

Safety Info Sheet:	Simple. Sensible. Safety.	
Top 12 Tips for Workplace Health and Safety	SITK Ltd t/a Safety is the Key Health & Safety Consultants www.safetyisthekey.co.uk	

Introduction

Many businesses we visit says the same thing - health and safety tends to be the last thing on their mind as they are very busy actually running their core business!

But when an accident happens, the realisation dawns that, with a few simple steps, the accident could probably have been avoided. The company and its owners can face prosecution and also a civil law suit costing many thousands of pounds, and accident often result in unnecessary pain, cost and inconvenience.

Here are our favourite simple 12 tips to keep you out of court, out of jail and out of trouble!

1. Take out Employers Liability Compulsory Insurance

- All but single self-employed people need this.

Have I done this?	YES	NO	Not Applicable
Action to take:			

2. Appoint a Competent Person

The law says you must appoint someone competent to help you to meet your health and safety duties. Internal staff that have had training or an external consultant – you decide. Safety is the Key are the Appointed Competent Person for a number of businesses - ask us for a free quote.

Have I done this?	YES	NO	Not Applicable
Action to take:			

3. Write a Health & Safety Policy

A health and safety policy sets out your general approach, objectives and the arrangements you have put in place for managing health and safety in your business. It MUST be written if you have 5 or more employees, though you must still have it in place with under 5 employees! We write many Policies every month - so why not let us help you?

Have I done this?	YES	NO	Not Applicable
Action to take:			

4. Provide basic Welfare facilities

Provide a safe & healthy environment for employees. Include suitable welfare such as toilets, washing facilities, drinking water and a good environment i.e. lighting, temperature etc.

	Telephone: 020 8406 5039 Email: info@safetyisthekey.co.uk			
CMIOSH Institution of Occupational Safety and Health (012794) Registered Consultant Occupational Safety & Health Consultants Register				

Have I done this?	YES	NO	Not Applicable
Action to take:			

5 Provide health and safety training

Provide Health and Safety training for employees so that they are aware of the hazards and risks in the workplace and are equipped to manage them. You should frequently consult employees on health and safety to ensure that they understand any responsibilities that they have. SITK Ltd train hundreds of employees every year on a variety of H&S topics.

Have I done this?	YES	NO	Not Applicable
Action to take:			

6. Provide the Health and Safety at Work Law Poster

You must provide the approved information in the form of a Poster or leaflet displayed publicly in your workplace. A new and revised Poster has recently been issued. SITK Ltd can provide the new version for just £18 inclusive of VAT and P&P.

Have I done this?	YES	NO	Not Applicable
Action to take:			

7. Log all accidents and report certain ones as well

Put ALL your accidents, incidents and near-misses in your Accident Book. There are some accidents/diseases that you must report under regulations known as RIDDOR. These include 'over 7 day' accidents and some broken bones. More details here:

www.hse.gov.uk/riddor

Have I done this?	YES	NO	Not Applicable
Action to take:			

8. Provide First Aid facilities

The First Aid Regulations require employers to provide first aid in their workplaces. Carry out an assessment to determine the likely hazards, and provide adequate and suitable first aid accordingly. First aid may include first aid boxes, travel kits, trained first-aiders or appointed persons.

Have I done this?	YES	NO	Not Applicable
Action to take:			

9. Carry out a Fire Risk Assessment (FRA)

	Telephone: 020 8406 5039 Email: info@safetyisthekey.co.uk			
<small>CMIOSH Institution of Occupational Safety and Health (012794) Registered Consultant Occupational Safety & Health Consultants Register</small>				

ALL businesses with premises (leased or owned) must carry out a FRA. It MUST be written if you have 5 or more employees, though you must still have it in place with under 5. Detail your fire extinguishers, alarm/smoke systems, fire signs, escape distances, assembly area etc. SITK Ltd can advise you further or write your Fire Risk Assessment for you.

Have I done this?	YES	NO	Not Applicable
Action to take:			

10. Assess the risks

Assess and manage the health and safety risks of your business. Write the significant results if you have 5 or more employees, but you must still prove to the inspectors you have assessed all your risks even if you have under 5 staff. Examine what could cause people harm and what you must to prevent or reduce that harm.

Examples topics: Chemicals, Electrical, PPE, Manual Handling, Lone Working, Work at Height, Slips/Trips/Falls, Driving, Computers, Stress etc.

SITK Ltd can help you write these assessments.

HAVE I DONE THIS – Yes / No / N/Applicable ACTION TO TAKE:

11. Carry out an Asbestos Survey and employee training

If you have business premises built before 2000, ensure you have an Asbestos Survey. If your staff may be exposed to asbestos during their work (i.e. all construction-related and maintenance workers etc.) you must train them in asbestos awareness annually. SITK Ltd can undertake your Asbestos Survey and training - we train hundreds of operative every year.

Have I done this?	YES	NO	Not Applicable
Action to take:			

12. Have your electrical systems and portable appliances checked (PAT)

Electrical faults kill many people every year. Have the building system checked and certificated every 5 years (or sooner if an expert deems it) and all your portable electrical appliances checked regularly as appropriate (often every one, two or three years or more frequent in hazardous work environments such as construction sites). Portable appliance testing (PAT) is just one method - any suitable checking regime can be used.

Have I done this?	YES	NO	Not Applicable
Action to take:			