



Top Tips: 10 Health & Safety Tips for Small and New Businesses

When setting up a new business, or managing a small one, it can be easy to overlook the health & safety basics. To ensure you're not caught off guard, follow these top 10 tips.

01 Write a health & safety policy (or statement of intent)

For a business with 5 or more staff, a Policy Statement is required- it should include who the responsible person is and arrangements for health & safety of workers



02 Conduct a fire risk assessment

Complete Fire Risk Assessments of the area or buildings you occupy and ensure suitable means of detection, fire-fighting equipment and alarms are installed

03 Have trained fire marshals or wardens on site

A number of trained staff should be responsible to evacuate staff and visitors in the event of an emergency (which may not just be a fire)



04 Complete a First Aid Needs Risk Assessment

The first needs assessment demonstrates to the HSE or the Local Authority (LA) inspector that a company has considered their first aid

05 Inspect fixed wiring

It's a legal requirement for commercial premises to have fixed wiring installation inspected and tested periodically by a competent and qualified electrician

06 Check any gas appliances (if you have them)

If you have any gas appliances such as cookers or boilers you must have them checked at least annually by a Gas Safe Contractor



07 Complete portable appliance testing

Ensure all electrical equipment is safe for staff to operate by completing Portable Appliance Testing, a local electrician will check and label equipment to confirm it is safe



08 Complete a display screen equipment risk assessment

A DSE risk assessment reduces the risk of staff working with computers experiencing Repetitive Strain Injury or Work Related Upper Limb Disorders at work

09 Provide manual handling assessments and training to staff

Ensuring these assessments are conducted reduces the risk of injury to workers. Where possible, mechanical handling aids such as a trolley should be provided

10 Is there any lifting equipment used?

Where lifting equipment is used, it should be inspected and tested. Equipment that lifts people needs to be inspected every 6 months and Forklifts every 12 months

