



Working in Partnership
with local businesses

Business Advice Pack

Health and Safety
Advice for
Businesses

Revised December 2022

The information included is not exhaustive and does not necessarily indicate compliance with any provision under the Health and Safety at Work

Health and Safety Advice for Businesses

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How well are you doing with Health and Safety?

To see how you are doing with health and safety in your business ask yourself the following questions.

Question	Yes	No
Do you have access to competent health and safety advice?		
Do you have current Employers Liability Insurance?		
Do you have an up to date Health and Safety Policy?		
Have you assessed the risks associated with your business and are you managing them?		
Are the welfare facilities you provide for your staff adequate?		
Do you provide free health and safety training for your staff?		

Do you talk to your staff about health and safety?

About this Pack

This information pack has been produced by Crawley Borough Council Environmental Health to help you with your health and safety legislation responsibilities. It is not an exhaustive pack, but it provides you with the basic tools to take the first step towards organising health and safety in your workplace.

What is Health and Safety?

If you believe everything you read, health and safety is all about endless paperwork and stopping anything that might be dangerous.

Health and safety is actually about preventing people from being harmed by work or becoming ill through work.

This is so important that the law says we must not put ourselves, other workers or the public in danger.

Controlling danger at work is no different from any other task – you need to recognise problems, know enough about them, decide what to do and act on the solutions. Following the guidance in this pack will help you to successfully manage health and safety for your business.

Health and safety law applies to all businesses however small. It covers employees, full or part-time, temporary or permanent; the self-employed; young people doing work experience; apprentices; charity workers; mobile workers and homeworkers. If you hire temps or casuals

1. Get the right advice

The law says that you must appoint someone competent to help you comply with your health and safety duties.

A competent person is someone with the necessary skills, knowledge and experience to manage health and safety.

It can be yourself, your workers or an external consultant/adviser or a combination of these.

INDG420

Further information can be found in the HSE leaflet: [INDG231\(rev1\)](#) Electrical Safety and

See Electrical Safety on the following web site:
<http://www.hse.gov.uk/120toolbox/index.htm>

12. Asbestos

How to Report

Online: Go to www.hse.gov.uk/riddor and complete the appropriate form.

Telephone : All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours : The HSE and local authority enforcement officers are not an emergency service . More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [out of hours webpage](#).

Telephone Crawley BC on 01293 438000 (out of hours).

Further information can be found in the HSE leaflet: [INDG453](#) Reporting Accidents and Incidents at Work .

See also Reporting accidents , incidents and diseases on the following web site: <https://www.hse.gov.uk/toolbox/managing/reporting.htm>

14. Keep it going!

Now that you have taken the simple steps to improve health and safety in your organisation make sure you keep it up.

You must ensure that your health and safety policy and procedures are reviewed regularly to make sure they are still effective and up to date.

Basically, you need to:

- review your risk assessment to make sure that precautions are still working effectively, especially if you bring in new machinery, substances or procedures which could lead to new hazards.
- review your Health and Safety policy to make sure it is up to date;
- keep

16. Action Plan

What do you need to improve?

Now you have read through the pack, consider what actions you need to take to comply with the basic steps we have given you and list them in the table below.

Action to be completed	Who	When