

Health and Safety Checklist

By iHASCO

Health and Safety does not have to be complicated.

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 the following TEN tasks, have you?

Each task is explained in more detail on pages 3, 4 and 5.

We are here to help you if we are needed.

Please use this table to ensure you have complied.

	Task	Status	Date
1	Appoint someone to help		
2	Write a Health and Safety Policy		
3	Assess and manage the risks		
4	Consult employees		
5	Provide training and information		
6	Provide the right workplace facilities		
7	Make arrangements for First Aid, accidents and illness		
8	Display the Health and Safety law poster		
9	Be suitably insured		
10	Keep up to date		

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. Write a Health and 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.

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

3. Assess and manage the risks

Legislation does not expect 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 an effective **RISK ASSESSMENT** which identifies the hazards and risks that exist, documents them and details what measures you can take to control

them. You're almost certainly doing this on an everyday basis, but the law requires you to document this activity and to regularly update it - few workplaces stay the same.

*• **NEED HELP?** We can provide you with templates and example risk assessments to use as a guide and get you started.*

4. Consult your employees

You have an obligation to talk to and listen to your employees about Health and 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 and Safety representative (as an employer you cannot

5. Provide training and information

Training and instruction must be provided **FREE** and during work time. There is a wealth of Health and Safety legislation covering everything from food hygiene and fire awareness, through to manual handling training 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.

*• **NEED HELP?** We offer a range of high quality interactive courses perfect for most types of company and can arrange trials without obligation.*

6. Provide the right workplace facilities

You must provide a range of items and conditions to ensure employee health and welfare. These include toilets, hand-basins with soap, drinking water, a rest area, good ventilation, a reasonable working temperature, well maintained equipment and so on.

• **NEED HELP?** Please see *'Workplace Conditions' PDF*.

7. Make arrangements for First Aid, accidents and illness

You are responsible for making sure your employees receive prompt attention if they are ill or injured at work. As a minimum you should have a stocked first aid kit and an appointed person to take charge of first aid needs. General information regarding first aid arrangements must be readily available to all employees. You must also report certain injuries, accidents and illnesses by law.

• **NEED HELP?** Please ask for more detailed information regarding *First Aid at Work and/or RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)*.

8. Display the Health and 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
<http://www.hse.gov.uk/pubns/books/lawposter.htm>

9. 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 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.

And finally, 10. Keep up to date

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

• **NEED HELP?** You can subscribe to various RSS feeds and we recommend you bookmark the HSE website (www.hse.gov.uk). We will also post any significant news on our site, so it's worth reading our blog when you can
www.ihasco.co.uk/blog.

Our online clients can rest assured in the knowledge that should best practice or legislation change, our courses will be immediately updated, ensuring your training always contains latest advice.