

# Health and Safety Snapshot

The following checklist provides businesses with a brief snapshot of their health and safety practices against a number of legal requirements taken from the HSE health and safety 'What You Need to Know' poster.

Taking a few minutes to review your health and safety practices will help identify whether you are doing everything you should be to keep your employees and business/organisation safe and on the right side of the law.

## Making health and safety part of your business - do you:

- Have a written policy, signed and regularly reviewed?
- Tell your employees about your policies and procedures ?
- Display health and safety signs and notices where required?
- Have access to competent Health and Safety advice (internally or externally)?
- Provide employees with the information, instruction and training they need?
- Consult employees on matters affecting their health and safety?
- Maintain work equipment, tools, appliances and similar in good condition?
- Tell staff about the risks to their health and safety at work?

| Yes | No | N/A |
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## Risk assessment - do you:

- Assess significant risk of injury to employees and others in the workplace?
- Record your assessment findings and steps taken to eliminate or control risks?

| Yes | No | N/A |
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Have you considered specific risks to your business including:

- Asbestos
- Legionella
- Display screen equipment
- Nursing and expectant mothers
- Young people
- Noise

| Yes | No | N/A |
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## If it goes wrong - do you:

- Have employees trained in first aid?
- Provide adequate first aid supplies and equipment?
- Have clear fire and evacuation procedures?
- Follow clear accident/incident reporting procedures?
- Have appropriate insurance cover in place?

| Yes | No | N/A |
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## General considerations - do you:

- Provide employees with the necessary personal protective equipment (PPE)?
- Take into account the needs of individual employees (i.e. young persons)?
- Provide access to toilets, washing facilities and drinking water?
- Ensure the workplace is clean, well maintained and adequately lit?

| Yes | No | N/A |
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## Completed the Checklist?

If you've answered NO to any question, we can help. Please call us on 0117 958 2070 and we'll answer any questions you might have, alternatively click [HERE](#) for more information.