some circumstances train employees yourself.

Some training is mandatory, such as Fire Awareness Training and DSE Training (for those who regularly use DSE). Other training can be mandatory depending on job role.

***NEED HELP?** We offer a range of [high quality interactive courses](#) perfect for all organisations and you can [trial them for free](#) at any time without obligation.*



3. Write/Update a Health & Safety Policy for your business

If you have 5 or more employees you MUST have a written policy. This need not be complicated, but it's crucial you do not delay the creation of this document and that you keep it up-to-date. This should be reviewed at least once a year and should be updated if necessary.



***NEED HELP?** We are happy to provide helpful samples and templates on request and give you guidance. It's crucial you do not delay the creation of this document.*

4. Assess and manage the risks

Legislation does not require you to remove all risks, largely because that would be impossible. But you **MUST** think about what, in your particular business, could cause harm to your employees and/or customers. So you need to carry out an effective risk assessment which identifies the hazards and risks that exist, documents them and details what measures you can take to control them (some businesses will require multiple risk assessments depending on their activity and size). You're almost certainly not going to be able to do this on a daily basis, but the law requires you to document this activity and to regularly update it – few workplaces stay the same.

***NEED HELP?** We provide [Risk Assessment Training](#) and a free online [risk assessment tool](#) to help you get you started.*



5. Consult your employees

You have an obligation to talk to and listen to your employees about Health & Safety. Your employees must be allowed to raise concerns and are often best placed to understand the risks. In small businesses, you can consult them directly. Alternatively, and in larger businesses, you should allow them to nominate a Health & Safety representative (as an employer you cannot decide who the representative will be).

6. First Aid

Do you have an appointed person and enough first-aiders in your workplace? Have they had sufficient training? Do you have a suitably stocked first aid kit?

When it comes to the correct numbers there are no hard and fast rules and it will depend on your business. The HSE recommend referring to the tables in [this document](#) for help.

First-aiders should receive practical training (FAW and/or EFAW) every three years and it is strongly recommended that they take refresher training at least once a year.

You can find out what should be stocked in a first aid kit [here](#).



NEED HELP? We provide a wide range of [First Aid Training courses](#).

7. Display the Health & Safety law poster

If you employ anyone you must display this poster in a prominent position

NEED HELP? Order a poster direct from the [HSE](#).



8. Be suitably insured

Almost every business must have insurance that covers employers' liability. A company can be fined up to £2,500 for any single day for which they are without suitable insurance. The HSE enforces the law and inspectors can demand to see your insurance.



NEED HELP? We recommend that you keep a complete historical record of your employers' liability insurance, as it is possible an injury or disease could appear years after exposure to the likely cause.

 9. Fire Wardens

Every organisation needs designated fire wardens and they must receive sufficient training. How many fire wardens you need depends on the size of your building, the type of work carried out, and the risks posed. You should conduct a risk assessment to figure out if you work in a low, medium or high-risk building. You can find a rough guide [here](#).

***NEED HELP?** We supply IOSH Approved [Fire Warden Training](#), you can try it for free at any time!*

 10. Provide the right workplace facilities

You must provide a range of items and facilities to ensure employee health and welfare. Among other things, these include toilets, hand-basins with soap, drinking water, a rest area, good ventilation, a reasonable working temperature, and well-maintained equipment.

 11. DSE (Display Screen Equipment)

You're legally required to provide all staff who regularly use Display Screen Equipment (including tablets and mobiles) with DSE Training. You need to consider the type of DSE you provide them with and ensure it's suitable for the work they're carrying out. This also includes staff who work from home.



***NEED HELP?** We supply IOSH Approved [DSE Training](#) and a Health & Safety programme for [homeworkers](#).*



12. And finally, keep up-to-date

You have an obligation to keep up to date with Health & Safety news and events in your industry.



NEED HELP? We recommend you bookmark the HSE website (www.hse.gov.uk). We post any significant news on our site, so it's worth reading our [blog](#). We also send out industry specific monthly newsletters, which you can subscribe to [here](#). Our clients can rest assured in the knowledge that should best practice or legislation change, we'll be in touch.