

Health and Safety for Workplaces

An awareness of the basic requirements for each workplace

This information sheet is intended to offer a general indication of the health and safety arrangements that should exist in each workplace. The list is not exhaustive as there will be a number of locally specific arrangements in place to meet the needs identified by the establishment's own risk assessment programme.

General Information

Whilst a checklist is provided towards the end of this information sheet, the first few sections offer a brief explanation for some of the main arrangements required in each work location. Each location needs access to a basic level of health and safety documentation, this can be electronic in nature or in a paper format (although in some circumstances paper versions will be the only option) and will include:

1) Health and Safety Policy/Service Health and Safety Policy

These documents help to generate the culture of safety that is to operate within a workplace. Within them you will find information that will help you put the required systems in place. The generation of a local health and safety policy is to be encouraged as it will help those within the establishment demonstrate their own commitment to health and safety.

2) Details on how to report incidents/accidents (must be available at place of work)

There must be easy access to incident report forms (HSF1a), available to download from Connect, together guidance on how to complete the form. There will also be a need to ensure that guidance exists within the workplace to determine when RIDDOR applies.

Managers must ensure that all employees in the workplace understand the process for reporting and recording accidents.

3) First Aid (must be available at place of work)

As a minimum each location must have a first aid kit of an appropriate size and content to manage foreseeable first aid emergencies along with an appointed person who will look after the first aid kit and help manage first aid emergencies

There should be an information sign detailing where first aid equipment is kept and who should be contacted in the event of a first aid incident (first aiders or appointed person). In addition signs should be used to highlight the room in which first aid equipment is kept, and if necessary, which cupboard/drawer etc. the kit is kept in.

4) HSE Law Poster

The HSE "What you should know" poster must be displayed in every workplace, these posters are available from HSE books [HSE Books - the official Health and Safety Executive publications shop](#).

The poster has some information boxes that should be completed. For health and safety trade union representatives managers should consult with trade unions to identify appropriate contact info.

Also of use would be to include the safety & wellbeing team email contact which is healthandsafety@northlan.gov.uk

5) Risk Assessments and Safe Systems of Work (must be available at place of work)

Employees must have access to the findings of the risk assessments that relate to their work, this includes general risk assessments, display screen equipment assessments, manual handling assessments etc. Employees must also be made aware of the control mechanisms and safety procedures to be used in order to reduce the risk to the employee. This can be through a mixture of information sheets, instruction sessions, tool box talks, e-learning modules or classroom based training session. These procedures must be available at all times and may be known as method statements, a system of work, an operating procedure or perhaps an office safety manual.

Records of the provision of information, instruction and training on risk assessments etc. must be maintained.

6) Supervision.

Appropriate supervision must be provided and employees must be aware of the mechanisms for reporting health and safety issues to supervisors or others. Supervision is specifically mentioned within the Health and Safety at Work Act, and it is an area that often features in the investigation work of the Health and Safety Executive. Supervisors and managers need to be diligent in the recording of actions they take to promote health and safety and/or record actions take to remind/discipline team members who fail to comply with the safe systems of work that the team have been trained to use.

7) Monitoring

The monitoring of health and safety is something that takes place on a number of different levels. Establishments may well see inspections, audits or investigations from Health and Safety professionals, Trade Union representatives, area managers and local managers. This will often include the use of checklists with further guidance always being available to local managers from the relevant Service health and safety team to help implement the corrective actions identified through this process. A general property checklist is included at the end of the document. This should be completed and returned to the member of the safety team who has undertaken your fire risk assessment or alternatively to healthandsafety@northlan.gov.uk

8) Health and Safety Advice

Employees should be advised of where they can access impartial health and safety advice. This can be sought from the safety & wellbeing team, contact the team duty officer in the first instance at healthandsafety@northlan.gov.uk

9) Fire Risk Assessments

There is no longer a need for a building to have a fire certificate issued by the Fire Service. The fire certificate process has been replaced by a duty on every employer to undertake a fire risk assessment of each establishment. This assessment will examine the warning systems, the evacuation systems and the structural issues within a property that might increase the risk or injury in a fire situation. A copy of the fire risk assessment and its findings should be available at each work location. Fire risk assessments are carried out by the safety & wellbeing team. An annual fire checklist is required to be completed by all managers/head teachers of properties, this is enclosed at the end of this document and should be returned to the member of the safety team who has undertaken your fire risk assessment or alternatively to healthandsafety@northlan.gov.uk

Additional Resources

A checklist has been prepared to help local managers determine the systems that need to be in place within each workplace. The checklist can be used in conjunction with the information above and with there is also a managers property guide available on My NL [Managers Property Guide – My NL](#) covering a wide variety of safety topics.

Workplace Health and Safety Checklist

Use the following to check you have considered each of the topic areas and have put in place the necessary systems to meet the legal expectations.

Property Name:		Date of Check:
Person Undertaking Check:		
Job Title:		
		System in Place (please tick)
1	Ensure Fire Risk Assessment exists for the property.	
2	Ensure all work activities are covered by relevant risk assessments.	
3	Ensure all employees are aware of the findings of all relevant risk assessments.	
4	Establish systems for facilitating risk assessments on new and existing work activities.	
5	Ensure all appropriate PPE is available (to include a record of instructions given and date of issue).	
6	Take steps to ensure welfare facilities are available in compliance with the Workplace (Health, Safety and Welfare) Regulations.	
7	Explain no smoking arrangements.	
8	Ensure all are aware of escape procedures (e.g. fire, bomb, gas leak) from the building.	
9	Ensure all are aware of procedures for evacuating those with mobility difficulty.	
10	Identify Fire Wardens in writing to all staff.	
11	Identify First Aid support.	
12	Outline systems for reporting safety concerns and incidents.	
13	Explain procedures for lone working.	
14	Explain storage and manual handling procedures.	
15	Explain systems developed to manage safety during/outwith normal working hours.	
16	Ensure Health and Safety Law poster has been erected and reflects correct contact names.	
17	Ensure First Aid notices are up to date (telephone numbers and names).	
18	Ensure all are aware of the security measures in place to protect staff.	

Fire Safety Checklist

Use the following to check you have considered the various elements of fire safety management and highlight any deficiencies.

Property Name:		Date of Check:		
Person Undertaking Check:				
Job Title:				
		Yes	No	N/A
1	Has a fire risk assessment been completed for the premises?			
2	Is a copy available?			
Fire Drills				
3	Are at least two fire drills held per annum? (Primary School Establishments - 4 per annum)			
4	Are these drills recorded?			
5	Are the evacuation times satisfactory?			
6	Have all staff been trained in emergency evacuation drill?			
7	Have sufficient fire controllers been appointed?			
8	Have fire controllers/warden been trained and records of training available?			
Fire Alarm				
9	Are users of the premises familiar with the sound of the fire alarm, or adequately supervised to respond?			
10	Is the alarm working and is it tested weekly?			
11	Are the alarm tests recorded?			
12	Are the fire alarm call points unobstructed and clearly visible?			
13	Is the fire alarm audible in all parts of the building?			
Fire Extinguishers ETC				
14	Is there sufficient firefighting equipment and is it suitable for the risk?			
15	Is it known how to get extinguishers checked, re-filled or replaced?			
16	Have they been serviced within the last year?			
Signage				
17	Are fire action notices clearly displayed?			
18	Are there enough notices? (At least one at every call point and in each room)			
19	Is the assembly area identified on the appropriate notices?			
Fire Detectors				
20	Where automatic fire detection devices have been installed have they been regularly inspected and tested and have these inspections and tests been recorded?			
21	Is there a clear air space round each detector (recommended: 500 mm radius)?			
Emergency Lighting				
22	Is emergency lighting available and is it in working order?			
23	Is it tested regularly and are the tests recorded?			
24	Is lighting provided and operational outside emergency exits?			

Exits And Escapes Routes				
25	Do all users of the premises know the location of fire exits and the assembly area?			
26	Are all exits available for use and checked daily?			
27	Do all exits lead to a place of safety?			
28	Are all exits and escape routes clearly marked?			
29	Are all exits and escape routes free from obstructions?			
30	Are all escape routes maintained in a safe condition?			
Doors				
31	Are all doors used for means of escape purposes available for use and can doors be easily and immediately opened without the use of a key?			
32	Are all self-closing doors operational?			
33	Are the fire doors free of wedges?			
Miscellaneous				
34	Are the floor surfaces and stairways on escape routes free from tripping and slipping hazards?			
35	Are minimum quantities of flammable substances and combustible materials kept on the premises and suitably stored? (in a metal cabinet)			
36	Are heating appliances suitably positioned and guarded if required?			
37	Are heating appliances at a safe distance from any combustible materials?			
38	Are lengths of flexible cable and use of multi-point adapters kept to the minimum?			
39	Are cables run only where damage is unlikely and not under floor coverings or through doorways?			
40	Is the workplace free of accumulation of rubbish, waste paper or other materials which could catch fire or be set alight?			
41	Are "no smoking" rules strictly observed and enforced?			
42	Where smoking is permitted (<i>outwith perimeter of building</i>) are there suitable facilities for the disposal of cigarettes, matches etc.?			
43	Are there suitable management procedures in place to ensure fire safety standards are maintained in the event of outside contractors working on the premises?			
44	Is there clear and adequate access to the premises for fire service vehicles?			
45	Has annual portable appliance testing been undertaken?			