



# HELPING YOUR EMPLOYEES FEEL SAFE AT WORK

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

HEALTH & SAFETY ACTION	YES/NO
<p>1. Appoint a competent person to help you meet your Health &amp; Safety obligations. This could be an internal employee, or by outsourcing expert help – like Southalls!</p> <p>2. Conduct and maintain risk assessments for any activity in your business that could cause employees, customers or visitors harm. Ensure safety control measures are implemented for any hazards identified in the process.</p> <p>3. Conduct a fire risk assessment and review annually, or whenever there's a significant change on your business' premises.</p> <p>4. Put together a Health &amp; Safety policy detailing responsibilities for health and safety.</p> <p>5. Communicate to staff the findings of risk assessments and any safety measures to be applied or safe systems of work to be followed. This could be through face-to-face training, e-learning training, handbooks, memo's or toolbox talks – to name just a few. Southalls e-learning training on Safety Cloud, with refresher training email reminders, is an invaluable tool.</p> <p>6. Provide workplace facilities that cater for everyone's needs – including those with disabilities. Here are a handful of things you need to consider:</p> <ul style="list-style-type: none"><li>• Drinking water</li><li>• Toilets and hand basins with soap and towels/hand dryers</li><li>• Suitable lighting</li><li>• Suitable PPE</li><li>• Well-maintained premises and equipment.</li></ul> <p>Remember, these are just a few of the areas you need to consider. For a comprehensive list, get in touch with our Health &amp; Safety experts.</p> <p>7. Ensure you have adequate first aid arrangements in place. As a bare minimum, you must have: a sufficiently stocked first aid box, an individual in charge of first aid provisions, and provide employees with all information relevant to first aid arrangements.</p> <p>8. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) you're legally required to report certain workplace incidents and accidents.</p> <p>9. Display the 'Health &amp; Safety law' poster in all your premises. This will not only ensure you comply with the law, but it'll promote your focus on employee wellbeing too.</p> <p>10. Make sure you have a clear process in place for employees to raise any Health &amp; Safety concerns with management.</p> <p>11. Have a thorough and clearly communicated fire evacuation plan in place, and run annual fire drills.</p>	