

# 10 Steps to Health and Safety



## 1 Management support

Gain commitment from managers



## 2 Legal compliance

Failure could land you in prison



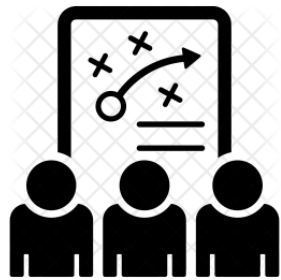
## 3 Your risks

Identify your hazards, know your risks



## 4 Who does what?

Ensure people know what they should be doing



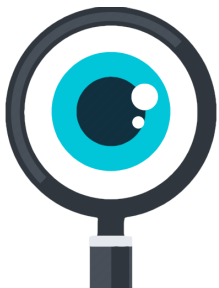
## 5 Planning and implementation

Plan how you will implement your measures



## 6 Training

Undertake training



## 7 Monitoring

Checking your arrangements



## 8 Review

Ensure you are doing enough for H&S



## 9 Involving staff and others

Get buy in from your staff and stakeholders



## 10 Support

Ensure you have competent people to help



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Health and Safety has come a long way since the days of the industrial revolution when profit was put before people and as a result families suffered loss of loved ones due to un-safe practices. We, as a nation, should no longer accept that going to work could detrimentally affect our lives.

We used to send children up chimneys to sweep them until 1875 when, through an Act of

Parliament, the practice was banned.

Health and safety will constantly change and evolving to reflect the thoughts and wishes of the nation and often changes are made following such disasters such as Flixborough, Herald of Free Enterprise and more recently the fire at Grenfell tower.

This is just an overview of what you should do to ensure health and safety within your organisation.



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## Management support and commitment

### Policy statement



A health and safety policy statement is a basic commitment to health and safety and should be displayed at places of work. It should be a simple document and sets out in very basic terms what the company is going to do to protect people.

### Giving it authority

The statement is normally signed by a director to give it authority and demonstrate the senior management's commitment to health and safety.

This also commits the management team to allowing suitable resources, including time, money and effort, to implement the policy.



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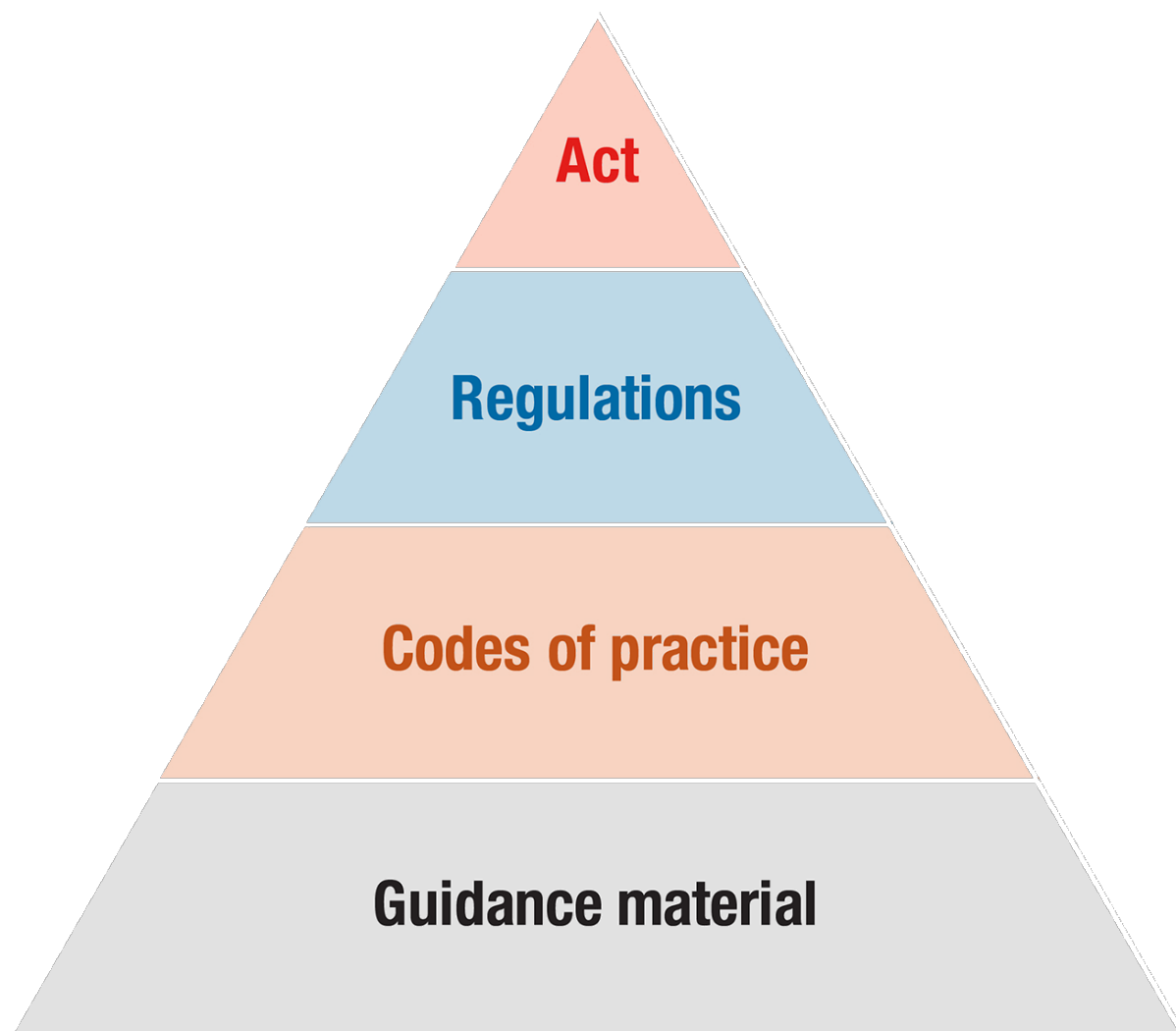
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## Legal compliance



There is lots of health and safety legislation, with wide ranging impacts for organisations.

The main piece of legislation is the Health and Safety at Work Act etc. 1974 (HASAW). This allows for the creation of other regulations that are specific to control different workplace hazards.



### Act

The Act is the formal, broad description of the law, setting out the key principles, duties, obligations and rights for each duty holder in relation to Health and Safety at



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Work. It includes the power to create regulations which are more specific to a particular activity.

An Act can only be amended by MPs sitting in Parliament.

## Regulations

Regulations support the Act, providing more specific requirements about duties to control hazards, procedures and Health and Safety duties.

Regulations are still subject to parliamentary scrutiny, but more readily adaptable to changes or special circumstances than the Health and Safety at Work Act.

## Approved Codes of Practice (ACoP)

Approved Codes of Practice (ACoP's) provide guidance to operators to meet their 'duty of care' responsibilities.

Codes of practice are not legally binding but are admissible in Courts as evidence.

If duty holders choose not to follow a code of practice, they need to demonstrate what they are doing is a better system than that prescribed in the ACoP.

## Guidance

Guidance is provided by various bodies including the H.S.E., insurance companies, trade bodies etc. and provide further guidance on how to comply with the duties under the Act and Regulation's.

Guidance contributes to overall knowledge of hazards, risks and controls, so duty holders understand what is reasonably practicable, and duty holders can choose options that best suit their circumstances.

## Health and Safety legislation

[Health and Safety at Work Act 1974 \(HASWA\)](#)



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This is the main piece of legislation that protects people whilst at work.

The Health and Safety at Work Act. sets out and establishes, in law, that people have a right to a safe place of work with hazards properly controlled and managed.

The law sets out legal duties for employers, employees and the self-employed.

## Management of Health and Safety at Work Regulations (MHSW)

*Management of Health and Safety at Work Regulations 1999*: require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

## Control of Substances Hazardous to Health Regulations (COSHH)

*Control of Substances Hazardous to Health*

*Regulations 2002 (COSHH)*: require employers to assess the risks from hazardous substances and take appropriate precautions.

Lead and asbestos are not included within the COSHH Regulations as they have their own set of regulations.



## The Health and Safety (Display Screen Equipment) Regulations

*Health and Safety (Display Screen Equipment) Regulations 1992*: set out requirements for work with Visual Display Units (VDUs).

VDU's include computers, laptops, equipment control screens etc.

Employees must have a DSE workstation assessment and be provided with eye test to reduce the risks.



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## Noise at Work Regulations (NAWR)

### *Noise at Work Regulations*

1989: require employers to take action to protect employees from hearing damage.

Noise can damage hearing and have a long-term health effect on an individual.

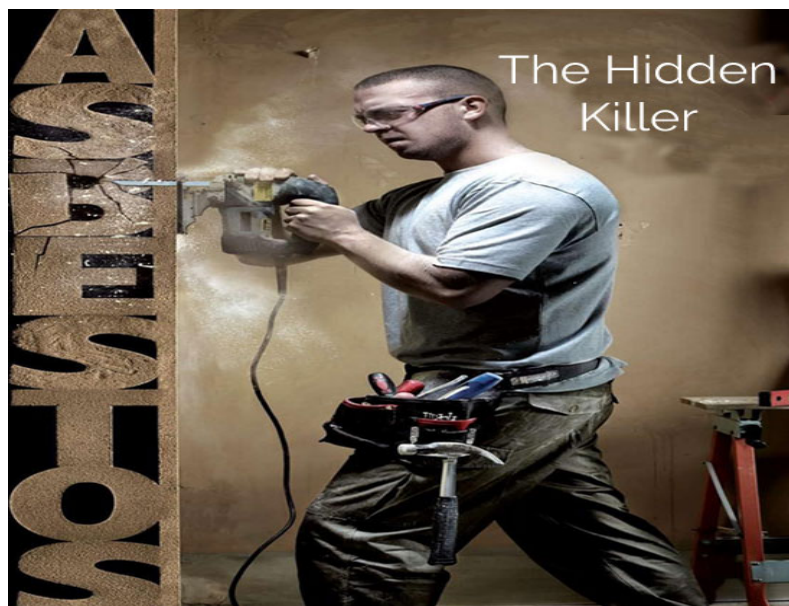


The regulations set out the need for specific actions to be taken as the 'noise' gets to certain levels.

## The Control of Asbestos Regulations

*The Control of Asbestos Regulations 2012*: bring together a number of previous asbestos related regulations under one regulation. This sets out how those in control of buildings must protect people who could be exposed to asbestos.

Despite the use of asbestos being banned in 1999 asbestos still remains the biggest, work related, killer in the UK, killing approx. 4500 people per year in the UK.



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## Control of Lead at Work Regulations

*The Control of Lead at Work Regulations 2002 (CLAW)*: place duties on employers to prevent workers to exposure to lead and where this can't be prevented then the exposure must be controlled.

Lead can affect the long term health of individuals including:-

- Reduced liver function
- Effects on the nervous system
- Effect the testicles leading to infertility
- Change the blood leading to possible anaemia

## Provision and Use of Work Equipment

*Provision and Use of Work Equipment Regulations 1998*: require that equipment provided for use at work, including machinery, is safe.

The regulations cover ALL work equipment included powered and manual equipment.



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## Personal Protective Equipment at Work Regulations

*Personal Protective Equipment at Work Regulations 1992:* require employers to provide appropriate protective clothing and equipment for their employees.

PPE only protects the individual so should only be considered when other controls can't be applied or when hazards still remain.

PPE must be provided by the employer and without cost to the employee.



## Chemicals (Hazard Information and Packaging) Regulations

*Chemicals (Hazard Information and Packaging for Supply) Regulations 2002:* require suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.

## Manual Handling Operations Regulations

*Manual Handling Operations Regulations 1992:* cover the moving of objects by hand or bodily force.

As people are individuals with different capabilities, strengths, weaknesses etc. the assessment should be for that person.

Manual handling can have an immediate or long term affect on individuals.



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## Electricity at Work Regulations

*Electricity at Work Regulations 1989*: require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.

This ensures people are protected from coming into contact with live systems.



## Fire Precautions Act

*The Regulatory Reform (Fire Safety) Order 2005*: cover a wide range of fire safety requirements including:-

- Making an individual responsible for fire safety in an organisation
- Ensuring a fire assessment is undertaken
- Ensuring management controls are suitable to prevent a fire
- Emergency procedures should a situation occur

## The Health and Safety (First-Aid) Regulations

*Health and Safety (First Aid) Regulations 1981*: cover requirements for first aid.

## Workplace Health Safety and Welfare (WHSW) Regulations

*Workplace (Health, Safety and Welfare) Regulations 1992*: cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)*: require employers to notify certain occupational injuries, diseases and dangerous events.



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## Construction (Design and Management) Regulations 2015

Construction (Design and Management) Regulations 2015: cover construction safety.



The construction industry remains the most hazardous industry to work in and accounts for more deaths and long term health problems than any other industry in the UK.

The regulations cover all construction works including: -

- A. the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- B. the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction



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archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;

- C. the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- D. the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- E. the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

Taken from regulation 2, The Construction (Design and Management) Regulations 2015

The regulations cover a wide range of activities and place legal duties on various parties to ensure hazards are managed.

This is just some of the health and safety regulations that govern workplace activities.



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## Identify and manage risks

### What hazards do you face?



Hazards are the things that can cause harm such as contact with chemicals, falls from height, noise etc.

Identify who could be harmed if they come into contact with the hazards. You should consider all people who could be affected and these include staff, the public, volunteers, visitors etc.

### How likely are these to occur and what would happen if they did occur?

This is called risk rating. Risk rating allows you to focus on the most significant hazards in your organisation. The most significant hazards will probably need the most effort to implement the correct controls to protect people.



### Identify control measures

Control measures are the steps you take to prevent harm occurring.



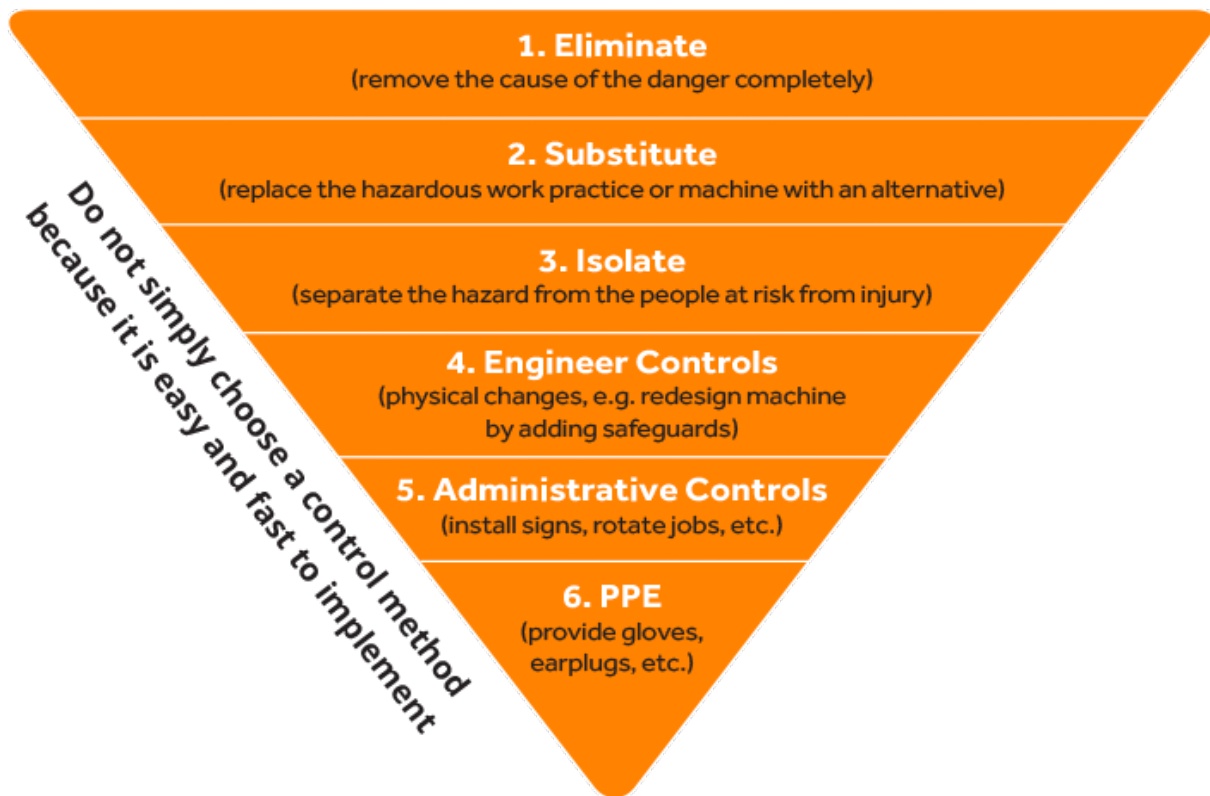
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Starting with the best control measures these can be broken into the following:-

## 1. Elimination

This is complete removal of the hazard e.g. asbestos removal

## 2. Substitution

Replace the hazard with something less harmful e.g. reduce the exposure time or change the product to something less harmful

## 3. Engineering controls

Prevent people from accessing the hazard e.g. fitting guards on machinery or introducing handrails around open shafts

## 4. Administrative

Administrative controls include policies and procedures, provision of training etc. Procedures can form part of the overall company health and safety policy and if you have 5 or more people in your organisation these policies MUST be recorded AND available to staff.

## 5. Personal Protective Equipment (PPE)



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PPE can be an effective control but as it only protects the individual, you should consider other controls first. PPE must be provided free of charge to staff.

When selecting PPE you must consider:-

- Its suitability for the task
- Does it interfere with other equipment?
- How will it stored when not in use?
- Does it need maintaining?
- How is it issued and replaced?



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## Who does what and when?



Once an organisation has determined its main risks it must ensure staff have been allocated to properly manage those risks. Establishing roles and responsibilities for staff will give them a clear focus of their responsibilities.

Set out key functions of the role and identify training needs to perform that role, this can be used to when recruiting new staff.

When looking at roles and responsibilities ask the following questions:-

- Do people know what is expected of them?
- Do people need training to ensure they can perform their roles?
- What happens if staff are of sick? Who will deputise for them?
- Have you prepared for emergency situations? e.g. first aiders, fire marshal, spill control



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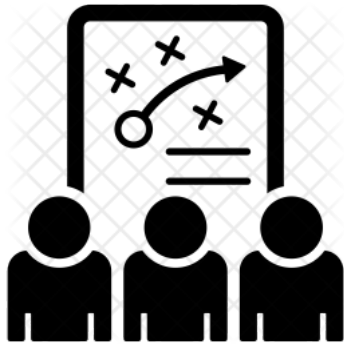
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## Planning and implement



Once you have gained senior management commitment and identified your risks you must consider what you are going to do to protect the people who could be affected and how you are going to implement those policies and procedures.

Each stakeholder in your organisation may require different things, here are just a few of the possible stakeholders and what they may require. These will differ with each organisation and different stakeholders.

Your organisations Stakeholders include:-

### Staff

All organisations have a duty to prevent injury to staff where possible and this includes safety related items and health aspects of their work. Safety incidents have an immediate impact on staff e.g. cuts to hands, falls from heights etc. whereas health issues can be considered a long-term accident e.g. exposure to asbestos and chemicals, noise and vibration etc.

Staff undertake the day to day functions of the organisations and have the knowledge and experience to deliver customer requirements. If staff are off due to health or safety issues then the organisation may have to employ temporary staff to fulfil the role and

continue to pay the staff whilst they are recovering.

Organisations with a poor health and safety record may find it difficult to recruit and retain staff.



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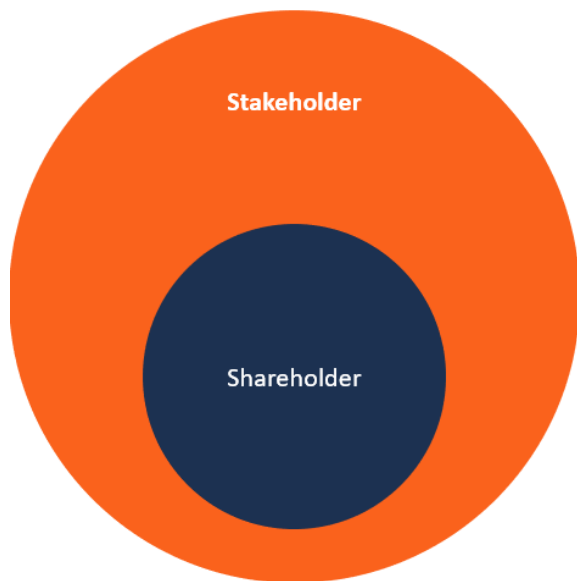


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## Shareholders/owners/directors



Stakeholders are those that hold a stake in a given company (and are affected by its activities)

Shareholders hold units of shares in a company

All shareholders are stakeholders, but not all stakeholders are shareholders

These are seen as having the biggest influence on health and safety as they provide the resources to implement health and safety in an organisation. They have legal duties, failure to comply with these duties can lead to prosecutions being brought against the organisation and the individuals within it.

If found guilty, this can lead to significant fines and/or imprisonment.

## Customers



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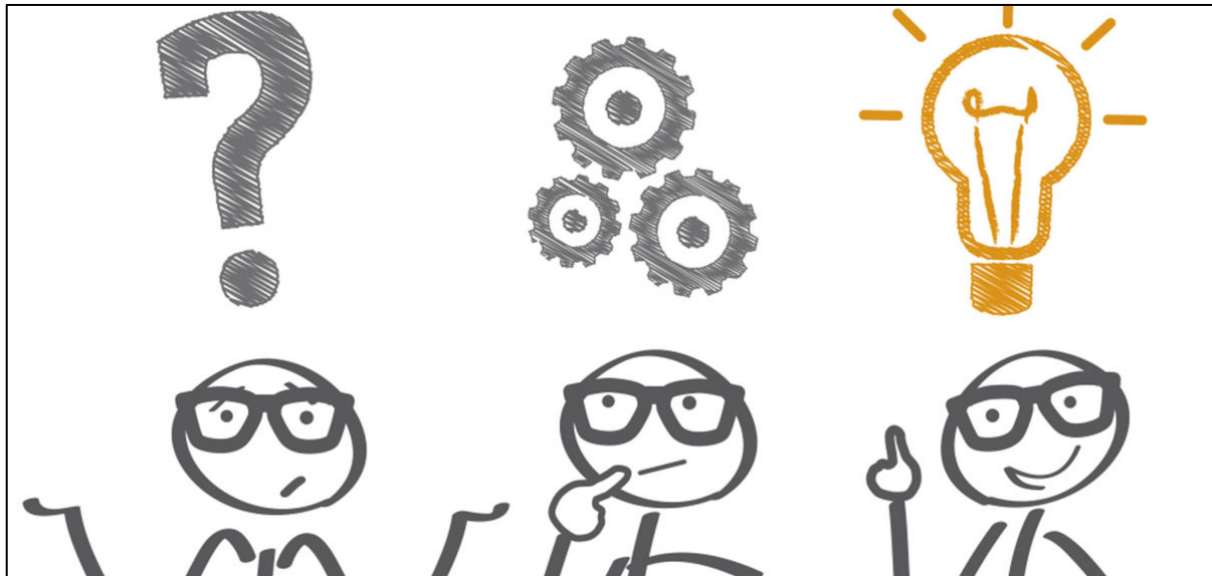
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Customers require organisations to provide them with products and services that are safe. If a customer visits an organisations premises, the organisation has a duty to protect customers and visitors from injury. If a company produces something they must ensure it doesn't affect the health and safety of the consumer.

Organisations with a poor health and safety record often go out of business.



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## Insurers



Having insurance is a legal requirement for organisations and without insurance they cannot operate. Having a poor health and safety record can lead to insurers increasing premiums which impacts, amongst other things, the organisation's profitability.



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HSE



The HSE is the government body who are empowered to keep us safe. They have wide ranging powers and influence change in H&S legislation.

They can enter premises without prior warning. They can investigate accidents/incidents and issue prohibition and improvement notices.

*“If you are found to be in material breach of health and safety law, you will have to pay for the time it takes us to identify the breach and help you put things right. This includes investigating and taking enforcement action and is called fee for intervention (FFI).”*

Taken from the HSE website, June 2019.

Fee for intervention is currently £154 per hour, per inspector involved. All invoices must be paid within 30 days.



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Ultimately they can start the prosecution of individuals and organisations which, if found in their favour, lead to fines and/or imprisonment.



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## Training



Organisations have a legal duty to provide training to staff in order to undertake their jobs safely.

Traditionally training is seen as specified training courses but could include inductions, fire drills and toolbox talks.

You should identify the training needs required for people to undertake their roles. It may benefit you to establish a core competencies schedule or having a training matrix.

Identify who needs training and what type of training is needed. There may be statutory training required to undertake certain task along with industry specific training requirements e.g. if using MEWP's then IPAF may be required.



The HSE and industry representative bodies have produced guidance on training. You should also identify the requirements for refresher training to maintain training. Refresher training can be delivered as part of industry training schemes but also in-house training such as toolbox talks. Always check what is the acceptable to ensure staff remain competent.



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Training should be carefully considered as staff training generally requires time away from undertaking normal duties and therefore additional cover will be required.

Courses can be expenses and should be budgeted for in financial forecasts along with paying for staff to attend courses. Additional staff may be required to cover when staff are on training courses.



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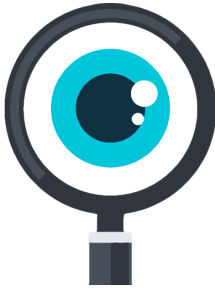
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## Monitoring activities



Monitoring activities allows an organisation to see if the controls put in place to protect staff, public, visitors etc., both in terms of health and safety, are suitable.

Monitoring is a pro-active measure which can be used to look for weaknesses before they result in an accident or incident.

Monitoring the organisations activities answers a number of questions often asked by the stakeholders including:-

- Are the controls for safety and health working?
- Are they being followed?
- Is the organisation doing enough for health and safety?
- Are the efforts to provide a safe place of work focused in the correct areas?
- Are the controls still suitable or have there been changes which mean the original controls are no longer suitable?
- Has anything changed e.g. changes in machinery, material, legislation, operating processes, environmental conditions



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## Review



Periodically a review of the organisations health and safety measures should be undertaken to ensure they remain suitable for the organisation.

We suggest some items that should be reviewed including:-

- **Policy statements**

Statements of commitment should be reviewed to ensure their intent remains suitable for the organisation and the hazards it faces. Most organisations review and update their statements annually but these may need to be reviewed and updated sooner such as following a significant event. Most organisations review the statements annually.

- **Procedures and safe systems of work**

These should be reviewed periodically or as soon as they are identified as being unsuitable to control health and safety. Events that could identify the procedures and safe systems of work as being unsuitable include accidents, near-misses, changes in processes, changes in materials used, equipment changes etc.

- **Statistics**

Statistical measurement of your organisation's performance can help identify possible problem areas within your organisation.



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## Health and safety statistics

Statistics can help senior managers set health and safety improvement programmes and set objectives and targets to drive improvement.

Statistics are a good way of measuring your health and safety performance against other organisations in the field.

Take a look at the HSE's statistics page for details of current health and safety statistics - <http://www.hse.gov.uk/statistics/>

Health and safety statistics you could generate within your organisation include:-

- No. of accidents per year/month compared to hours worked or persons employed
- No. of days/hours worked – accident statistics should be compared to something such as days or hours worked. An increase in accidents may be as a result in more hours worked and allow a fair comparison
- Cause of accidents – these can then be targeted to reduce accidents
- Results of accidents e.g. cuts or days absence as a result of a health and safety incident
- No. of incident free days
- No. of near miss reports – often near misses are not reported but give management an insight into potential accident causation

This is just the tip of the iceberg when it comes to statistics.



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## Involve staff and others



Involving staff in health and safety matters is both a legal requirement and a good idea for any organisation.

Involving staff increases the 'buy-in' to overall health and safety implementation. Staff have key knowledge and experience and can often use this to identify the controls that can be applied to prevent health and safety issues and allow them to work efficiently.

### Management forums

Management can host forums to discuss health and safety issues. These do not have to be dedicated just to health and safety but can be part of other meetings e.g. production meetings or quality meetings.

Management must ensure they create an environment that allows those present to raise health and safety issues without fear of reprimand.

Management should be present at these meetings as this helps to demonstrate their commitment to health and safety. Additional resources may be required to address an issue raised and management can authorise this.

### Staff feedback

Provide facilities that allow staff to raise health and safety concerns. This should be allowed to be undertaken anonymously but having the contact details is always helpful as the employee can be contacted and involved in rectifying the health and safety issue



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## Make sure you have the right people to help you



An organisation must have access to competent advice, **it's the law**. If you do not currently have suitable knowledge then a suitable **competent** external advisors should be sort.

Staff involved in health and safety should have a number of skills not, just knowledge of the job. These skills can include:-

- The skills required to support your organisation will differ from industry to industry. A key skill will be the ability to communicate at all levels in order to get the point across and influence change. Remember that communication should be two way so the ability to listen and understand is vital.
- Staff must have suitable training, and this should be maintained as a Continual Professional Development (CPD). CPD is often required by membership of organisations such as IOSH.
- Experience of health and safety legislation and an understanding of how to apply this to an industry or situation is vital to anyone tasked with supporting an organisation with health and safety advice.



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# 10 Steps to Health and Safety

- Knowledge of the industry and activities being undertaken is essential along with knowledge of industry best practice.
- Soft skills, such as having the right attitude and understanding, will ensure persons with responsibility for health and safety are approachable



## Summary

Having suitable arrangements for health and safety ensures people, and organisation's, are protected from accident's, incidents and prosecution which can have a detrimental effect on an organisation.

There is a lot to do to ensure you are compliant, if you feel that you are not covered please get advice and support.



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