

Guide to

**HEALTH &
SAFETY (H&S)
FOR SMALL
COMPANIES**

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PRACTICAL SERVICES
for
BUSINESS DIRECTORS

DOES YOUR COMPANY COMPLY?

Recent years have seen an enormous increase in Health & Safety legislation and, together with the threat of punitive penalties, there is now a considerable burden of responsibility on employers.

In the last year there were 2 million workers suffering from work-related illness, 212 were killed, 146,000 suffered reportable accidents and 30 million days were lost. Alarming statistics — but it's not only employees and their families who suffer when things go wrong at work. Every year, businesses like yours count the cost — in fines, compensation payments, increased insurance premiums, repair bills and lost production. As the saying goes — **"If you think Health & Safety is expensive, try having an accident!"**

But it's not just a legal responsibility; it's also a moral and financial responsibility.

Here are some of the things that you must do:

- Have a written, up-to-date Health & Safety Policy setting out what you intend to do and who is going to do it.
- Carry out a Risk Assessment of your premises and all the activities that your employees are engaged in. Record the findings and act on the results.
- Carry out a Fire Risk Assessment (one of the most recent additions to the legislation).
- Make a list of all the hazardous substances that you use. Try to eliminate as many as possible, or replace them with less hazardous substances. And for those that are left, assess them and introduce controls to minimise the risk.
- Look at your Manual Handling tasks. Identify those that pose a risk of injury and see if you can find ways to eliminate or minimise that risk.
- Consult, inform, train and supervise your employees.

There are many things to consider but these are the main ones. Proper Risk Assessments are fundamental to good Health & Safety practice and sensible management of risk will do more than anything else to improve safety and reduce accidents in your business!

You probably know quite a lot already and can do many of the required tasks yourself. If not, then get outside help.

Remember! Act now to get control — don't react tomorrow to an accident!

Christopherson Associates Health & Safety Services can audit your Health & Safety systems and records to ensure you are complying with the latest regulations. Where you need help with Risk Assessments, Fire Assessments or implementing new systems our experienced advisors can provide these services.

*If you are interested in our Health & Safety Services please telephone us on **01225 480325** or complete the contact form on our website www.practicalservices.co.uk to arrange a free discussion.*

*The author of this article is available for group presentations to your business or organization. If interested, please call us on **01225 480325** to arrange.*

See the downloads section of our website for similar guides for small business owners.

About Christopherson Associates

Christopherson Associates help business owners achieve their goals by providing a whole range of practical services.

These services include boosting profits, increasing sales and marketing activities, streamlining operations, installing Quality or IT systems, ensuring compliance with Health and Safety regulations or Employment legislation, raising finance, planning and implementing an exit strategy or helping with any business problem outside of the experience of the business owner.

All our associates are seasoned and mature business professionals with decades of relevant business experience either at board or director level of major companies or have run their own businesses.

They are well trained in working with business owners and take a highly practical approach to solving problems and enhancing your business by working closely with you every step along the way.