5 Fact Sheets

5.1 Listed below are all of the fact sheets listed in sections 1, 2 & 3, by double clicking on the icon, this will take you to the relevant sheet.

Section 1 An Introduction to health & safety

An introduction to health & Safety.pdf

Section 1 Health and safety made simple

H&S made easy - basics for your busin

Section 2 A brief guide to controlling risks in the workplace

A brief guide to controlling risks in th

Section 2 Plan, Do, Check, Act

Plan, Do, Check, Act.pdf

Section 2 Health and safety regulation...short guide

Health and safety regulation...short guide

Section 2 CLP - Chemical labels are changing

CLP - Chemical labels are changing.p

Section 2 Chemical Labels Guide

Chemical Labels Guide.pdf

Section 2 Hazardous Symbols

Hazardous Symbols.pdf

Section 2 Sample Risk Assessment

Sample Risk Assessment.pdf

Section 2 Company fined after employees suffer from dermatitis

Company fined after employees suffer fro

Section 2 Example Safety Data Sheet

EXAMPLE SAFETY DATA SHEET.pdf

Section 2 Workplace exposure limits

Workplace exposure limits.pdf

Section 2 COSHH - Nail bars

COSHH - Nail bars.pdf

Section 2 Electrolysis, piercing, tattooing & micro pigmentation

Electrolysis, piercing, tattooing & micro pi

Section 2 Personal Protective Equipment

Personal protective equipment at work -

Section 2 Electricity safety and you – Simple guide

Electrical safety and you - Simple guide.p

Section 2 Electricity at work safe working practice

Electricity at work Safe working practice

Section 2 PAT Testing

PAT Testing.pdf

Section 2 Electricity at Work regulations 1989

Electricity at Work regulations 1989.pdf

Section 2 Manual handling at work - Brief guide

Manual handling at work - Brief guide.pd

Section 2 PPE at Work

PPE at Work.pdf

Section 2 Manual handling Regulations

Manual handling Regulations.pdf

Section 2 Working at height Working at height.pdf

Section 2 Safe use of ladders and stepladders Safe use of ladders and stepladders.pdf

Section 2 Reducing health risks from the use of UV tanning equipment Reducing health risks from the use of

Section 2 Information on UV tanning equipment Information on UV tanning equipment.p

Section 2 Using work equipment safely Using work equipment safely.pdf

Section 2 Safe use of work equipment Safe use of work equipment.pdf

Section 2 How should I dispose of used needles or sharps How should I dispose of used neec

Section 2 Skin Piercing Guidelines Skin Piercing Guidelines.pdf

Section 2 Small steps stop dermatitis – Poster Small steps stop dermatitis - Poster.pc

Section 2 Skin checks for dermatitis – Poster Skin checks for dermatitis - Poster.pc

Section 2 Lets dispel a few myths Let's dispel a few myths.pdf

Section 2 Correct removal of gloves – Poster Correct removal of gloves - Poster.pdf

Section 2 Skin care – Poster

Skin care - Poster.pdf

Section 2 Health and safety in nail bars

Health and safety in nail bars.pdf

Section 3 Equality and discrimination understand the basics

Equality and discrimination under

Section 3 Discrimination what to do if it happens

Discrimination what to do if it happens.pc

Section 3 Prevent discrimination support equality

Prevent discrimination suppo

Section 3 Age discrimination ban overview

age discrimination ban overview.pdf

Section 3 Your Role as Service Provider under the Equality Act

Section 3 How to Create and Maintain Healthy Workplace Boundaries

How to Create and Maintain Healthy Wc

Section 3 How to Create Healthy Boundaries

How to Create Healthy Boundaries.p

Section 3 Working alone

Working alone.pdf

Section 3 Managing shift work

Managing shiftwork.pdf

Section 3 Workplace health, safety and welfare

Workplace health, safety and welfare.pc

Section 3 Controlling fire and explosion risks in the workplace

Controlling fire and explosion risks in the

Section 3 Fire safety in the workplace

Fire safety in the workplace.pdf

Section 3 First Aid at work

First Aid at work.pdf

Section 3 Basic advice on first aid at work

Basic advice on first aid at work.pdf

Section 3 Working together to prevent sickness absence becoming job loss

Working together to prevent sickness abs

Section 3 Off sick and worried about your job

Off sick and worried about your job.pdf

Section 3 Managing sickness absence and return to work in small businesses

Managing sickness absence & return to

An introduction to health & safety

Health and safety in small businesses

An introduction to health and safety

Health and safety in small businesses

What you should know about - where to get more information

This is a web-friendly version of leaflet INDG259(rev1), reprinted 08/08

It's your business but we can help you look after it!

Getting hurt at work or becoming ill through work is not a pleasant subject to think about. The reality is that over 200 people a year lose their lives at work in Britain. In addition, around 150 000 non-fatal injuries are reported each year, and an estimated 2 million suffer from ill health caused or made worse by work.

The mistake is to believe that these things happen in highly unusual or exceptional circumstances that never occur in your workplace. This is not the case. Some basic thinking and acting beforehand could usually have prevented these things from happening.

Implementing health and safety measures doesn't have to be expensive, time consuming or complicated. In fact, safer and more efficient working practices can often save money but, more importantly, they can help to save lives.

This booklet shows you the kind of things which cause the more common accidents and harm to people's health. It lets you see what applies to your work activities, and tells you how you can get more help and information.

This is especially important if you are in charge of work activities, eg you are an employer, because you have legal responsibilities.

Ten questions and answers for everyone

What is health and safety all about?

Preventing people from being harmed by work or becoming ill by taking the right precautions - and providing a satisfactory working environment.

Why are there health and safety laws?

Because health and safety at work is so important, there are rules which require all of us not to put ourselves or others in danger. The law is also there to protect the public from workplace dangers.

Do health and safety laws apply to me?

Yes. To all businesses, however small; also to the self-employed and to employees.

Who enforces health and safety law?

Inspectors from the Health and Safety Executive (HSE) or your local authority. For example:

- HSE at factories, farms and building sites;
- local authorities in offices, shops, hotels and catering, and leisure activities.

What do inspectors actually do?

They visit workplaces to check that people are sticking to the rules. They investigate some accidents and complaints but mainly they help you to understand what you need to do. They enforce only when something is seriously wrong.

Do I have to contact an inspector to get information?

No. HSE operates a confidential telephone information service called Infoline which is open Monday-Friday between 8 am and 6 pm. You can contact Infoline by telephone 0845 345 0055 or fax 0845 408 9566, or e-mail hse.infoline@natbrit.com. Alternatively you can write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

Do I need to register my business?

It's likely you will if you employ anyone - contact Infoline.

Do I need to have employers' liability compulsory insurance?

It's the law if you employ anyone - and you should display the certificate. See the free leaflet, *Employers' Liability Compulsory Insurance Act 1969. A guide for employers* HSE40(rev1), available from HSE Books on 01787 881165 or from www.hsebooks.co.uk.

Do I need to display any posters?

Yes, the health and safety law poster (ISBN 978 0 7176 2493 5) if you employ anyone. Alternatively you can provide your employees with individual copies of the same information in a leaflet called *Health and safety law: What you should know* (available in packs of 25 ISBN 978 0 7176 1702 9). The poster and leaflets are available from HSE Books.

Do I have to report injuries at work?

Yes, and other incidents. For information on which ones and who should report them, see page 18.

List of topics

Managing health and safety
Slips, trips and falls
Asbestos
Hazardous substances
Falls from a height
Musculoskeletal disorders
Display screen equipment
Noise
Vibration

Electricity
Work equipment and machinery
Maintenance and building work
Workplace transport
Pressure systems
Fire and explosion
Radiation
Stress
First aid and accident reporting

How to use this booklet – how each section works

No matter where you work, this booklet summarises the key common areas of risk at work and tells you how you can find out more to ensure that work is made safe.

In each section the main text gives you a brief introduction to the subject.

Does this concern me?

- This section gives you some pointers to whether the subject is relevant to your business.

What law applies?

- This section gives you the main rules which apply in addition to the general duties in the Health and Safety at Work etc Act 1974.

How and where you can get more help

This section is a selection of HSE publications which will give you more detailed information and guidance on the subject, and how to order them.*

At the bottom of each page you will find HSE's Internet address, and also HSE's Infoline number which you can ring if you need more information.

At the end of the publication is a section on health and safety policy statements and a section on risk assessments.

The words 'hazard' and 'risk' are used throughout this leaflet. Hazard means anything that can cause harm (eg chemicals, electricity, working from ladders, etc). Risk is the chance, high or low, that someone will be harmed by the hazard.

* HSE Books will accept orders for single copies of up to 25 assorted free publications. You should allow 10 working days for delivery.

HSE Infoline
0845 345 0055

HSE Website
www.hse.gov.uk

HSE Direct
www.hsedirect.com

Managing health and safety

Have you got health and safety under control?

Managing health and safety is little different from managing any other aspect of your business. You need to do a risk assessment to find out about the risks in your workplace, put sensible measures in place to control them, and make sure they stay controlled.

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people. Risk assessment should be a practical exercise, aimed at getting the right controls in place – keep it simple and put the results into practice. Page 31 of this leaflet gives you step-by-step guidance on how to assess health and safety risks with a minimum of fuss.

Your health and safety policy clearly sets out how you manage health and safety in your workplace by defining who does what; and when and how they do it. On pages 20-30 of this leaflet is an example of a health and safety policy statement that you can fill in and keep at your workplace. Remember, keep it simple and actually put it into practice.

Does this concern me?

- Did you know all employers and self-employed people have to assess risks at work?
- Did you know employers with five or more employees should have a written health and safety policy?
- Did you know employers with five or more employees have to record the significant findings of their risk assessment?
- Did you know employers have a duty to involve their employees or their employees' safety representatives on health and safety matters?
- Did you know employers have to provide free health and safety training or protective equipment for employees where it is needed?

What law applies?

- Management of Health and Safety at Work Regulations 1999 (risk assessment)
- Health and Safety (Consultation with Employees) Regulations 1996
- Safety Representatives and Safety Committees Regulations 1977

How and where you can get more help

Five steps to risk assessment INDG163(rev2) FREE (available in packs of 10 ISBN 978 0 7176 6189 3 £3.50)

Consulting employees on health and safety: A guide to the law INDG232 FREE (available in packs of 15 ISBN 978 0 7176 1615 2 £3.50)

Essentials of health and safety at work ISBN 978 0 7176 6179 4 £10.95

Health and safety law poster Encapsulated ISBN 978 0 7176 2493 5 £7.50 (inc VAT)
Rigid PVC ISBN 978 0 7176 1779 1 £12.50 (inc VAT)

Risk management website: www.hse.gov.uk/risk

Slips, trips and falls

What are the chances of slipping or tripping at work?

The most common cause of injuries at work is the slip or trip. Resulting falls can be serious. They happen in all kinds of businesses, but sectors such as food and catering report higher than average numbers. It's a particularly important subject if members of the public use your premises. The estimated cost to employers of all these injuries is over £500 million a year, and insurance only covers a small part of this. Effective solutions are often simple, cheap and lead to other benefits.

Does this concern me?

- Do you have floors which are, or can become, slippery, eg when wet?
- Does spillage or contamination occur and is it dealt with quickly?
- Do people use unlit areas such as paths or yards in the dark?

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

- Might temporary work such as maintenance or alterations take place? It could introduce slipping and tripping hazards such as trailing cables.
- Do you use floor cleaning materials anywhere? Are the right methods and materials being used?

What law applies?

- Workplace (Health, Safety and Welfare) Regulations 1992

How and where you can get more help

Preventing slips and trips at work INDG225(rev1) FREE (available in packs of 15 ISBN 978 0 7176 2760 8 £3.50)

Workplace health, safety and welfare INDG244(rev2) FREE (available in packs of 15 ISBN 978 0 7176 6277 7 £3.50)

Slips and trips: Guidance for the food processing industry HSG156
ISBN 978 0 7176 0832 4 £9.75

Slips and trips: Guidance for employers on identifying hazards and controlling risks
HSG155 ISBN 978 0 7176 1145 4 £7.50 Slips

and trips website: www.hse.gov.uk/slips

Asbestos

Do you work with, or come into contact with, asbestos?

Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. Almost all asbestos-related deaths and ill health are from exposures several decades ago, but if you work with asbestos, or come into contact with it during repair and maintenance work, you are at risk. You should avoid working with asbestos if possible, but if not you must do it safely.

Asbestos can be found in buildings built from 1950 to 1985 in many forms. It may also be found in some vehicle brake pads and clutch linings.

Does this concern me?

- Do you know whether there is asbestos in your premises? It is often found in roofs and exterior walls, boilers, vessels and pipework, ceilings, interior walls and panels, flooring materials, air handling systems, domestic appliances, brake/clutch linings, fire blankets, etc.
- Does your work involve maintenance and repair of premises? You might disturb asbestos while doing routine work.
- Do you know what the rules are about removing asbestos? In most cases, you will need to use a contractor licensed by HSE to work with asbestos.
- Would you know how to find someone licensed to do this work?
- Do you know whether there is asbestos in any of the materials you work with?

What law applies?

- Control of Asbestos Regulations 2006

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

How and where you can get more help

Asbestos kills: A quick guide to protecting yourself! Pocket card INDG418 FREE (available in packs of 25 ISBN 978 0 7176 6271 5 £3.50)

Asbestos kills: Protect yourself! INDG419 FREE (available in packs of 15 ISBN 978 0 7176 6259 3 £3.50)

The management of asbestos in non-domestic premises Approved Code of Practice L127 ISBN 978 0 7176 2382 8 £9.50

Work with materials containing asbestos L143 ISBN 978 0 7176 6206 7 £13.50

A comprehensive guide to managing asbestos in premises HSG227 ISBN 978 0 7176 2381 5 £12.50

Asbestos essentials: A task manual for the building maintenance and allied trades on non-licensed asbestos work HSG210 ISBN 978 0 7176 6263 0 £12.95

Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades HSG213 ISBN 978 0 7176 1901 6 £12.50 Asbestos

website: www.hse.gov.uk/asbestos

Hazardous substances

Do you work with hazardous substances?

Thousands of people are exposed to all kinds of hazardous substances at work. These can include chemicals that people make or work with directly, and also dust, fume and bacteria which can be present in the workplace. Exposure can happen by breathing them in, contact with the skin, splashing them into the eyes or swallowing them. If exposure is not prevented or properly controlled, it can cause serious illness, including cancer, asthma and dermatitis, and sometimes even death. See also section on ‘Fire and explosion’ on page 15 and the ‘safe handling and use of substances’ section of the Health and Safety Policy Statement on page 25.

Does this concern me?

- Do you use chemicals at work (including cleaning materials)?
- Do you know suppliers of hazardous substances have to provide information to users, including safety data sheets and proper labelling?
- Is there dust and fume present in your workplace?
- Do you have any water systems which could be colonised by legionella?
- Do you work with animals or their products? These may cause skin or respiratory sensitisation or be infected with bacteria or viruses.

What law applies?

- Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (as amended)
- Control of Lead at Work Regulations 2002

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

How and where you can get more help

HSE's Infoline can help identify publications relevant to you.

COSHH essentials: Easy steps to control chemicals. A FREE internet version is available on: www.coshh-essentials.org.uk

Preventing contact dermatitis at work INDG233(rev1) FREE (available in packs of 15 ISBN 978 0 7176 6183 1 £3.50)

Respiratory sensitisers and COSHH: Breathe freely – An employers' leaflet on preventing occupational asthma Leaflet INDG95(rev2) FREE (available in packs of 15 ISBN 978 0 7176 0914 7 £3.50)

Health risk management – a practical guide for managers in small and medium sized enterprises HSG137 ISBN 978 0 7176 0905 5 £6.50

www.hse.gov.uk/coshh/index.htm

Falls from a height

Do you perform work at height and if so is it done safely?

Falls from height at work account for around 60 deaths and just under 4000 major injuries each year. One of the main causes is falls from ladders. To help prevent falls from height, make sure you consider the risks to all your workers, the work is planned, organised and carried out by competent people and you follow the hierarchy for managing risks. Make sure workers are properly trained and supervised, have the right equipment and know how to use it safely.

Does this concern me?

- Do you carry out simple maintenance or cleaning tasks that require working where you could hurt yourself if you fell?
- Can you avoid the need to work at height? For example, could the work be done using long-handled tools or by bringing it down to ground level?
- Do you have the most appropriate equipment for the job? It may often be safer to use a tower scaffold or mobile elevating work platform than a ladder.
- Is the equipment you have well maintained and do your employees know how to use it safely?

What law applies?

- Work at Height Regulations 2005
- Provision and Use of Work Equipment Regulations 1998

How and where you can get more help

The Work at Height Regulations 2005 (as amended): A brief guide INDG401(rev1) FREE (available in packs of 10 ISBN 978 0 7176 6231 9 £3.50)

Simple guide to the Provision and Use of Work Equipment Regulations 1998 INDG291 FREE (available in packs of 15 ISBN 978 0 7176 2429 4 £3.50)

Safe use of ladders and stepladders: An employers' guide INDG402 FREE (available in packs of 5 ISBN 978 0 7176 6105 3 £3.50)

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

Musculoskeletal disorders

Do you suffer from sprains, strains and pains?

Manual handling is transporting or supporting loads by hand or using bodily force. Many people hurt their back, arms, hands or feet lifting everyday loads, not just when the load is too heavy. More than a third of all over-three-day injuries reported each year to HSE and to local authorities are the result of manual handling. These can result in those injured taking an average of 11 working days off each year.

'Upper limbs' refers to the neck, shoulders, arms, wrists, hands and fingers. Upper limb disorders (sometimes called repetitive strain injury (RSI)) can happen in almost any workplace where people do repetitive, or forceful manual activities in awkward postures, for prolonged periods of time. These can cause muscular aches and pains, which may initially be temporary, but if such work is not properly managed, and the early symptoms are not recognised and treated, can progress to a chronic and disabling disorder. Cumulative damage can build up over time causing pain and discomfort in people's backs, arms, hands and legs. Most cases can be avoided by providing suitable lifting equipment that is regularly maintained, together with relevant training on both manual handling and using the equip-ment safely (see page 12 'Work equipment and machinery').

Does this concern me?

- Does your work include strenuous lifting, carrying, pushing, pulling, reaching or repetitive handling?
- Do you have repetitive finger, hand or arm movements which are frequent, forceful or awkward?
- Does your work involve twisting, squeezing, hammering or pounding?

What law applies?

- Manual Handling Operations Regulations 1992 (as amended)
- Management of Health and Safety at Work Regulations 1999

How and where you can get more help

Aching arms (or RSI) in small businesses INDG171(rev1) FREE (available in packs of 15 ISBN 978 0 7176 2600 7 £3.50)

Manual handling assessment charts INDG383 FREE (available in packs of 10 ISBN 978 0 7176 2741 7 £3.50)

Upper limb disorders in the workplace HSG60 ISBN 978 0 7176 1978 8 £9.50

Getting to grips with manual handling: A short guide INDG143(rev2) FREE (available in packs of 10 ISBN 978 0 7176 2828 5 £3.50)

www.hse.gov.uk/msd

Display screen equipment

Do you use computers or other display screen equipment?

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury, or other musculoskeletal disorders. These health problems may become serious if no action is taken. They

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

can be caused by poor design of workstations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

Does this concern me?

- Is there regular use of display screens as a significant part of the work?
- Does anyone use a keyboard, mouse or other input device?
- Are people complaining of discomfort, aches and pains?

What law applies?

- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

How and where you can get more help

The law on VDUs. An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)
HSG90 ISBN 978 0 7176 2602 1 £8.50

Working with VDUs INDG36(rev3) FREE (available in packs of 10 ISBN 978 0 7176 6222 7 £3.50)

www.hse.gov.uk/msd/dse

Noise

Is your workplace noisy?

High levels of noise at work can cause hearing damage. A little damage happens every time it is noisy, gradually adding up to serious harm. Young people can be damaged as easily as the old. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group, or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends and colleagues.

Does this concern me?

- Are there times when the workplace is so noisy that people have to shout to each other at normal speaking distance to make themselves heard? If so, there is likely to be a danger to hearing.
- Are noisy powered tools or machinery in use for at least part of the day?
- Are there noisy bangs from hammering, explosive or impact tools, or guns?
- Are there areas where noise could interfere with warning and danger signals?

What law applies?

- Control of Noise at Work Regulations 2005

How and where you can get more help

Controlling noise at work. The Control of Noise at Work Regulations 2005 L108
ISBN 978 0 7176 6164 0 £13.95

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

Noise at work: Guidance for employers on the Control of Noise at Work Regulations 2005 INDG362(rev1) FREE (available in packs of 10 ISBN 978 0 7176 6165 7 £3.50)

Sound advice. Control of noise at work in music and entertainment HSG260 ISBN 978 0 7176 6307 1 £14.50

Protect your hearing or lose it! Pocket card INDG363(rev1) FREE (available in packs of 25 ISBN 978 0 7176 6166 4 £3.50)

Noise toolbox talk pack ISBN 978 0 7176 2998 5 £10.00)

Noise website: www.hse.gov.uk/noise

Vibration

Are you exposed to vibration?

Vibration from work with powered hand-held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

Back pain can be caused by or aggravated by vibration from a vehicle or machine passing through the seat into the driver's body through the buttocks – known as whole-body vibration. Whole-body vibration can also be caused by standing on the platform of a vehicle or machine, so vibration passes into the operator through their feet.

Does this concern me?

- Does anyone work with hand-held and hand-guided tools and machines such as concrete breakers and vibrating compactor plates and workpieces such as castings which are held against powered machinery such as pedestal grinders?
- Does anyone doing this work get tingling or numbness in the fingers or hands?
- Does anyone often drive off-road machinery such as tractors, dumper trucks or excavators or unsuspended vehicles such as fork-lift trucks?

What law applies?

- Control of Vibration at Work Regulations 2005

How and where you can get more help

Hand-arm vibration. The Control of Vibration at Work Regulations 2005. Guidance on Regulations L140 ISBN 978 0 7176 6125 1 £13.95

Control the risks from hand-arm vibration: Advice for employers on the Control of Vibration at Work Regulations 2005 INDG175(rev2) FREE (available in packs of 10 ISBN 978 0 7176 6117 6 £3.50)

Hand-arm vibration: Advice for employees Pocket card INDG296(rev1) FREE (available in packs of 25 ISBN 978 0 7176 6118 3 £3.50)

Whole-body vibration. The Control of Vibration at Work Regulations 2005. Guidance on Regulations L141 ISBN 978 0 7176 6126 8 £10.95

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

Control back-pain risks from whole-body vibration: Advice for employers on the Control of Vibration at Work Regulations 2005 INDG242(rev1) FREE (available in packs of 10 ISBN 978 0 7176 6119 0 £3.50)

Drive away bad backs: Advice for mobile machine operators and drivers Pocket card INDG404 FREE (available in packs of 25 ISBN 978 0 7176 6120 6 £3.50)

Vibration website: www.hse.gov.uk/vibration

Electricity

How safe is electricity in your workplace?

Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

Does this concern me?

- Does anyone do electrical work in your business? Only those with appropriate technical knowledge and experience should be allowed to do this.
- Is your electrical equipment in good working order?
- Do you choose equipment that is suitable for its working environment, eg waterproof or dustproof?
- Do you dig in the street, pavement or near buildings? Knowing the proper precautions for avoiding underground cables is essential.
- Do you work near or under overhead powerlines? There are essential safety precautions to follow.

What law applies?

- Electricity at Work Regulations 1989

How and where you can get more help

Avoidance of danger from overhead electric power lines GS6
ISBN 978 0 7176 1348 9 £5.00

Memorandum of guidance on the Electricity at work Regulations 1989 HSR25
ISBN 978 0 7176 6228 9 £11.95

Electricity at work. Safe working practices HSG85 ISBN 978 0 7176 2164 4 £7.95

Avoiding danger from underground services HSG47 ISBN 978 0 7176 1744 9 £7.50

Electrical safety and you INDG231 FREE (available in packs of 15
ISBN 978 0 7176 1207 9 £3.50)

Electrical safety website: www.hse.gov.uk/electricity

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

Work equipment and machinery

Do you know how to select and use your work equipment?

Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers. Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and, if appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal. See 'safe plant and equipment' section of the Health and Safety Policy Statement on page 24 of this leaflet.

Does this concern me?

- Do you use ladders or other equipment for working at heights? For example, it may often be safer to use an access tower or mobile elevating work platform than a ladder.
- Do you have machinery of any kind? You need to guard the parts that could cause injury; have the right controls, especially for starting and stopping; clean, or clear blockages in a safe way; and carry out preventive checks, maintenance and inspection.
- Are hand tools used in your workplace, eg screwdrivers, knives, hand saws, meat cleavers, hammers?
- Do you have lifting equipment such as pulley blocks, cranes, and lift trucks? Most lifting equipment will require regular thorough examination by a competent person.

What law applies?

- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Supply of Machinery (Safety) Regulations 1992, as amended 1994

How and where you can get more help

Simple guide to the Provision and Use of Work Equipment Regulations INDG291 FREE (available in packs of 15 ISBN 978 0 7176 2429 4 £3.50)

Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998 L22 ISBN 978 0 7176 6295 1 £11.95

Thorough examination of lifting equipment INDG422 FREE (available in packs of 15 ISBN 978 0 7176 6305 7 £3.50)

Buying new machinery INDG271 FREE (available in packs of 15 ISBN 978 0 7176 1559 9 £3.50)

Using work equipment safely INDG229(rev1) FREE (available in packs of 10 ISBN 978 0 7176 2389 1 £3.50)

Safe use of ladders and stepladders: An employers' guide INDG402 FREE (available in packs of 5 ISBN 978 0 7176 6105 3 £3.50)

www.hse.gov.uk/equipment

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

Maintenance and building work

What maintenance and building work takes place?

It's easy to overlook these activities because they happen now and again, and it's often a contractor or service agency doing the work. Sometimes people are in places where no one normally goes, eg the roof or electrical switchboard. They may be fault finding, trying to repair something quickly – often outside the routine. Not surprisingly there are many accidents. Falls from heights, eg ladders, are the most common cause of serious injury.

Does this concern me?

- Did you know that if you are the person responsible for your business, you are also responsible for contractors, service engineers, etc who do work for you?
- Does anyone ever have to work on the roof, at a height or on fragile materials?
- Does anyone have to fault find and repair machinery or equipment when it breaks down?
- Is there a tank, pit, silo or similar confined space into which someone might go – and would you know if they did?
- Have you found out whether there is any asbestos* in your buildings or plant which could be disturbed during maintenance or alterations?

What law applies?

- Construction (Health, Safety and Welfare) Regulations 1996 (building work)
- Construction (Design and Management) Regulations 2007
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Confined Spaces Regulations 1997
- Work at Height Regulations 2005

How and where you can get more help

Managing health and safety in construction L144 ISBN 978 0 7176 6223 4 £15.00)

The absolutely essential health and safety toolkit for the smaller construction contractor INDG344(rev2) FREE (available in packs of 5 ISBN 978 0 7176 6232 6 £3.50)

Health and safety in roof work HSG33 ISBN 978 0 7176 6250 0 £12.95

Managing contractors: A guide for employers HSG159 ISBN 978 0 7176 1196 6 £8.50

Health and safety in construction HSG150 ISBN 978 0 7176 6182 4 £10.95

The Work at Height Regulations 2005 (as amended): A brief guide INDG401(rev1) FREE (available in packs of 10 ISBN 978 0 7176 6231 9 £3.50)

Working Well Together (WWT) Website: wwt.uk.com
WWT Campaign Helpline Tel: 0845 2727 500.

www.hse.gov.uk/construction

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

*Also see page 5 on 'Asbestos'

Workplace transport

What are the risks from transport in your workplace?

Every year about 70 people are killed and about 2500 seriously injured in accidents involving vehicles at the workplace. Being struck or run over by moving vehicles, falling from vehicles, or vehicles over-turning are the most common causes. Vehicles operating in the workplace include cars and vans, lift trucks, heavy goods vehicles, dumpers, specialised vehicles or plant. Often there is significantly more danger from vehicles in the workplace than on the public highway since the operating conditions are different.

Does this concern me?

- Do you have vehicles in operation at your workplace? If so what kinds of vehicles are they?
- Are pedestrians separated from vehicle movements as much as possible?
- Are traffic routes suitable for the vehicles which have to use them? Are they clearly marked?
- Do you know who is allowed to drive or operate the vehicles? They should be trained and competent.
- Are loading and unloading operations carried out safely?
- Do you actively control driving behaviour?
- Are all vehicles properly maintained?

What law applies?

- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998

How and where you can get more help

Workplace transport safety: An employers' guide HSG136
ISBN 978 0 7176 6154 1 £11.50

Safety in working with lift trucks HSG6 ISBN 978 0 7176 1781 4 £6.50

Workplace transport safety: An overview INDG199(rev1) FREE (available in packs of 5 ISBN 978 0 7176 2821 6 £3.50)

www.hse.gov.uk/workplacetransport

Pressure systems

Do you know the risks associated with pressure systems?

Pressure cookers, boilers, steam heating systems, gas cylinders and air compressors are common examples of equipment and systems containing a fluid under pressure. They can cause death or injury to people, and serious damage to property, if the contents are released unintentionally. There are about 150 incidents of this kind every year. They mainly happen when equipment fails through poor design, incorrect filling or maintenance or when the method of work is unsafe, or someone makes an operating mistake.

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

Does this concern me?

- Do you have any pressure systems or equipment in your business that contain a fluid under pressure?
- Do you know that most pressure systems have to be designed, installed, maintained and periodically examined so as to prevent danger?
- Are you aware that as an employer or self-employed person, it's your job to choose a competent person to carry out examinations of the pressure systems?

What law applies?

- Pressure Systems Safety Regulations 2000
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007

How and where you can get more help

Written schemes of examination INDG178(rev1) FREE (available in packs of 15 ISBN 978 0 7176 2269 6 £3.50)

Pressure systems safety and you INDG261(rev1) FREE (available in packs of 15 ISBN 978 0 7176 1562 9 £3.50)

Safety of pressure systems. Pressure Systems Safety Regulations 2000 Approved Code of Practice L122 ISBN 978 0 7176 1767 8 £7.50

Fire and explosion

Do you know how to prevent fire or explosion?

Each year many people suffer burns caused by the flammable materials they work with. The wide variety of flammable substances found in the workplace ranges from the obvious, eg heating fuel, petrol, paint thinners and welding gases to the less obvious, eg packaging materials, dusts from wood, flour and sugar. For a fire to start, fuel, air and a source of ignition are needed. Controlling these can prevent fires.

If you would like information on fire exits, alarms, or extinguishers, contact your local fire authority.

Does this concern me?

- Do you keep or use flammable substances?
- Do you use or store gas in cylinders (eg propane)? A small amount of released gas can fill a large area with a potentially explosive mixture.
- Do you work with flammable dusts? They can explode.
- Do you work with plastic foams or polyester wadding? Some types will ignite easily, burn fiercely and give off dense black smoke.
- Do you spray flammable paints? Vapours are heavier than air and collect at low level.
- Do you know the dangers of putting flammable liquids on fires to make them burn more intensely?
- Do you use oxygen, eg in cylinders, for welding?

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

What law applies?

- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
- Regulatory Reform (Fire Safety) Order 2005 (came into force 1 October 2006 - visit www.communities.gov.uk for information)

How and where you can get more help

Safe use of petrol in garages INDG331 FREE (available in packs of 10 ISBN 978 0 7176 1836 1 £3.50)

Safe use and handling of flammable liquids HSG140 ISBN 978 0 7176 0967 3 £8.50

Fire and explosion. How safe is your workplace? A short guide to the Dangerous Substances and Explosive Atmospheres Regulations INDG370 FREE (available in packs of 5 ISBN 978 0 7176 2589 5 £3.50)

Safe working with flammable substances INDG227 FREE (available in packs of 15 ISBN 978 0 7176 1154 6 £3.50)

Dispensing petrol: Assessing and controlling the risk of fire and explosion at sites where petrol is stored and dispensed as a fuel HSG146 ISBN 978 0 7176 1048 8 £7.50

Radiation

Do you know where harmful radiation occurs?

Various kinds of radiation, both ionising and non-ionising, may affect us.

Non-ionising radiation:

- UV radiation (eg from the sun) can damage the skin and lead to skin cancer;
- lasers can cause burns and damage the eye.

Ionising radiation:

- naturally occurring radon gas from the ground;
- radiography or thickness measuring gauges;
- medical equipment, eg X-ray sets.

Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

Does this concern me?

- Do people in your business spend a lot of time working outdoors?
- Do you have equipment which gives off ultra-violet radiation, eg for curing plastics or inks?
- Do you work with lasers?
- Is your business in an area where levels of radon are higher than average?
- Are any radioactive sources used in your business brought in by a specialist contractor, or do you transport them?
- Is X-ray equipment used?

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

What law applies?

- Ionising Radiations Regulations 1999
- Management of Health and Safety at Work Regulations 1999

How and where you can get more help

Controlling the radiation safety of display laser installations INDG224 FREE

Keep your top on: Health risks from working in the sun INDG147(rev1) FREE (available in packs of 20 ISBN 978 0 7176 1578 0 £3.50)

Sun protection: Advice for employers of outdoor workers INDG337 FREE (available in packs of 20 ISBN 978 0 7176 1982 5 £3.50)

The regulatory requirements for medical exposure to ionising radiation: An employers overview HSG223 ISBN 978 0 7176 2134 7 £6.50

Working safely with ionising radiation: Guidance for expectant and breastfeeding mothers INDG334 FREE

Work with ionising radiation: Ionising Radiations Regulations 1999. Approved Code of Practice and Guidance L121 ISBN 978 0 7176 1746 3 £20.00

Radiation website: www.hse.gov.uk/radiation

Stress

Are you feeling stressed by your work?

Many people argue about the definition and sometimes even the existence of 'stress'. However, research has shown that whatever you choose to call it, there is a clear link between poor work organisation and subsequent ill health. HSE has chosen to use the word stress and define it as 'the adverse reaction people have to excessive pressure or other types of demand placed on them.'

Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action. Hazards can include: lack of control over the way you do your work, work over-load (or underload), lack of support from your managers, conflicting or ambiguous roles, poor relationships with colleagues (including bullying), or poor management of organisational change.

Benefits to tackling stress in your organisation can include increased productivity and efficiency, lower staff turnover and sickness absence, and increased morale.

Does this concern me?

- Do you have a high staff turnover, low productivity or low morale? Have you noticed bullying, changes in behaviour, staff working late or increased sickness absence?
- Do your employees seem happy to come into work?
- Are you aware that there are individual differences in vulnerability to stress and that situations outside work can also affect the ability to cope with excessive pressure at work?

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

What law applies?

- Management of Health and Safety at Work Regulations 1999

How and where you can get more help

Managing the causes of work-related stress HSG218 ISBN 978 0 7176 6273 9 £10.95

Tackling stress: The Management Standards approach INDG406 FREE (available in packs of 10 ISBN 978 0 7176 6140 4 £3.50)

Working together to reduce stress at work: A guide for employees MISC686 FREE (available in packs of 15 ISBN 978 0 7176 6122 0 £3.50)

Making the Stress Management Standards work: How to apply the Standards in your workplace MISC714 FREE (available in packs of 15 ISBN 978 0 7176 6157 2 £3.50)

Stress website: www.hse.gov.uk/stress

First aid and accident reporting

What do you do if there's an accident at work?

This booklet has been all about prevention. But sometimes things do go wrong. If someone has been hurt or fallen ill at work it's important to take care of them straight away, and make any dangerous conditions safe.

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from becoming major ones.

Reporting accidents and ill health at work is a legal requirement. The enforcing authorities use the information to see the big picture of where injuries, ill health and accidental losses are occurring, and to advise on preventive action.

Report incidents to:
Incident Contact Centre (ICC), Caerphilly Business Park,
Caerphilly CF83 3GG
Tel: 0845 300 9923 Fax: 0845 300 9924 www.riddor.gov.uk e-mail: riddor@natbrit.com.

Does this concern me?

- Do you have at least the minimum first-aid provision at your workplace? As an employer you must provide first-aid equipment, facilities and personnel appropriate for the circumstances in your workplace. The minimum would be a suitably stocked first-aid box and a person appointed to take charge of first-aid arrangements.
- Do you know whether you might need to provide more than the minimum?
- Do you know which accidents and ill health cases to report, including who should do it, when and how? Employers, the self-employed and people in control of work premises all have duties.
- Do you know what accidents cost – and that insurance policies do not cover all the costs?

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

What law applies?

- The Health and Safety (First Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

How and where you can get more help

Electric shock: First-aid procedures Poster ISBN 978 0 7176 6203 6 £8.50

First aid at work. Approved Code of Practice and guidance L74
ISBN 978 0 7176 1050 1 £6.75

Reduce risks – cut costs: The real costs of accidents and ill health at work
INDG355 FREE (available in packs of 15 ISBN 978 0 7176 2337 2 £3.50)

Basic advice on first aid at work Poster ISBN 978 0 7176 6195 4 £8.50

Incident at work? MISC769

First aid website: www.hse.gov.uk/firstaid
www.hse.gov.uk/riddor

To order any of these titles, call HSE Books on 01787 881165 or go to www.hsebooks.co.uk

Health and safety policy statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

(name of company)

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervisionfor employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

(Employer)

Date

Review date

Responsibilities

As the employer you have overall responsibility for health and safety (Box 1).

You can delegate responsibility for day-to-day tasks to someone else, eg a manager or supervisor (Box 2). Make sure they keep you informed about health and safety matters: they are still your overall responsibility.

You can delegate specific tasks to individuals in your organisation, by workplace area or by topic (Box 3). Responsibilities should be clearly set so that if there are any health and safety concerns, they can be reported to the right person.

Employees also have legal responsibilities to take care of the health and safety of themselves and others, and to co-operate with you to help you comply with the law.

1 Overall and final responsibility for health and safety is that of

2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to

3 To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Name	Responsibility

4 All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

Write down your arrangements for doing your risk assessment here. You can download a form to record the findings of your risk assessment from www.hse.gov.uk/risk/template.pdf.

- Risk assessments will be undertaken by

- The findings of the risk assessments will be reported to

- Action required to remove/control risks will be approved by

- will be responsible for ensuring the action required is implemented.

- will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

  or when the work activity changes, whichever is soonest.

Consultation with employees

You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.

- Employee representative(s) are

- Consultation with employees is provided by

Safe plant and equipment

You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it.

- will be responsible for identifying all equipment/plant needing maintenance.
- will be responsible for ensuring effective maintenance procedures are drawn up.
- will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to
- will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.

- will be responsible for identifying all substances which need a COSHH assessment.
- will be responsible for undertaking COSHH assessments.
- will be responsible for ensuring that all actions identified in the assessments are implemented.
- will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every

  or when the work activity changes, whichever is soonest.

Information, instruction and supervision

Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.

- The Health and Safety Law poster is displayed at/leaflets are issued by
- Health and safety advice is available from
- Supervision of young workers/trainees will be arranged/undertaken/monitored by
- is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Competency for tasks and training

All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.

- Induction training will be provided for all employees by

- Job specific training will be provided by

- Specific jobs requiring special training are

- Training records are kept at/by

- Training will be identified, arranged and monitored by

Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. Your COSHH assessments will identify where this specialist health surveillance is needed. You should note down your first aid arrangements here.

- Health surveillance is required for employees doing the following jobs

- Health surveillance will be arranged by

- Health surveillance records will be kept by/at

- The first aid box(es) is/are kept at

- The appointed person(s)/first aider(s) is/are

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

- is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (HSE or your local authority depending upon where you work).

Monitoring

You must be able to show that you are monitoring health and safety. You can monitor health and safety actively, eg doing spot check visits, or reactively, eg investigating any accidents or ill health. Record your procedures here.

- To check our working conditions, and ensure our safe working practices are being followed, we will

- is responsible for investigating accidents.

- is responsible for investigating work-related causes of sickness absences.

- is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

Record your emergency procedures, how often they are checked and who by.

- is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by/every
- Fire extinguishers are maintained and checked by/every
- Alarms are tested by/every
- Emergency evacuation will be tested every

Your risk assessment

Risk assessment helps you protect your workers and your business, as well as comply with the law. It helps you focus on the risks that really matter – the ones with the potential to cause real harm.

A risk assessment is simply a careful examination of what in your work could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer;
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Step 1 Identify the hazards

First you need to work out how people could be harmed. The risk assessment form in this booklet includes tips on how to spot the hazards that matter.

Step 2 Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, eg 'shelf stackers may suffer back injury from repeated lifting of boxes'.

Step 3 Evaluate the risks and decide on precautions

Having spotted the hazards, you then need to decide what to do about them. Compare what you currently do with what's accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- Try a less risky option.
- Prevent access to the hazard.
- Organise work to reduce exposure to the hazard.
- Issue personal protective equipment.
- Provide welfare facilities.

Step 4 Record your findings and implement them

If you employ five or more people, the law requires you to record your findings. You can download a form from www.hse.gov.uk/risk/template.pdf. When writing down your results, keep it simple.

If, like many businesses, you find that there are quite a lot of improvements that you could make, don't try to do everything at once. Make a plan of action to deal with the most important things first.

Step 5 Review your risk assessment and update if necessary

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis. Every year or so, formally review where you are to make sure you are still improving, or at least not sliding back. Set a date for the review and put it in your diary so you don't forget it.

Further information

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165
Fax: 01787 313995 Website: www.hsebooks.co.uk
(HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk/pubns.)

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This leaflet is available in priced packs of 5 from HSE Books,
ISBN 978 0 7176 2685 4. Single free copies are also available from HSE Books.

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Health and safety made simple

The basics for your business

Health and safety made simple

The basics for your business

This is a web-friendly version of leaflet INDG449(rev1), published 08/14

Introduction

This guide is for employers and those who want some basic information on what they must do to make sure their businesses comply with health and safety law.

Managing health and safety doesn't have to be complicated, costly or time-consuming. In fact it's easier than you think. If you have taken reasonable steps to prevent accidents or harm to your employees (and the injury or illness was caused after 1 October 2013), you shouldn't have to pay compensation.

For many businesses, all that's required is a basic series of practical tasks that protect people from harm and at the same time protect the future success and the growth of your business. This guide will take you through the steps and help you make sure you have done what you need to – and no more.

In general, health and safety laws apply to all businesses. As an employer, or a self-employed person, **you** are responsible for health and safety in your business. Health and safety laws are there to protect you, your employees and the public from workplace dangers.

The approach you take should be proportionate to the size of your business and the nature of your business activity. For most small, low-risk businesses the steps you need to take are straightforward. If you have fewer than five employees you don't have to write down your risk assessment or your health and safety policy.

How the guide can help you

This guide makes life easier for you by providing the basic information on what you need to do in one place. It will help you get started in managing health and safety in your business.

Following this guidance is normally enough to comply with the law. You are free to take other action, except where the guidance says you must do something specific.

For some work activities there may be extra things you need to do. Throughout the guide there are web links that will take you to further information on the HSE website.

H&S ABC AN EASY GUIDE TO HEALTH & SAFETY

We've introduced the H&S ABC logo onto guidance and tools to show small and medium-sized businesses just how straightforward health and safety can be. So when they see the logo, they know that it's designed specifically with them in mind.

Stop check!
This guide includes 'Stop check!' boxes – they tell you when you may need to take extra steps and provide signposts to more detailed guidance and industry-specific advice.

Decide who will help you with your duties

As an employer, you must appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety.

If you run a low-risk business, health and safety is something you can manage without needing to buy in expert help. Here you could appoint yourself as a competent person or one or more of your workers.

However, if you are not confident of your ability to manage all health and safety in-house, or if you are a higher-risk business, you may need some external help or advice.

Deciding what help you need is very important. Unless you are clear about what you want, you probably won't get the help you need. Use the web links below to get more information and to help you ask the right questions:

- Get competent advice (www.hse.gov.uk/business/competent-advice.htm)
- HSE leaflet: *Getting specialist help with health and safety* (www.hse.gov.uk/pubns/indg420.htm)

Write a health and safety policy for your business

Describing how you will manage health and safety in your business will let your staff and others know about your commitment to health and safety. This will be your health and safety policy. It should clearly say who does what, when and how.

If you have fewer than five employees you don't have to write down your health and safety policy.

The policy does not need to be complicated or time-consuming. To help you, we have created a template that you can download and complete.

The template also includes a section for your risk assessment so that you can record everything in one document. Use the copy at the back of this guide or you can find it online (www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc).

We also provide an example health and safety policy to give you an idea of what to include when writing your own (www.hse.gov.uk/risk/health-and-safety-policy-example.doc).

A policy will only be effective if you and your staff follow it and review it regularly.

Control the risks in your business

You must control the health and safety risks in your workplace.

To do this you need to think about what, in your business, might cause harm to people and decide whether you are taking reasonable steps to prevent that harm. This is known as a risk assessment. You are probably already taking steps to protect your employees, but your risk assessment will tell you whether you have covered all you need to.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace.

You should record your significant findings, but there is no need to record everyday risks. Keep it simple and focus on controls. **If you have fewer than five employees you don't have to write anything down.**

The law does not expect you to remove all risks, but to protect people by putting in place measures to control those risks, so far as reasonably practicable. Your risk assessment need only include what you could reasonably be expected to know – **you are not expected to anticipate unforeseeable risks.**

For most low-risk businesses controlling risks is straightforward. HSE has created tools to help you. We have online risk assessment tools to help businesses working in offices and shops complete their risk assessment quickly (www.hse.gov.uk/risk/ assessment.htm).

We also have a selection of example risk assessments (www.hse.gov.uk/risk/ casestudies). They show you what a completed risk assessment might look like for your type of business. You can use these as a guide when doing your own.

An easy way to record your findings is to use the risk assessment template. This template also includes a section for your health and safety policy so you can record everything in one place. You can find it online (www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc) or use the copy at the back of this guide.

How do I assess the risks in my workplace?

A good starting point is to walk around your workplace and look for any hazards (things that may cause harm).

Then think about the risk, which is the chance, high or low, of somebody being harmed by a hazard, and how serious the harm could be.

Think about how accidents could happen and who might be harmed. Ask your employees what they think the hazards are, as they may notice things that are not obvious to you and may have some good ideas on how to control the risks.

Concentrate on the real risks – those that are most likely to cause harm. Consider the measures you are already taking to control the risks and ask if you have covered all you need to do.

Once you have identified the risks and what you need to do to control them, you should put the appropriate measures in place.

Then record your significant findings. Any paperwork you produce should help you to manage the risks in your business and tell people what they need to know. For most people this does not need to be a big exercise – just note the main points down about the significant risks and what you concluded.

If you have fewer than five employees you don't have to write anything down.

You can get more help and ideas on ways to control your risks by going to the risk management pages on our website (www.hse.gov.uk/risk).

Few workplaces stay the same and sooner or later you will bring in new equipment, substances or procedures that could lead to new hazards. It makes sense to review your risk assessment on a regular basis. If anything significant changes, check your risk assessment and update it.

Stop check!

Don't forget to consider everyone who could be harmed

- Some workers may have particular requirements. You can get more help on our diversity pages (www.hse.gov.uk/diversity).
- Think about homeworkers, and people who might not be in the workplace all the time, such as visitors, contractors and maintenance workers.
- Take members of the public into account, if they could be hurt by your work activities.
- If you share a workplace with another business, you will need to consider how your work affects others and how their work affects you and your staff. Talk to each other and work together to make sure controls are in place.

High-risk activity

- For some activities that are recognised to carry high risks there are particular control measures beyond those set out in this guide that are required by law. The HSE website (www.hse.gov.uk) has information on specific activities and industries to help you decide what you need to do about the risks.
- A few examples are working at height, working with chemicals or other dangerous substances, working with machinery, gas, electricity and asbestos or working within explosive atmospheres. Depending on the type of work you do, there may be other risks that are relevant to your business.
- If you carry out a high-risk activity, check whether you need to obtain a licence or notify someone before you start work. See our website for further information and all the necessary notification forms (https://www.hse.gov.uk/forms/notification).

Consult your employees

You have to consult all your employees on health and safety. This does not need to be complicated. You can do this by listening and talking to them about:

- health and safety and the work they do;
- how risks are controlled;
- the best ways of providing information and training.

Consultation is a two-way process, allowing staff to raise concerns and influence decisions on the management of health and safety.

Your employees are often the best people to understand risks in the workplace and involving them in making decisions shows them that you take their health and safety seriously.

In a very small business, you might choose to consult your employees directly. Alternatively, you might consult through a health and safety representative, chosen by your employees or selected by a trade union. As an employer, you cannot decide who will be the representative.

See the 'do your bit' pages on our website for more information on consulting with your employees (www.hse.gov.uk/involvement/doyourbit).

These pages include:

- advice on what you should be doing;
- a step-by-step guide;
- case studies.

Provide training and information

Everyone who works for you needs to know how to work safely and without risks to health. You must provide clear instructions and information, and adequate training, for your employees.

Consider how much training is necessary. A proportionate approach is needed, for example a low-risk business would not need lengthy technical training. Providing simple information or instructions is likely to be sufficient.

Don't forget contractors and self-employed people who may be working for you and make sure everyone has the right level of information on:

- hazards and risks they may face, if any;
- measures in place to deal with those hazards and risks, if necessary;
- how to follow any emergency procedures.

When you provide training, ask your employees what they think about it, to make sure it's relevant and effective. Keeping training records will help you to identify when refresher training might be needed.

The information and training you provide should be in a form that is easy to understand. Everyone working for you should know what they are expected to do.

Health and safety training should take place during working hours and it must not be paid for by employees. There are many external trainers who will be able to help you with your training needs but effective training can often be done 'in-house'.

For more advice, see HSE's leaflet *Health and safety training: A brief guide* (www.hse.gov.uk/pubns/indg345.htm).

Stop check!

Some of your staff may have particular health and safety training needs, for example:

- new recruits;
- people changing jobs or taking on extra responsibilities;
- young employees, who are particularly vulnerable to accidents;
- health and safety representatives.

Our website provides more information on laws relating to the protection of young people at work (www.hse.gov.uk/youngpeople) and the functions and training of health and safety representatives (www.hse.gov.uk/involvement/training.htm).

Provide the right workplace facilities

You must provide the right workplace facilities for everyone in your workplace, including people with disabilities. However, this doesn't have to be complicated or time-consuming.

Basic things you need to consider are outlined below.

Welfare facilities

For your employees' well-being you need to provide:

- toilets and hand basins, with soap and towels or a hand-dryer;
- drinking water;
- a place to store clothing (and somewhere to change if special clothing is worn for work);
- somewhere to rest and eat meals.

Health issues

To have a healthy working environment, make sure there is:

- good ventilation – a supply of fresh, clean air drawn from outside or a ventilation system;
- a reasonable working temperature (usually at least 16 ºC, or 13 ºC for strenuous work, unless other laws require lower temperatures);
- lighting suitable for the work being carried out;
- enough room space and suitable workstations and seating;
- a clean workplace with appropriate waste containers.

Safety issues

To keep your workplace safe you must:

- properly maintain your premises and work equipment;
- keep floors and traffic routes free from obstruction;
- have windows that can be opened and also cleaned safely;
- make sure that any transparent (eg glass) doors or walls are protected or made of safety material.

You can find more detailed information at www.hse.gov.uk/toolbox/workplace.

Stop check!
There are specific laws relating to some higher-risk workplaces, such as construction sites. For more information, select your workplace from HSE's industries page (www.hse.gov.uk/guidance/industries.htm).

Make arrangements for first aid, accidents and ill health

First aid

You must have first-aid arrangements in your workplace.

You are responsible for making sure your employees receive immediate attention if they are taken ill or are injured at work. Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones.

Your arrangements will depend on the particular circumstances in your workplace and you need to assess what your first-aid needs are.

As a minimum, you must have:

- a suitably stocked first-aid box;
- an appointed person to take charge of first-aid arrangements;
- information for all employees giving details of first-aid arrangements.

You might decide that you need a first-aider. This is someone who has been trained by a competent first-aid training provider.

More detailed information can be found on the first-aid pages on our website (www.hse.gov.uk/firstaid).

Accidents and ill health

Under health and safety law, you must report and keep a record of certain injuries, incidents and cases of work-related disease.

You can find out which ones must be reported and how to report them on our website (www.hse.gov.uk/riddor).

Keeping records will help you to identify patterns of accidents and injuries, and will help when completing your risk assessment. Your insurance company may also want to see your records if there is a work-related claim.

Stop check!

- Make sure you protect people's personal details by storing records confidentially in a secure place.
- If you have more than ten employees, or own or occupy a mine, quarry or factory, you must keep an accident book under social security law.
- You can buy an accident book from HSE Books (http://books.hse.gov.uk) or record the details in your own record system.

Display the health and safety law poster

If you employ anyone, you must display the health and safety law poster, or provide each worker with a copy of the equivalent pocket card. You must display the poster where your workers can easily read it.

The poster outlines British health and safety laws and includes a straightforward list that tells workers what they and their employers need to do.

You can also add details of any employee safety representatives or health and safety contacts if you wish to do so.

You can get copies of the poster and pocket card from HSE Books (www.hse.gov.uk/pubns/books/lawposter.htm).

Stop check!

A revised version of the health and safety law poster was published in 2009 and, as of 5 April 2014, you are obliged to display it or give workers the equivalent leaflet.

It makes it easier for employers and saves time by removing the requirement to enter details of the local enforcing authority and the Employment Medical Advisory Service.

Get insurance for your business

If your business has employees you will probably need employers' liability insurance.

If an employee is injured or becomes ill as a result of the work they do for you, they can claim compensation from you. Meeting your health and safety duties is easier than you think. As long as you have taken reasonable steps to prevent accidents or harm to your employees (and the injury or illness was caused after 1 October 2013), you shouldn't have to pay compensation.

However, if a court finds you are liable, employers' liability insurance will help you to pay any compensation for your employees' injuries or illness.

Only a few businesses are not required to have employers' liability insurance. If you have no employees, or are a family business and all employees are closely related to you, you may not need it.

For further details see our leaflet *Employers' Liability (Compulsory Insurance) Act 1969: A brief guide for employers* (www.hse.gov.uk/pubns/hse40.htm).

How do you get employers' liability insurance?

You can buy employers' liability insurance through insurers or intermediaries like brokers or trade associations. You may find that it often comes as part of an insurance package designed to cover a range of business needs.

Your policy must be with an authorised insurer and the Financial Conduct Authority (FCA) has a list of these. You can check their register on the FCA website (www.fca.org.uk).

Keep your business up to date

Following news and events in your industry will help you keep your health and safety policies and risk assessments up to date. You can access HSE news in the way that suits you best:

- RSS news feeds to your computer or mobile (www.hse.gov.uk/news/rss)
- Free ebulletins (www.hse.gov.uk/news/subscribe)
- Podcasts (www.hse.gov.uk/podcasts)

Where can you go for help?

We've organised our website (www.hse.gov.uk) by industry and topic to help you find what's relevant to you.

Help is also available through trade unions, employers' organisations and trade associations.

Health and safety policy

This is the statement of general policy and arrangements for: *(Name of company)*		
(Name of Employer/Senior manager)		**has overall and final responsibility for health and safety**
(Member of staff)		**has day-to-day responsibility for ensuring this policy is put into practice**
Statement of general policy	**Responsibility of:** *Name/Title*	**Action/Arrangements** *(customise to meet your own situation)*
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		
Engage and consult with employees on day-to-day health and safety conditions		
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		
Signed: *(Employer)*		Date:

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at: *(location)*	
First-aid box is located:	
Accident book is located:	Date:

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) www.hse.gov.uk/riddor

To get an interactive version of this template go to:

www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment.

If you have fewer than five employees you don't have to write anything down.

Company name: **Date of risk assessment:**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For further information and to view our example risk assessments go to:
hse.gov.uk/risk/casestudies

To get an interactive version of this template go to:
www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Further information

Please tell us what you think of this guide by emailing us at: healthandsafety.madesimple@hse.gsi.gov.uk.

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at www.hse.gov.uk/pubns/indg449.htm

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H&S ABC AN EASY GUIDE TO HEALTH & SAFETY

We've introduced the H&S ABC logo onto guidance and tools to show small and medium-sized businesses just how straightforward health and safety can be. So when they see the logo, they know that it's designed specifically with them in mind.