

HSE INSPECTION GUIDE

Provided by **Holloway Insurance Services Ltd**



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Introduction

Workplace Health and Safety at a Glance

As an employer, it is your responsibility to enforce proper workplace health and safety standards within your organisation. Indeed, keeping your employees healthy and safe on-site carries a wide range of benefits—including decreased work-related injury and illness concerns, lowered absenteeism and turnover rates, increased productivity and boosted workplace morale. Put simply, prioritising workplace health and safety can cut costs, reduce the risk of on-site disasters and help retain skilled employees.

Apart from the benefits of workplace health and safety, it's important to take note of the costly consequences that accompany a hazardous working environment. Recent research from the HSE revealed that **30.7 million working days were lost** in the past year due to work-related illness and injury. Further, organisations across the country paid a **total of £72.6 million in fines** resulting from prosecutions where a conviction took place last year—with the **average fine per conviction costing a startling £147,292**. This is almost double the annual total of about £40 million in fines from just two years ago. Clearly, workplace health and safety is a growing concern, and one that your organisation can't afford to ignore.

The Importance of Preparing for HSE Inspections

While your organisation should already be taking steps to promote workplace health and safety, the HSE also plays a role in ensuring workers across Britain benefit from a safe working environment by conducting robust health and safety inspections. HSE inspections—which can occur in a variety of different formats—allow licensed HSE health and safety inspectors to visit your organisation's workplace and systematically review whether the working environment and procedures are meeting regulatory standards. More than anything, inspectors analyse your workplace for evidence that your organisation has taken suitable measures to identify and mitigate your unique on-site risks.

HSE inspectors visit **thousands of workplaces** every year, often arriving on-site without warning. And whether it be a planned inspection or surprise visit, your organisation can face serious ramifications for failing an inspection. In fact, as soon as an inspector identifies a material health and safety breach, **your organisation will be fined by the hour** for the time spent on the inspection and how long it takes for you to correct the breach. This cost, also known as a fee for intervention (FFI), currently costs a whopping **£154 an hour**. What's worse, your organisation could also face additional fines, prosecution costs and reputational downfall as a result of a failed inspection.

Don't let poor health and safety practices lead to a failed inspection and costly consequences for years to come. Use this guide—which explains how the inspection process works, offers robust inspection preparation guidance and provides a variety of health and safety resources for both you and your employees—to ensure a successful inspection and reap the numerous benefits of prioritising workplace health and safety.

Reasons for an Inspection

The main purpose of an HSE inspection is to review an organisation's standards of health, safety and welfare in the workplace and to offer professional guidance on how to prevent work-related injury and ill health. While inspectors understand that eliminating all workplace risks is unrealistic, they are looking to see that organisations have taken sensible actions to reduce health and safety risks. Investigators decide the frequency of inspections for individual establishments based on the organisation's unique level of risk—often determined by industry-related hazards and the nature of workplace operations (eg desk work rather than manual work). Typically, HSE investigators conduct more frequent inspections on organisations where risks tend to be the highest and where the inspection will have the greatest impact. This may include organisations that:



Have poor health and safety performance—This can mean poor health and safety performance in the individual organisation or in the sector as a whole. Inspections may take place if your organisation conducts work that displays a high rate of accidents or ill health. In this situation, inspectors will typically focus on risks that are identified as priorities by the HSE—such as falls from height—to help make improvements in that specific area of concern.



Operate in a hazardous industry—Due to the nature of the working environment and organisational operations, some industries are labelled as more hazardous or high-risk than others. As a result, HSE inspectors tend to make more frequent visits to organisations in high-risk industries. Some examples of hazardous industries include the nuclear, offshore, rail, chemical, construction, manufacturing and explosives sectors. The majority of these industries operate under a safety case or licensing regime. Therefore, inspectors will assess a prepared safety case on how risks and hazards are identified and controlled. In these instances, inspectors are looking for assurance that both organisational and engineering controls are in place and being properly maintained.



Have had a specific incident or complaint—Inspectors are more likely to focus their efforts on organisations that have experienced or reported severe incidents—such as those that resulted in death or serious injury. They may also schedule an inspection if the incident is related to an HSE priority. During the inspection, the main focus will be to examine what went wrong (eg what poor health and safety practices were the culprit of the incident) and to learn how to avoid future incidents for both the individual organisation and others like it.

A limited number of inspections are also carried out to do the following:

- Assess the risks in new organisations or premises.
- Target certain geographical areas or sectors for specific priorities.
- Perform random 'spot checks' on compliance.
- Stay on top of new developments or processes for training purposes.

How the Inspection Process Works

The HSE inspection process applies to dutyholders where the HSE is the enforcing authority, including employers and self-employed people who put others at risk. Inspectors from the HSE and local authorities have the right to enter any workplace without giving the organisation any notice. In addition, inspectors are required to follow the [government's code of practice](#) on entering homes or businesses. Regardless, employers need to be prepared and ready for an inspection at all times.

A typical workplace health and safety inspection consists of several steps, all of which focus on examining the workplace, work activities, management of health and safety, and compliance with health and safety law. During the inspection, the HSE representative will also provide relevant advice on ensuring proper health and safety procedures within your workplace.

Methods of Inspection

1. **Safety tours**—This type of inspection allows inspectors to tour the entirety of the workplace, analysing general workplace health and safety procedures throughout.
2. **Safety sampling**—This inspection format consists of a systematic sampling of particular dangerous activities, processes or areas on-site—such as an area where heavy machinery is operated or work from height takes place.
3. **Safety surveys**—During this type of inspection, the inspector will conduct a more general review of particular dangerous activities, processes or areas.
4. **Incident inspections**—These inspections only occur after a workplace accident has resulted in a fatality, injury, case of ill health or near-miss incident, and has been reported to the HSE.

During the Inspection

Throughout the inspection, the inspector will analyse how you keep your employees—and anyone who may be affected by workplace procedures—healthy and safe. The inspector will also ensure that you are adequately promoting your employees' welfare. Specifically, the inspector might:

- Ask you to describe your employees' job roles and responsibilities.
- Interview your employees about their work tasks and procedures, as well as their perception of the working environment and effectiveness of current workplace health and safety measures.
- Inspect any workplace machinery, tools or personal protective equipment (PPE) to ensure it is effective, safely used and well maintained.
- Take photographs or videos of the workplace.
- Request to view relevant health and safety records or documents (eg your last workplace risk assessment, recent accident or near-miss reports, workplace health and safety policies, machinery or PPE maintenance records, and employee training resources).
- Ask you to identify the main health and safety issues both in your industry and your specific organisation, as well as how you have made an effort to mitigate those concerns.
- Ask you to describe your own knowledge or experience of workplace health and safety.

After the Inspection

When the inspection is complete, the inspector will share the results and offer any relevant health and safety advice. If the inspector did not find evidence of a health and safety breach, no further follow-up action is necessary from your organisation. However, if an inspector identifies a breach, your organisation will be held responsible for making necessary workplace health and safety adjustments to remedy the problem and possibly face further consequences from the HSE.

Depending on the severity and nature of the breach, inspectors will have discretion to decide what actions to take. The action taken will be based on the principles set out in the HSE's Enforcement Policy Statement, found [here](#). In most cases, the following actions can be taken:



Advice—The inspector may give you advice, verbally or in writing, about some of the improvements you could make to health and safety in your workplace. This advice is free. Employers should ask the inspector to confirm the advice in writing and to distinguish legal requirements from best practices.



Notifications of contravention (NoCs)—An NoC is a document that informs your organisation about the health and safety law(s) you've breached and how you did so. In addition, an NoC will outline the steps your organisation must take to stop breaking the law. An inspector will only provide an NoC if they believe you are in 'material breach' of the law—meaning you have broken the law seriously enough for them to write to you about it. If the inspector gives you an NoC, you will be required to pay an FFI.



Improvement notices—In cases of more severe breaches, the inspector may issue an improvement notice to tell the employer to take certain actions to comply with health and safety law. The inspector should discuss the notice with the employer and resolve points of difference before issuing it. An improvement notice contains what actions need to be performed, why they should be performed and the allowed time frame for performing them. The minimum time frame for compliance is 21 days to ensure organisations have the time to appeal. It is considered a criminal offence if your organisation fails to make the changes in the time provided. Further legal actions may be taken if the improvement notice is not complied with.



Prohibition notices—Your organisation may receive a prohibition notice if a workplace activity identified during the inspection process possesses a risk of serious personal injury now or in the future. The notice will inform your organisation that the dangerous activity cannot be resumed until your organisation takes steps to make it safe to do so. The notice will explain why remedial action is necessary. It is also considered a criminal offence if you fail to comply with the prohibition notice.



Prosecutions—In serious breaches or in cases with blatant disregard for the law, the inspector may deem it necessary to initiate a prosecution. Prosecution gives courts wide authority to punish offenders with fines and even imprisonment.

Fees for Intervention (FFI)

Under the **Health and Safety and Nuclear (Fees) Regulations 2016**, employers who break health and safety laws can be held liable for HSE-related costs—including inspections, investigations and enforcement actions. When an inspector visits an establishment and finds a material breach of health and safety law, the organisation will be required to pay a fee (the FFI). The FFI is calculated on an hourly rate, based on the amount of time the inspector spends identifying, correcting, investigating and taking enforcement action upon the material breach. If the business is compliant with health and safety law or does not commit a material breach, an FFI will not be charged for any work that the HSE does. **The FFI scheme currently charges an hourly rate of £154.**

Identifying a Material Breach

A material breach of health and safety law occurs when an HSE inspector determines that your organisation's non-compliance is so severe that they feel the need to formally write to you and require specific actions to be taken to fix the breach. Written notification regarding a material breach can come in several forms—including an NoC, an improvement or prohibition notice, or a prosecution. All forms of written notification must include:

- The law that the inspector's opinion relates to
- The reasons for the opinion; and
- Notification that a fee is payable to the HSE

HSE inspectors use existing principles and enforcement decision-making frameworks, such as the Enforcement Management Model ([EMM](#)) and the Enforcement Policy Statement ([EPS](#)), when deciding whether a material breach occurred.

Recoverable Costs for Associated Work

FFI is payable for all costs the HSE reasonably incurs during regulatory work associated with or related to a material breach. This includes all necessary work to identify the material breach and ensure it is remedied. When a material breach is identified, costs for the visit are recoverable, from entry to point of leaving. Some examples of associated work include:

- Writing notifications of contravention and reports
- Preparing and serving improvement or prohibition notices
- Follow-up work and reviewing investigations to ensure compliance
- Taking statements and gathering information
- Specialist assistance
- Assessing the findings and documenting procedures
- Recording conclusions and inspection, investigation and enforcement information
- Necessary research related to the material breach

Queries and Disputes

If you believe there is something wrong with your FFI invoice when you receive it, your organisation can send the HSE a query (within 21 days of receiving your invoice). These queries can include concerns with the following:

- Method of payment
- Total amount of invoice
- Requests for further information
- Confirmation that work was necessary
- Other issues, such as whether there was a material breach or time taken to regulate a breach

You will be informed of the HSE's decision regarding your query within 21 days. If the HSE determines that there is nothing wrong with your invoice, you will have to pay it within 30 days of the original invoice date or no later than 10 days after hearing the result of your query. If your organisation is unsatisfied with the response from a query, you can dispute the invoice by writing to the HSE (within 21 days of hearing the result of your query) and explaining why the invoice is not valid. Keep in mind that if you are only disputing part of an invoice, your organisation still needs to pay the undisputed amount within 30 days of the original invoice date.

Disputes are considered by a disputes panel, independent of the HSE. Your organisation will be informed in writing of the result of the dispute within 21 days of the panel's decision. If your dispute is upheld, the HSE will return any money that your organisation has already paid. If your dispute is not upheld, you will have to pay your invoice within 10 days of hearing a response to your dispute. Your organisation will also have to pay an additional fee for the cost of the panel considering your dispute (at the FFI hourly rate).

For more information on how to send a query or file a dispute, click [here](#).

Exemptions and Disqualifications

While FFI applies to the majority of employers and businesses, there are exemptions in place for certain workers and circumstances, such as self-employed people who do not put others at risk, those who are already paying fees to the HSE for the work through other arrangements and those who deliberately work with certain biological agents. For additional information and HSE resources regarding FFI, click [here](#).

Inspection Preparation Guidance

Whether you know an inspector is visiting in the near future or your inspection ends up being a surprise, the key to a successful HSE inspection is to make health and safety a constant priority within your organisation. Regardless of size or industry, your organisation needs to make an effort to implement a proper health and safety strategy on-site. Communicating this strategy to your employees and enforcing it with effective policies and procedures will help your organisation be prepared for an HSE inspection at any given time. Consider this guidance for implementing a health and safety strategy that helps your organisation pass its next HSE inspection with flying colours.

Delegating Responsibilities

While every employee in your organisation should play a role in promoting workplace health and safety, it's important to delegate a reliable person or committee to be in charge of maintaining proper health and safety standards on-site. This person or committee needs to have the correct skills, knowledge and experience to take on such a significant responsibility and should take this duty seriously. More than anything, this person or committee should be aware of all relevant health and safety regulations to ensure your organisation is staying compliant. Depending on your organisation's level of risk—typically determined by size and industry—the method in which you delegate health and safety leadership will differ:



Industry: Depending on the nature of operations and working environment, some industries possess higher health and safety risks than other sectors, as well as additional regulatory requirements. For example, a farmer will be exposed to far more risks (eg outdoor conditions, working with animals and dangerous machinery) than an employer who operates in an office building. If your organisation is involved in a high-risk industry, it can be useful to seek external assistance from a health and safety professional to generate an effective strategy. If you operate in a low-risk sector, you may only need to utilise an internal health and safety committee or representative.



Size: Larger organisations typically have more employees and financial resources than smaller establishments. With this in mind, large organisations should consider generating a committee of internal health and safety representatives that includes employees or managers from multiple departments, and possibly supplement this team with professional assistance. On the other hand, smaller organisations might want to simply hold the employer or a single manager responsible for managing health and safety standards, and possibly seek professional assistance.

In any circumstance, your health and safety representative or team should be able to consider the risks of all employees on-site and represent the organisation well. For additional HSE guidance on setting up a proper health and safety committee, click [here](#).

Conducting a Risk Assessment

Once you have established a health and safety representative or committee, it is crucial that you take steps to identify your organisation's top health and safety risks, and determine appropriate mitigation methods. The best way to identify these risks is by conducting a robust risk assessment.

Put simply, a risk assessment is an organised, comprehensive method of listing relevant organisational risks and the resulting measures that have been put in place to prevent or control them. Conducting a routine risk assessment can help your organisation stay on top of on-site risks and new or emerging hazards to prevent workplace accidents, injury and ill health.

What's more, a written risk assessment is legally required for all organisations that possess more than five employees (if you have fewer than five employees, you don't need to write anything down). To create a proper risk assessment, consider the following steps:

- 1. Identify the hazards**—This is the most important aspect of your risk assessment. A good starting point is to walk around your workplace and think about potential hazards. When you work in the same place every day, it is easy to overlook hazards. Follow these tips to help identify the ones that matter:
 - Take account of non-routine operations, such as maintenance or cleaning operations.
 - Think about long-term hazards to health, such as exposure to harmful substances.
 - Review data sheets and manufacturers' instructions for chemicals and equipment—they can help explain hazards.
 - Look back at your accident and ill-health records to identify less obvious hazards.
- 2. Think about who might be harmed and how**—Ask your employees what they think the hazards are, as they may notice things that are not obvious to you and may have ideas on how to control risks. For each hazard, be clear about who might be harmed—it will help you identify the best way of controlling the risk. This doesn't mean listing each person. Identify groups of people, such as employees or passers-by.
 - Identify how people or groups may be harmed and what type of injuries may occur. Think about people not in the workplace all the time, such as visitors or contractors.
 - Include people with disabilities, and remember that some workers may have particular needs, such as young employees or expectant mothers.
- 3. Evaluate the risks and decide on precautions**—Risk is a part of everyday life—it is impossible to eliminate each one. However, be sure you understand the main risks and how to manage them responsibly. Generally, you must do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. If possible, eliminate the risk altogether. If this is not possible, you must determine how to control the risk so that harm is unlikely. Some practical steps you could take include finding safer alternatives to current work practices, reducing exposure to a hazard and consulting with workers to ensure their health and safety.

4. **Record your significant findings**—Make a record of your significant findings—the hazards, how people might be harmed by them and what processes you have in place to control the risks. A risk assessment should be able to demonstrate that:
 - A proper check was made, and you involved your employees or their representatives.
 - You considered who might be affected and involved your employees in the process.
 - You dealt with all major hazards. The precautions are reasonable and remaining risk is low.
5. **Review your assessment periodically and update when necessary**—Few workplaces stay the same. Eventually, you will bring in new equipment, substances or procedures that could lead to new hazards. Review your risk assessment on an ongoing basis, and ask yourself:
 - Have there been any significant changes?
 - Are there improvements you still need to make?
 - Have your workers spotted a problem?
 - Have you learnt anything from accidents or near misses?

Establishing Policies and Procedures

After you have conducted a proper risk assessment with your health and safety representative or committee, it's time to implement the necessary controls to reduce or eliminate relevant health and safety risks. By establishing effective workplace policies and procedures, you can ensure that your organisation is constantly making health and safety a priority on-site.



Workplace policies—A workplace health and safety policy explains your organisation's approach to health and safety by explaining who does what, as well as when and how. If you have more than five employees, you are legally required to produce a written health and safety policy. If you have less than five employees, you don't have to write anything down. Your policy should cover the following three areas:

1. **Statement of intent:** This statement should include your organisation's general policy on health and safety in the workplace, establish your aims and highlight your commitment to managing health and safety effectively. As the employer or leader of your organisation, you need to review and sign this document regularly.
2. **Responsibilities for health and safety:** This portion of the policy should list the names, positions and roles of the people in your organisation who possess specific responsibilities for health and safety (eg your health and safety representative or committee).
3. **Arrangements for health and safety:** This section of your policy should offer details of the practical arrangements you have in place to manage health and safety, as well as how you will achieve your aims (eg conducting a risk assessment, enforcing health and safety procedures, using safety signs and providing proper equipment).

Keep in mind that your organisation might need to implement additional workplace policies to ensure proper health and safety standards for more specific risks—such as a motor vehicle use policy or heavy machinery use policy.



Workplace procedures—Apart from your health and safety policy, your organisation should enforce proper workplace procedures that help control relevant on-site risks (such as those identified in your risk assessment) and keep workers safe. Important procedures include:

- **Provide routine training, and relevant health and safety resources** (eg your written health and safety policy, flyers, posters, pamphlets and additional HSE resources) to anyone who works with or for you—including employees, contractors and self-employed people. This training should instruct employees on your workplace’s specific health and safety risks, as well as how workers can play a part in reducing these risks. Training should differ based on employees’ roles and responsibilities within your organisation (eg a manual worker should have different training than an office administrator). Further, training should be a routine occurrence. This way, employees can be prepared for new and evolving workplace risks.
- **Develop an effective incident response plan** that outlines arrangements for handling a workplace accident or emergency. As an employer, you are legally responsible for ensuring employees receive adequate medical attention if they become ill or injured on-site. At minimum, you must provide a suitably stocked first-aid box, an appointed person to be in charge of first-aid responsibilities and information for all employees on workplace first-aid arrangements. Further, employees should be aware of how to respond to an accident on-site with easily accessible emergency contact information and resources for recording an incident report or near miss.
- **Offer necessary equipment** to protect workers from specific health and safety risks, such as PPE. Be sure that your employees know when and how to use, store and clean PPE correctly. Replace worn or damaged PPE as needed.
- **Implement a proper maintenance and cleaning plan** on-site. Especially for workplace machinery and tools, schedule routine inspections to ensure everything operates safely and correctly, and conduct maintenance when needed. Enforce proper machine guarding methods and make sure employees know how to identify when machinery and tools are damaged. Replace machinery and tools as necessary.

General Best Practices



Documentation—Be sure to have a designated, organised and secure location for storing all workplace health and safety documentation. This includes your risk assessment, health and safety policy, employee training resources, maintenance schedules and accident or near-miss reports. This way, it will be easy for you to access these important documents if an HSE inspector requests to see them.



Welfare—Apart from health and safety, make sure your organisation is promoting employee welfare by keeping communal areas (toilets and rest locations) clean and well-kept. Additionally, ensure you are prioritising overall employee well-being by scheduling routine meetings with workers to remind them that they are supported and their opinions are valued.



Signage—Utilise workplace health and safety signage to remind employees of various risks on-site. Specifically, don't forget to display the HSE's health and safety law [poster](#).



Insurance—Above all, you can ensure ultimate peace of mind against workplace health and safety risks and failed HSE inspections by securing robust insurance cover, such as employers' liability insurance. For more information and insurance solutions, contact Holloway Insurance Services Ltd today.

APPENDIX A

Employer Resources



RISK ASSESSMENT TEMPLATE

GENERAL INDUSTRY

Risk Assessment Template

All employers must conduct a risk assessment. If you have fewer than five employees, you don't have to write anything down. We started the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected. Consider how this template applies to your business. Identify the hazards that are high priority and complete the table to suit. You can print and save this template to review and update the information when needed. You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities).

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas are well-lit, including stairs. No trailing leads or cables. Staff keep work areas clear (eg no boxes left in walkways). Boxes are delivered and stored immediately.	<ul style="list-style-type: none">Better housekeeping in staff kitchen needed (eg on spills).Arrange for loose carpet tile on second floor to be repaired/replaced.	<ul style="list-style-type: none">All staff, supervisor to monitorManager	<ul style="list-style-type: none">From now onxx/xx/xx	<ul style="list-style-type: none">xx/xx/xxxx/xx/xx
						*Hint, tab here for new row

The content of this document is of general interest only and not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. It does not address all potential compliance issues with UK, EU or any other regulations. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. It should not be used, adopted or modified without competent legal advice or legal opinion. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. Design © 2018 Zywave, Inc. All rights reserved.

General Health and Safety Policy **TEMPLATE**

**THIS IS ONLY A SAMPLE.
CUSTOMISATION REQUIRED.**

Provided by: Holloway Insurance Services Ltd

Legal disclaimer to users of this sample policy:

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Statement of General Policy

, including all directors and executives, is committed to ensuring the health and safety of all employees and providing a safe environment to any other persons on premises. We are committed to maintaining safe and healthy working conditions through control of the health and safety risks arising from our work activities, the provision and maintenance of safe plant and equipment, the safe handling and use of substances, and steps to prevent accidents and cases of work-related ill health.

Employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by 's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

This policy applies to all employees. It is non-contractual and, for the avoidance of doubt, does not form part of any employee's contract of employment.

In accordance with our health and safety duties, subscribes to the following:

1. To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities. will assess risks to health and safety and identify ways to overcome them.
2. To provide and maintain a safe and healthy place of work and means of entering and leaving the premises safely, including implementing emergency procedures for evacuation in case of fire or other significant incidents.
3. To provide employees with adequate information, training, instruction and supervision in safe working methods and procedures.
4. To provide and maintain safe plant, equipment and machinery, and to ensure the safe storage / use of substances. All plant, equipment and machinery will have the necessary safety devices installed and appropriate protective clothing will be provided.
5. To comply with all safety and health regulations which apply to the course and scope of operations. This includes providing adequate resources to implement this policy.
6. To promote co-operation between employees to ensure safe and healthy conditions and systems of work through discussion and effective joint consultation [and the establishment of a health and safety committee, safety representatives and accident investigations where applicable].
7. To monitor and review health and safety performance, working environment and conditions to ensure that programme objectives are achieved.
8. ADD ANY ADDITIONAL STATEMENTS HERE
9. ADD ANY ADDITIONAL STATEMENTS HERE
10. ADD ANY ADDITIONAL STATEMENTS HERE

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood. Any health and safety concerns should be reported to the Principal Health and Safety Officer or your supervisor.

Signature

Date



UNITED KINGDOM

Workplace Health and Safety Guide



Health and Safety Law Poster and Leaflet

Provided by:

Holloway Insurance Services Ltd

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Health and Safety Law Poster or Leaflet Requirement

The Health and Safety Information for Employees Regulations requires all employers to either display an HSE-approved poster in a prominent position in the workplace or provide each employee with a copy of the HSE-approved leaflet. A prominent position means that the poster is kept displayed in a readable condition, in a reasonably accessible place, that can be easily seen and read by the employee. The approved poster and leaflet outline the duties that employers and employees have and describe what to do if there is a problem.

From 5th April 2014, employers in Great Britain are required to display the 2009 workplace poster or provide employees with the 2009 leaflet or pocket card, instead of the previous 1999 versions. Employers in Northern Ireland are required to use the new 2009 versions from 15th June 2014.

Research showed that the 1999 versions of the law poster and law leaflet were visually unappealing and rarely read. They were redesigned to be more readable and engaging. The newest versions set out the information in a simpler, more easily digestible bullet point format.

The 2009 poster still has boxes where details of any worker health and safety representatives and other health and safety contacts can be added. It is not a legal requirement to include this information but it may be helpful for workers.

Where to Get the 2009 Versions

Employers can purchase the HSE-approved 2009 poster in different sizes and languages from the HSE site at:

- www.hse.gov.uk/pubns/books/lawposter.htm
- www.hse.gov.uk/pubns/books/lawposter-ni.htm (Northern Ireland Poster)

Each copy of the 2009 poster incorporates a unique, serially numbered hologram in the bottom right corner. The security hologram is to help prevent mis-selling and to ensure the copy is genuine.

Employers can also purchase or download the HSE-approved 2009 leaflet and pocket card for free from the HSE at:

- www.hse.gov.uk/pubns/books/lawleaflet.htm (Leaflet)
- www.hse.gov.uk/pubns/books/lawpocketcard.htm (Pocket Card)
- <https://www.hseni.gov.uk/sites/hseni.gov.uk/files/northern-ireland-poster-pocket-card.pdf> (Northern Ireland Pocket Card)

's Health and Safety Programme Training Log

Brought to you by Holloway Insurance Services Ltd

SUBJECT: INSERT TRAINING PROGRAMME HERE	DATE:	INSTRUCTOR:	LOCATION:
The employees listed have satisfactorily participated in and completed all requirements of the above training.			
NAME (Print)	DEPARTMENT	*NAME (Signature)	DATE

SUPERVISOR ACCIDENT REPORT

Injured Employee's Name:
Date and Time of Incident:
Date and Time Reported:
Home Phone:
Witness Names:
Cause of Accident:
Was a Safety Procedure Violated? Describe:
Accident Site Inspection and Comments:
Recommendations and Comments:
Is there a potential outside liable party responsible for the cause of this incident?

Description of Incident

(Use additional sheets of paper, if more space is needed)

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Supervisor Signature:	Date:
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Holloway Insurance Services Ltd

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Near-Miss (Incident) Report Form

Involved Employee's Name:
Date and Time of Incident:
Date and Time Reported:
Home Phone:
Witness Names:
Cause of Incident – What acts or conditions led directly to the incident:
Was a Safety Procedure Violated? Describe:
Incident Site Inspection - Why was an unsafe act committed, or why was the unsafe condition present:
Recommendations/Steps to take to prevent a similar incident:
Is there a potential outside liable party responsible for the cause of the unsafe act or condition?

Description of Incident

(Use additional sheets of paper, if more space is needed)

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Supervisor Signature:	Date:
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CHECKLIST | FIRST AIDER

Presented by Holloway Insurance Services Ltd

As a trained first aider, your primary responsibility is to provide immediate care to workers who become ill or injured. Your role in helping others also puts you at high risk of exposure to potentially infectious materials, such as blood and other body fluids. When providing first aid, keep in mind the following safety considerations, and always wear the appropriate personal protective equipment.

	COMPLETED	NOT COMPLETED
When assisting an injured employee, always wear safety glasses, protective gloves and a barrier mask (available in the first-aid kit) to limit your exposure.	<input type="checkbox"/>	<input type="checkbox"/>
Conduct an assessment of the scene to determine if it is safe to enter and provide care. If the scene is safe, assess the injuries.	<input type="checkbox"/>	<input type="checkbox"/>
If there are any immediate life-threatening injuries, administer the appropriate emergency life support, such as administering CPR and controlling haemorrhages.	<input type="checkbox"/>	<input type="checkbox"/>
If there are no immediate life-threatening injuries, administer first aid such as bandaging wounds and stabilising injured extremities.	<input type="checkbox"/>	<input type="checkbox"/>
Request additional medical assistance as needed.	<input type="checkbox"/>	<input type="checkbox"/>
Relay information about the injuries to the oncoming ambulance.	<input type="checkbox"/>	<input type="checkbox"/>
Remain with the patient and provide on-going care as well as reassurance of his/her recovery.	<input type="checkbox"/>	<input type="checkbox"/>
Hand patient over to emergency personnel as soon as they arrive and assist as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
If you have an exposure incident, wash/flush area with water or sanitiser and report it to your supervisor.	<input type="checkbox"/>	<input type="checkbox"/>
Record emergency medical care given to the patient for diagnostic purposes.	<input type="checkbox"/>	<input type="checkbox"/>
After each emergency call, restock and replace supplies used.	<input type="checkbox"/>	<input type="checkbox"/>
Clean up the accident area by wiping all affected surfaces with a sanitising cleaning agent and appropriately bagging soiled first-aid materials.	<input type="checkbox"/>	<input type="checkbox"/>
Fill in a Report of Injury or Illness Form to log accident details.	<input type="checkbox"/>	<input type="checkbox"/>
Attend all required first-aid training as required by .	<input type="checkbox"/>	<input type="checkbox"/>

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2013-2015 Zywave, Inc. All rights reserved.

CHECKLIST | PERSONAL PROTECTIVE EQUIPMENT (PPE)

Presented by Holloway Insurance Services Ltd

For:	Date:
Inspector Name:	Inspector Signature:

	YES	NO	N/A
Are you assessing the workplace to determine if hazards that require the use of PPE—like, head, eye, face, hand, or foot protection—are present or are likely to be present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If hazards or the likelihood of hazards are found, are you selecting and having affected employees use properly fitted PPE suitable for protection from these hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee been trained on PPE procedures, such as what PPE is necessary for a job task, when they need it, and how to properly adjust it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats provided and worn where danger of falling objects exists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats inspected periodically for damage to the shell and suspension system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing or penetrating actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are approved respirators provided for regular or emergency use where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all protective equipment maintained in a sanitary condition and ready for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have eye wash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where special equipment is needed for electrical workers, is it available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is protection against the effects of occupational noise exposure provided when sound levels exceed those set by the Control of Noise at Work Regulations 2005?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilt toxic or otherwise hazardous materials or liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate procedures in place for disposing of or decontaminating PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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APPENDIX B

Employee Resources



Safety Matters

Provided by: Holloway Insurance Services Ltd

It's No Accident

Accidents can happen at any time in the workplace, often when you least expect them. However, many on-site accidents can be avoided by focusing on safe practices and taking necessary safety precautions.

Know the Hazards

The cause of accidents can almost always be traced to a dangerous act, an unsafe condition or a combination of the two. For example, a worker could fall off a ladder that was not secured properly— an accident caused by the unsafe act of not securing the ladder. Or, a worker could slip on a spill that was not cleaned up, which would be an accident caused by an unsafe condition. In either instance, the accident could have been avoided by following proper safety precautions.

To avoid accidents, it's important to understand what can caused them. There are countless unsafe conditions that can lead to accidents, but common hazards include:

- Using defective or broken equipment
- Misusing equipment or tools
- Performing tasks without proper training
- Unsafe handling or disposal of materials
- Injuries due to debris or spills

Safe Steps to Avoid Accidents

The first step to keeping yourself and co-workers safe is to stay alert on-site and not let routine or familiarity lure you into carelessness. Always observe safety precautions before and during a task, even if those precautions make the task more inconvenient or take longer to complete.

Cutting corners may not seem like a big deal, but doing so is a primary cause of accidents.

Next, know your job. The more you know about your job, the safer you'll be. Know the proper procedures and safety precautions for any task you do and if any questions arise during your working day, be sure to talk to your supervisor.

And finally, make a personal contribution. A good way to start this is to follow safety rules. Certain rules in the workplace are made for your protection, so follow them. Just because an unsafe act is not specifically listed as being prohibited, it doesn't mean you should do it. Use your common sense when evaluating if an act is safe or not – there may be a very easy way to make it safer if you think it through.

Focus on Good Habits

It's natural to work yourself into habits. When you break a safety rule, you've taken the first step towards forming a bad habit — a habit that can lead to an injury. Good habits, such as following safety precautions and noticing unsafe conditions, are just as easy to form.

Develop a safe attitude. This is probably one of the most difficult things to recognise because most of us have the mistaken notion that it's always someone else who gets hurt. If we all do our share in observing the safety rules and staying alert, everyone will benefit.

PLAYING IT SAFE



Safety Meetings & You

Your role in an injury-free workplace

You know that your professional success involves both quality work and a commitment to safety on-site. That's why we hold safety meetings on a regular basis. Whether you're a new employee or a seasoned pro, safety meetings provide a quick and easy way for us to show you ways in which you can reduce on-the-job accidents.

More importantly, safety meetings allow you an opportunity to relay safety and health concerns or improvement ideas to your supervisor. Often, some of the best safety ideas come from you.

Your Role at Safety Meetings

- Be an active listener. Even if the topic is something you are familiar with, safety hazards, procedures and precautions are constantly evolving and changing. Don't be tempted to tune out; you are sure to learn something new or be reminded of an important safety practice.
- Be an active participant. If the meeting leader is able to draw on worker experiences, that will remind all employees—especially newer ones—that hazards in the workplace are a reality. If others may be able to learn from your experience, speak up.

Safety Topics

Topics discussed at safety meetings are presented because they are potential safety hazards. If you encounter workplace hazards that you'd like to discuss, suggest them to your supervisor.

Safety First

A chain is only as strong as its weakest link. To reduce the amount of exposures to unnecessary hazards, we need each employee's commitment to health and safety. We all need to do our part to promote safety, and regular meetings are an important part of our programme.

Workers who suffer a disabling injury can lose 40 per cent of their income over five years. And the loss means more than just less money; increased stress and conflict associated with occupational injury and illness can be painful for families, too.

Participate in safety meetings to help in our commitment to provide a safe and healthy work environment.

Be safe and healthy on-site at
with these helpful tips
provided by **Holloway
Insurance Services Ltd.**

Do Your Part

Participate in safety meetings. They are a perfect opportunity for you to communicate your safety ideas or concerns with your supervisor, ensuring safety for you and your co-workers.

This flyer is for informational purposes only and is not intended as medical or legal advice.

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