

Fareham Community Action

Health & Safety Check List

Requirements: Every Employer must

- ◆ Have a written H&S Law Policy Statement.
- ◆ Employers Liability Insurance and Display a copy of the certificate.
- ◆ Display the H&S Law Poster or issue leaflet.
- ◆ Involve Employees in H&S issues and consult appropriately.
- ◆ Conduct Risk Assessments & write results for significant risks.
- ◆ Train employees in management of the identified H&S risks.
- ◆ Communicate Emergency Procedures.
- ◆ Exchange information on H&S hazards with other employers of the premises.
- ◆ Maintain a record of Injuries and First Aid treatment.
- ◆ Record & report accidents, disease & dangerous occurrences as required by statute (RIDDOR)
- ◆ Hold a fire certificate for each premises or Conduct a Fire Risk Assessment (FRA)
- ◆ Monitor and Review H&S arrangements periodically.

While this list is only a simple interpretation of requirements, the list contains most elements required. There are some matters which vary dependent on the size of the organisation and the nature of it's work. Additionally most legislation is about "employees" and theoretically may not have to be applied to volunteers. However all organisations need to ensure that their activities do not bring harm to others and the Charity Commission requires assessment of "Risk" So, what is your current situation?

Have a written H&S Policy Statement.

Display the H&S Law Poster or issue leaflet.

Involve Employees in H&S issues and consult appropriately.

Conduct Risk Assessment & write results.

Train employees in management of the identified H&S risks.

Communicate Emergency Procedures.

Exchange information on H&S hazards with other employers of the premises.

Maintain a record of Injuries and First Aid treatment.

Record & report accidents, disease & dangers occurrences as requires by statute (RIDDOR)

Hold a fire certificate for each premises or Conduct a Fire Risk Assessment (FRA)

Monitor and Review H&S arrangements periodically.