

HEALTH & SAFETY GUIDE



Good health and safety practices protect employees, reduce workplace accidents and ensure legal compliance. Poor safety measures can lead to injuries, fines and loss of reputation.

Hazard: A Hazard is a potential source of harm.

Risk: The likelihood of that harm occurring.

UNDERSTANDING WORKPLACE RISKS



◆ Slips, Trips & Falls

Hazard: Wet or uneven surfaces, cluttered walkways.

Risk: Slipping, tripping or falling, leading to injuries like fractures or sprains.

Prevention: Keep walkways clear, clean spills immediately, use anti-slip flooring and signage.

◆ Manual Handling

Hazard: Lifting heavy loads incorrectly.

Risk: Strains, sprains or long-term musculoskeletal disorders.

Prevention: Provide manual handling training, use lifting aids, encourage proper posture.

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REDUCING RISKS - PREVENTION & CONTROL

Workplace Risk Assessments - identifying workplace hazards and evaluating the level of risk they pose.

- 1** Identify hazards
- 2** Determine who may be harmed and how.
- 3** Evaluate risks and decide on control measures.
- 4** Implement safety measures and monitor effectiveness.
- 5** Review and update regularly.



Health & Safety Policies - outlines an organization's approach to workplace safety and legal compliance. It sets clear expectations for employees and management.

KEY ELEMENTS:

- ✓ *Statement of Intent - The company's commitment to health & safety.*
- ✓ *Roles & Responsibilities - Who is responsible for implementing safety measures?*
- ✓ *Arrangements for Managing Risks - How risks are managed?*
- ✓ *Legal Compliance - Aligning regulations and best practices.*
- ✓ *Review & Updates - Keeping policies up to date with changes.*



Workplace Inspections & Audits - Regular inspections help businesses maintain compliance and address safety concerns proactively.



What should be inspected?

- ✓ *General workplace conditions (lighting, ventilation, cleanliness).*
- ✓ *Machinery and equipment safety.*
- ✓ *Fire prevention systems and emergency preparedness.*
- ✓ *Safe storage and handling of hazardous substances.*
- ✓ *Employee adherence to safety procedures...*

Inspections/audits should be carried out by a competent H&S person on a regular basis and be documented!

Safe working procedures & Training - Preventing accidents isn't just about identifying risks, it's about educating employees and ensuring they follow safe work practices.

- ✓ *Ensures employees understand workplace hazards.*
- ✓ *Improves employee competence, confidence and engagement.*
- ✓ *Reduces accident rates and legal liabilities.*
- ✓ *Promotes a culture of safety and awareness...*



EXAMPLES: Manual handling techniques, First aid training, Working at heights training, General safety awareness training, RAMS....

Incident Reporting & Emergency Preparedness - Even with preventative measures, incidents can still occur. A well-prepared workplace helps a swift, effective response.



- ✓ Documented emergency plans and procedures.
- ✓ Communication on for workers, contractors, visitors.
- ✓ Regular emergency drills.
- ✓ First aid provisions and trained responders...

- ✓ Documentation and analysis of incidents and near misses
- ✓ RIDDOR-compliant accident reporting system.
- ✓ Incident investigations to prevent recurrence...



Maintaining a culture of safety - an organizational environment where safety is deeply embedded in the values, beliefs and behaviors of all employees.

HOW TO FOSTER A SAFETY-FIRST MINDSET?



- ✓ Employee Involvement: Engage workers in safety decisions and encourage open discussions about workplace hazards.
- ✓ Recognize & reward safe behaviour.
- ✓ Clear communication of safety information...

Personal Protective Equipment (PPE) – The Last Line of Defense. PPE is essential when other safety measures cannot fully eliminate risks.

*Helmets; Gloves; Eye Protection; Respirators; High-Vis Clothes;
Safety Boots; Hearing Protection...*

- ✓ Ensure PPE is suitable for the task.
- ✓ Provide proper PPE training.
- ✓ Regularly inspect and replace damaged PPE.
- ✓ Encourage employees to wear PPE consistently....



THE IMPORTANCE OF A COMPETENT H&S PERSON

As an employer, you must appoint a competent person or people to help you meet your health and safety legal duties.

- 1** *Identifies and assesses workplace risks with expertise.*
- 2** *Ensures legal compliance with current health & safety laws.*
- 3** *Conducts training to enhance employee safety awareness.*
- 4** *Supports businesses in emergency preparedness and response planning....*

LEGAL REQUIREMENTS FOR EMPLOYERS

Employers have a legal duty to ensure the health, safety and welfare of their employees under the Health and Safety at Work Act 1974. Failure to comply can result in fines, legal action and reputational damage.

- ✓ *Conduct regular workplace and fire risk assessments to identify and mitigate hazards.*
- ✓ *Implement and document a Health & Safety Policy tailored to your business.*
- ✓ *Appoint a Competent Person to oversee health and safety compliance.*
- ✓ *Provide employees with adequate training and consultation on workplace safety.*
- ✓ *Implement emergency procedures for fire, evacuation and first aid.*
- ✓ *Report workplace injuries and incidents in compliance with RIDDOR regulations.*



Any Questions Left? We Are Here To Help You!



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NEW: Check out our 2-minute Safety Quiz, to get a free report of what is missing in your safety toolbox: [CLICK HERE](#)

