

# Health And Safety Summary

## **1. Management of Health & Safety at Work Regulations**

An employer **must**:

- ◆ Have a written Health & Safety Policy (>5 Employees);
- ◆ Specify the organisation and arrangements for carrying out that policy;
- ◆ Have carried out a Risk Assessment, recorded the findings and arrangements for H&S (>5 Employees);
- ◆ Have notified the local HSE of his occupation of the premises;
- ◆ Display the current H&S Law poster for employees;
- ◆ Display a current Employer's Liability Insurance certificate;
- ◆ Notify HSE of certain accidents, diseases and events.
- ◆ Consult employees on issues affecting safety.
- ◆ Take account of special needs of workers.
- ◆ Not employ children under school-leaving age.

## **2. Workplace Regulations**

- ◆ Buildings in good repair.
- ◆ Floors, corridors, stairs etc. free from obstruction.
- ◆ Good lighting.
- ◆ Toilets and wash-hand basins with soap and towels.
- ◆ Facilities for changing and eating.
- ◆ Fire Precautions

## **3. Work Equipment Regulations**

- ◆ Suitable for use.
- ◆ Training, instruction & supervision.
- ◆ Protection from dangerous parts.
- ◆ Appropriate controls, clearly marked.
- ◆ Proper and safe maintenance.

## **4. Personal Protective Equipment**

- ◆ Risk Assessment-Is PPE really necessary?
- ◆ Corrects Equipment, good quality, and correct fit.
- ◆ Trained in use, limitations, and maintenance.

## **5. Manual Handling Regulations**

- ◆ If there is risk of injury, avoid it if you can.
- ◆ If you can't avoid it, assess it.
- ◆ Find ways to reduce risk of injury.

## 6. Display Screen Regulations

- ◆ Assess workstation.
- ◆ Plan breaks / changes in activity.
- ◆ Train & inform.
- ◆ Eye test on request.

## 7. Noise Regulations

- ◆ Assess level
- ◆ 85dBA > 90dBA - Inform & provide protection.
- ◆ >90dBA – Reduce if possible, mark zones, protection compulsory.

## 8. C.O.S.H.H. Regulations

- ◆ Assess all hazardous substances.
- ◆ Eliminate or substitute with less hazardous.
- ◆ Prevent or control exposure.
- ◆ Monitor exposure.
- ◆ Inform, train and supervise.

Quite an exhaustive list and typical of the things that a Health & Safety Consultant would be examining in carrying out an audit of a company's arrangements. However, as a general consultant, we consider one key question:

Is this company **managing** Health & Safety or **ignoring** it?  
(Minor infringements are irrelevant at this stage, concentrate on the overall picture)

We will establish the answer to this question by:

### 1. Observation

Entrance / Foyer

Are any of the following displayed?

H & S Law Poster,  
Employer's Liability Insurance Certificate,  
Policy Statement,

Factory

Clean & Tidy – Waste Bins provided,  
Walkways clear & marked,  
Well-lit,  
Guards & Warning Notices on machines,  
Fire Extinguishers & Exits evident,  
How employees are dressed,  
Wearing Personal Protective Equipment,

Noise Level,

Can't hear normal conversation:-

at 2 metres apart = > 85dBA.

at 1 metre apart = > 90dBA.

noise level doubles every 3dBA.

## **2. Questions**

Who is responsible for H & S on site ?

How would you describe your attitude to H &S?

Have you done a Risk Assessment? Is it in writing?

And for the company that has everything!

Are you sure that you are keeping up with current legislation?

Are you satisfied with the service you get from your existing consultant?

How much is it costing you?

Contact: Small Business Resource Ltd  
Email: [admin@2-small-business.com](mailto:admin@2-small-business.com)  
Web: <http://www.2-small-business.com>  
Tel / fax: 44(0) 20 8558 1160