

Health and safety

- it's common sense but is it common practice?



Health and safety regulations are an ever evolving area of the law. As more businesses sprout up across the country, and as industries change and diversify, more and more regulations are put in place.

Keeping up with health and safety requirements can prove to be a real headache. There are just so many things that you need to take into consideration. Of course, not all of the rules apply to every business. For example, if you have a business that takes you outdoors, it's likely you won't be concerned about the removal of asbestos.



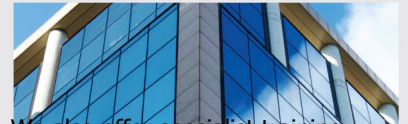
So knowing what areas to concentrate on, and also being up to date with each, is key.

With so many things to think about, it's hardly surprising that business people get confused and frustrated with health and safety. But with our specialist, experienced staff, SURETEAM can help ensure you've got it covered.

In this report we provide you with an update on some of the latest changes in health and safety and, regardless of whether you decide to work with us or go it alone, we've got some tips to help you make sure you have your bases covered.

Are you up to speed or out of date?

Take a moment to think about your health and safety personnel within your business. Have they received the key training they need to get the job done?



We also offer specialist training courses covering all areas of health and safety.

We can train your people in-house or off-site, and we are both CIEH and IOSH registered, fully certified and accredited. Courses we deliver include:

- CIEH accredited C.O.S.H.H
- CIEH acc. Manual Handling
- CIEH acc. Stress Management
- CIEH acc. Risk Assessments
- CIEH acc. General Health & Safety
- CIEH acc. Food Hygiene
- IOSH managing safely
- IOSH working safely
- IOSH directing safely
- CIEH supervising health & safety
- First Aid - at work four day course (HSE approved)
- Health and Safety for Managers
- Asbestos awareness
- Ladder safety
- Fire extinguisher training
- First Aid - appointed person (internally accredited)
- Safety reps and committees (internally accredited)



- Display screen equipment (internally accredited)
- Fire wardens and marshals (internally accredited)

10 health and safety “must do’s”

Most people know from day one that health and safety is important, and regardless of whether you decide to work with SURETEAM or not, we really want to make sure that you are glad you came across us. So here are 10 things you should do to make sure you’ve got it covered.

These tips will help to start to get your health and safety into shape:

1. Look at the risks

Start by looking at your working day- what you do, how you operate, how you get where you are going and then decide what could cause harm to your people and how to take precautions for each activity. This will allow you to start to pinpoint areas for improvement.

2. Write a statement

Risk assessments form the basis of the policies and procedures to protect employees and the business. Make sure that your policy statement is written with common sense in mind and in a language that everyone can understand.

3. Get employee buy-in

It is so important to get everyone interested in health and safety and for them to understand how it applies to them. Encourage employee feedback – if anyone has a health and safety concern, the need to know it will be taken seriously.

4. Make it work

Have simple policies that are easily available to make it much easier to build health and safety into day to day working life. Audit working practices regularly, to make sure they actually work and that bad practice doesn’t creep in over time

5. Take action

If you say you’re going to do something, make sure you do it – you are likely to commit to changing things or making equipment available. For employees to believe that you take health and safety seriously, you must deliver what you promise.

6. Get competent advice

You’ll probably realize quite quickly that one person can’t do it all themselves, so do your research and get advice. Time and money invested at the outset avoids further costs in the long run. There’s a lot to get right so get the help of a competent professional.

7. Streamline

Make your health and safety easier. A good health and safety policy should not mean more paper work. Don’t create staff resistance by asking them to complete unnecessary questionnaires and documents.

8. Talk to other businesses

Get tips from other businesses as they’ll be able to tell you what worked for them and what didn’t. Don’t re-invent the wheel; ask a good business contact how they solved a particular problem.

9. Get the right insurance

With so many different types of business insurance available, it is difficult to know which you need to have, which you should have, and which you don’t need at all? Find an insurer through the British Association of Insurers and get the expert advice to help your individual business.

10. Plan carefully and save yourself money

Planning and managing your health and safety effectively will not only give you peace of mind but will also save you money. You’ll be minimising sickness absence and helping employees to do their jobs much more efficiently.

Health and safety is a very broad ranging subject, but by working through these 10 points you’ll be off to a great start.

If you need to speak to an expert in more detail about your health and safety concerns, please don’t hesitate to contact us:

sian@sureteam.co.uk

t 01666 503686

SEE IF **YOUR** BUSINESS PASSES THE HEALTH AND SAFETY CHECKLIST TEST!
If you tick ‘no’ to any of the questions I would be happy to have a **FREE** consultation with you to assess your current provision.

