

# The Self-Assessment Strategy



**Welcome to the Self-Assessment Strategy (SAS) for small businesses in Test Valley. SAS has been developed by Test Valley Borough Council, to assess the level of health & safety compliance in small businesses, such as yours.**

The SAS is directed at all small businesses in the Borough whose operations are considered to be low risk, yet are still required to comply with health and safety

## **Why has SAS been introduced?**

The SAS has been introduced as part of the Health and Safety Commission's objective to help small firms comply with health and safety law.

The Self-Assessment Questionnaire (SAQ) contained within this booklet forms the backbone of the strategy. Whilst it is important to note that this booklet is not an exhaustive checklist of your health and safety responsibilities, it covers some of the more important health and safety issues within small businesses.

In accordance with Test Valley's enforcement policy, your responses to the questions within this booklet will enable both you to target resources on those areas of health and safety where your business requires attention, advice or assistance.

## **How does it work?**

Every 'low risk' small business in Test Valley, whether a new business or well established, has the opportunity to complete this questionnaire. The answers given will enable you to assess the level of compliance with health and safety legislation, and if necessary identify areas where you may wish to seek help and advice from the Health & Safety Officers of the Council.

## **What to do if you need help?**

If you require any further advice or assistance in completing this document, please feel free to contact any of the officers or organisations listed under 'Useful Contacts'.

## **How to use the questionnaire**

1. For each piece of legislation, read the accompanying notes as necessary, and answer the questions on the page.
2. Refer to the FREE leaflets suggested at the bottom of the page of each section if you require further clarification on any of the points raised. Booklets can be requested over the telephone, by email or by using the order form enclosed.
3. Having completed the form you should be able to identify those areas of health & safety compliance, which require your attention.
4. If you wish you can email your completed form to [cruddle@testvalley.gov.uk](mailto:cruddle@testvalley.gov.uk) and request an advisory visit.

**Contacts: Carol Ruddle on 01794 527947 (direct dial) e-mail: [cruddle@testvalley.gov.uk](mailto:cruddle@testvalley.gov.uk)**

Write or Visit us at: -The Environment & Health Service

Test Valley Borough Council, Council Offices Duttons Road, Romsey, Hampshire. SO51 8XG

# Now read on!

## Self Assessment Questionnaire

### NOTE

*The information contained within this document is not an exhaustive checklist of your health and safety responsibilities and obligations. Nor is this document intended, either expressly or implied, to act as an exhaustive checklist of the legislation to which it may refer. The document serves to act purely as a form of assessment of the health and safety status of individual business activities. Accordingly, Test Valley Borough Council accepts no responsibility for any failing directly or indirectly connected to your health and safety arrangements*

### 1. The Health & Safety at Work etc. Act 1974.



**The Health & Safety at Work etc. Act 1974 [HASWA] is the major piece of health and safety legislation applicable in the UK. The Act is the 'enabling legislation' that enables Ministers to make all the other Regulations mentioned in this questionnaire. The Act provides the basic background requirements regarding health and safety, and imposes a number of wide ranging duties upon employers and the self-employed relating to these. The Act is applicable to all businesses.**

### Leaflets

*INDG259 An introduction to health & safety*

*INDG275 - Managing health & safety - 5 steps to success*

*INDG 268 - Working together*

*INDG 322 - Need help on Health & Safety*

*MISC071 - Health & Safety in small firms*

*INDG324 - Starting your business*

*INDG173 - Officewise*

*966 - Have you got the new health & safety Poster?*

*HSC14 - What to expect when a health & safety inspector calls*

*The Handy Guide to Health & Safety.*

**Where the business has five or more employees, you are required to draw up a written safety policy with respect to the organisation and arrangements in place to effect that policy.**

- |   |            |           |            |
|---|------------|-----------|------------|
| • Have you produced a written safety policy?  | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| • Has this policy been brought to the attention of all staff?   | <b>YES</b> | <b>NO</b> | <b>N/A</b> |
| • Are all employees made aware of their responsibilities under the health and safety legislation?   | <b>YES</b> | <b>NO</b> |            |
| • Have you ensured that safe systems of work exist for all work activities?   | <b>YES</b> | <b>NO</b> |            |
| • Have you ensured that your work activities are carried out so that persons who are not your employees, e.g. the public, are not exposed to any risks from those activities? | <b>YES</b> | <b>NO</b> |            |
| • Have safe means for access to and egress from all areas in your place of work been provided?  | <b>YES</b> | <b>NO</b> |            |
| • Have you made arrangements to ensure safety of handling, storage and transportation of articles and substances?   | <b>YES</b> | <b>NO</b> |            |

## **2. Management of Health & Safety at Work Regulations 1998.**



**The legislation was introduced to ensure that health & safety is taken seriously at the highest level. The legislation is very general in its nature, and as a result you will notice that duties required under this legislation often overlaps with those in other pieces of health and safety law. Having said that, it is important that you answer these questions in their entirety.**

### **Leaflets**

*INDG163 (rev1)- Five Steps to Risk Assessment*

*INDG275 - Managing Health and Safety: Five Steps to Success.*

- |   |            |           |
|---|------------|-----------|
| • Have you carried out an assessment of the significant risks to the health and safety of employees ( <i>and persons not in your employment</i> ) to which they are exposed in the workplace - Risk Assessment? | <b>YES</b> | <b>NO</b> |
| • If your business has five or more employees, is your assessment written down and available for employees?   | <b>YES</b> | <b>NO</b> |

- Whenever a contractor or an outside company carries out work in your premises, have you ensured that the employer of the people undertaking the work is made aware of any risks to the health and safety of their employees from your operation? YES NO
- Have you ensured that all employees are provided with adequate health and safety training relevant to their job? YES NO
- **Is this training?**
  - Carried out during working hours
  - Repeated periodically (where necessary)
  - Adapted to take account of new or changed risks to health?
- Is there a person responsible for health & safety measures within the premises? YES NO
- Is that person competent or trained adequately to carry out the health and safety role? YES NO
- Is that person aware of the relevance of best practice, the limitations of their experience and able to supplement existing experience? YES NO

### 3. The Manual Handling Operations Regulations 1992.



**The Regulations were introduced with the aim of preventing injury to parts of the body as a result of operations at work involving manual handling. Of all accidents at work reported during 1996/7, more than a quarter were associated with Manual handling.**

**Manual handling operations are defined in the legislation as the transporting or supporting of a load by hand or bodily force. Those activities included in the definition are lifting, putting down, pushing, pulling or carrying.**

#### Leaflets

*INDG143 (rev1)- Getting to Grips with Manual Handling: A Short Guide for Employers*

*INDG333 - Back in work - Managing back pain in the workplace*

*IACL105 - Handling the News*

*INDG171 - Upper Limb disorders**INDG269 - Checkout & Musculoskeletal Disorders.*

- Have you ensured that manual handling operations at work, which involve a risk of injury, are avoided? YES No
- For the manual handling operations that cannot be avoided, have you carried out an assessment of these operations? *(This assessment should take into account the task, the load, the working environment and the individual capacity)* YES NO

- Have you provided such precautions and facilities as may be necessary to ensure that risks of injury have been reduced from carrying out unavoidable manual handling tasks?  
*(Such means may include mechanical assistance, improving task layout, work routines and other safety precautions)* **YES** **NO**
- Have you provided employees with adequate information relating to the weight of any load that they are required to handle manually? **YES** **NO**

#### 4. Provision and Use of Work Equipment Regulations 1998.

**These regulations were introduced to ensure that work equipment provided for use in the workplace does not result in a risk to health & safety. The Regulations apply to all work equipment as defined in the legislation, regardless of its age, condition or origin.**

**Work equipment has a wide definition, but includes such things as ‘tool-box tools’, drilling machines, circular saws, photocopiers, ladders, pressure water cleaners and any other articles used at work. The definition also includes vehicles, which are not privately owned and are used for work purposes.**

**Some pieces of equipment are covered by more specific legislation and employers should refer to the guidance for these as necessary.**



#### Leaflets

*INDG229 - Using work equipment safely*

*INDG271 - Buying new machinery*

*INDG199 - Managing vehicle safety at the workplace*

*INDG290 - Simple guide to the Lifting operations & lifting equipment Regs. 1998*

*INDG291 - Simple guide to the Provision & use of Work Equipment Regs. 1998*

*INDG339 - Through examination & testing of Lifts.*

- Is the work equipment provided in the workplace suitable for its intended use? **YES** **NO**
- Have you ensured that the work equipment is used only for the operation and under the conditions for which it is suitable? *(E.g. wet, cold, humid, electrical equipment used outdoors)* **YES** **NO**
- Have you procedures in place, which ensure work equipment is maintained in efficient working order and in good repair? **YES** **NO**
- Have you ensured that, where necessary, work equipment is subject to a programme of inspection by a competent person so that any deterioration can be detected and repaired in good time? **YES** **NO**

- Have you ensured that all persons who use work equipment have adequate health and safety information and, where appropriate, been given written instructions as to how to use that equipment? **YES** **NO**
- Are all persons who use work equipment suitably trained for each piece of equipment they use? **YES** **NO**
- Have you ensured that the work equipment is suitably marked with safety signs, warnings and/or fitted with warning devices, which are clearly visible and easily understood? **YES** **NO**
- Have you ensured that suitable and sufficient lighting for the operations undertaken is provided in places where persons use work equipment? **YES** **NO**

## 5. Workplace (Health, Safety and Welfare) Regulations 1992.

**This legislation was introduced to ensure that workplaces meet the health, safety and welfare needs of staff, including those with disabilities or special needs. The definition of workplace, given in the Regulations, covers not only factories, offices and shops etc., but also includes private roads/footpaths and common parts of shared buildings.**



### Leaflets

*INDG293 - Welfare at Work*

*INDG 73 - Working alone in safety.*

- Have you ensured that there is suitable and sufficient ventilation by fresh or purified air to all enclosed workplaces? **YES** **NO**
- Have you provided sufficient means to ensure that temperatures in your workplace are above the minimum recommended temperature of 16 degrees *centigrade* (13 degrees *centigrade* if severe physical effort is required)? **YES** **NO**
- Is the lighting within the workplace suitable and sufficient for the tasks being carried out? **YES** **NO**
- Are the workstations (*e.g. the counter or desk arrangement etc.*) arranged so that they are suitable for any person likely to work there, and for the work carried out? **YES** **NO**
- Do you ensure that all floors and traffic routes are kept free of obstruction and free of any articles that may cause a person to slip, trip or fall? **YES** **NO**
- Have you ensured that suitable and sufficient sanitary conveniences are provided in readily accessible places? **YES** **NO**

- Have you ensured that an adequate supply of drinking water is provided for all staff? **YES** **NO**
- Have you provided sufficient rest facilities, including arrangements for protecting non-smokers from tobacco smoke, for all staff? **YES** **NO**

## 6. The Personal Protective Equipment at Work Regulations 1992.

**These Regulations impose duties on employers relating to the provision and maintenance of personal protective equipment (PPE). PPE is defined as being all equipment which is intended to be worn or held by a person at work and which protects them from risks to their health & safety. It includes clothing providing protection against the weather. It is important to note that PPE should only be used as a 'last resort' when the risk assessment carried out under the Management of Health & Safety at Work Regulations 1998 identify the need for protection. Other controls and safe systems of work should always be considered first.**



### Leaflets

*INDG 174 - A Guide to the Personal Protective Equipment Regulations 1992*

*INDG 137L - Grin and Wear It.*

- Have you provided suitable personal protective equipment to employees who may be exposed to risks to their health & safety whilst at work? **YES** **NO**
- Have you assessed the effectiveness and suitability of the PPE, which you provide for your employees' use? **YES** **NO**
- Where employees are required to wear more than one item of PPE, have you ensured that the items are compatible so that any one item does not compromise the effectiveness of any other item? **YES** **NO**
- Have you made provisions for employees to report defects regarding PPE? **YES** **NO**
- Have you also made provisions for the continued maintenance of the PPE provided? **YES** **NO**
- Are suitable facilities for the storage of PPE provided, so that it is not lost or damaged when it is not being used? **YES** **NO**
- Have you ensured that employees who use PPE are provided with training, instruction and information in the use of that equipment? **YES** **NO**

- Are procedures in place to ensure that your employees who are provided with PPE use it in the proper manner? **YES** **NO**

## 7. Health & Safety (Display Screen Equipment) Regulations 1992.

**These Regulations introduce minimum safety and health requirements for persons who work with display screen equipment (DSE). DSE is defined under the Regulations as any alphanumeric or graphic display screen, which includes such equipment as computers but does not include screens used mainly to show television or film pictures. The Regulations apply to operators of DSE who are classed as 'users' under the legislation. In order for someone to be a 'user' they must habitually use DSE as part of their normal work. The Regulations also refer to 'workstations' which is a term used to include all associated equipment in relation to DSE, including the work environment around it.**



Does this legislation apply to your workplace? **YES** **NO**

**If YES please continue to answer the following questions.  
If NO please move on to the next section.**

### Leaflets

*INDG 36 (rev1) - Working with VDUs.*

- Have you carried out a suitable and sufficient analysis of the workstations of 'users' for the purpose of assessing the health & safety risks to those persons? **YES** **NO**

*(Risks that should be considered include physical (Musculoskeletal) problems, visual fatigue and mental stress. If your assessment didn't include these risks then a answer NO)*

- Have you reduced the risks identified by the assessment? **YES** **NO**
- As an employer of DSE 'users', you are required to plan 'user' activities so that their work on DSE is periodically interrupted by breaks or changes of activity. Although this is likely to be an inherent part of most 'users' jobs, have you ensured that breaks in activity are provided? **YES** **NO**
- Have you made arrangements for eye and eyesight tests to be carried out by a competent person for those circumstances where such tests may be required?  
*(Such arrangements must not incur a charge to the employee.)* **YES** **NO**
- Have you ensured that all 'users' have received suitable and sufficient training in the use of their workstation to ensure their health and safety? **YES** **NO**

## 8. The Health and Safety (First Aid) Regulations 1981.



These Regulations outline the essential aspects of first aid, which must be addressed by employers. They apply in all workplaces and require employers to make arrangements to ensure that, if an accident occurs, the victim can receive adequate first-aid treatment and further assistance can be sought if necessary. The Regulations apply in respect of all persons who suffer injuries or fall ill at work regardless as to whether they are employees or not and regardless as to whether the injury /illness is a result of work activities.

### Leaflets

INDG 214 - First Aid at Work - Your questions answered.

- Have you carried out an assessment of the first-aid requirements for your business?  
**YES**                      **NO**
- Have you provided suitable equipment and facilities for enabling first aid to be given to anyone who becomes injured or who falls ill on the premises?  
**YES**                      **NO**
- Has provision been made for suitable numbers of first-aiders or appointed persons to be available at all times when people are at work?  
**YES**                      **NO**

*(Guidance suggests the need for the provision of a suitably trained first-aider if 50 or more persons are employed in low-risk premises. However, an appointed person should be identified who has responsibility for first-aid arrangements and to take charge in the event of an emergency in all other circumstances)*

- Have you ensured that a first-aid kit is provided, of the right size and equipped according to the needs identified during the assessment?  
**YES**                      **NO**
- Are employees informed of the arrangements that have been made for first-aid provision in the workplace, including the location of equipment, facilities and first-aid personnel?  
**YES**                      **NO**

## 9. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.



The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) imposes duties upon employers to report certain events. These events should be reported using the F2508 notification form. This should be sent to the Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG or by fax on 0845 300 9924 or you can report the event on the Internet on [www.riddor.gov.uk](http://www.riddor.gov.uk) or by email on [riddor@natbrit.com](mailto:riddor@natbrit.com) or by telephone on 0845 300 9923.

**Generally the following events should be notified**

- **Major injuries - notify immediately.**
- **Injuries resulting in an employee being off work for more than 3 days - notify within 10 days**
- **Dangerous occurrences - notify immediately**
- **Injuries to members of the public where they are taken to hospital - notify immediately**
- **Occupational diseases - report after doctor's notification using form F2508A**

**Leaflets**

*HSE 31(rev) - RIDDOR Explained*

*MISC310 - RIDDOR reporting: Information about the new incident centre.*

- Have you in place, a procedure or system such that if a person suffers an injury, contracts an occupational disease or is involved in a dangerous occurrence whilst on the premises (regardless of whether they are employed or not), the event will be reported within the specified time limits imposed by the Regulations? **YES NO**
- Do you have an Accident Book on site, which is kept in an easily accessible location of which all employees are aware? **YES NO**
- Has a responsible person been appointed who is aware of the reporting requirements under RIDDOR and carries out the obligations of the company under the Regulations? **YES NO**

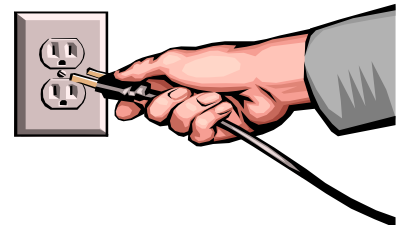
*(It would be acceptable for this person to be the 'appointed person' under the First Aid legislation)*

**10. The Electricity at Work Regulations 1989.**

**This set of Regulations introduces duties on employers to prevent injury from electricity during work activities. Employers need to introduce systems and procedures to ensure that electrical equipment used in the workplace is safe and does not present a danger to the health and safety of employees. To answer the following questions these definitions may help.**

**System - any system where electrical equipment is/may be attached to it**

**Electrical equipment - anything which uses, or is installed to use electrical energy**



**Leaflets**

*INDG 164L - Maintaining portable electrical equipment in hotels etc.*

*INDG 236 - Maintaining portable electrical equipment in offices and other low risk environments.*

- Is all electrical equipment used at work suitable for the use for which it is provided? **YES NO**
- Is every work activity (operation, use or maintenance) involving electrical equipment and systems carried out in such a way that it does not give rise to danger? **YES NO**

- Are all systems and electrical equipment subject to a system of maintenance by a competent person so as to prevent danger? **YES** **NO**  
*(This applies to anything concerned with electricity in the workplace, including internal wiring, but is particularly important for portable electrical equipment such as computers, desk lamps etc. any thing with a plug!)*
- Have you ensured that all electrical equipment which may be exposed to adverse or hazardous environments *(such as effects of weather, temperature, wet conditions)* is constructed or protected such that it does not give rise to danger? **YES** **NO**
- Are all pieces of electrical equipment and electrical systems suitably protected from the effects of excess current? **YES** **NO**
- Should the need arise, can any piece of equipment or system be completely isolated from its source of electricity so as to prevent danger? **YES** **NO**

## 11. The Control of Substances Hazardous to Health Regulations 1999.

**These Regulations cover the use of chemicals and other hazardous substances at work, and require employers to control exposure to such substances. Substances included in the Regulations may be those that have a yellow 'Hazard Warning' triangle on the packaging or those that have Maximum exposure Limits for safety. COSHH also deals with substances which are, or are potentially carcinogenic, mutagenic, or pose biological hazards to the user. Chemicals covered by the Regulations include those used to clean the workplace, for example bleach.**



### Leaflets

*INDG136 - COSHH: A Brief Guide to the Regulations 1999*

*INDG248 - Solder Fumes and You.*

- Have you carried out an assessment, and reviewed it as necessary, of the health and safety risks posed by substances hazardous to health to which employees may be exposed as a result of their work? **YES** **NO**
- Have you prevented or adequately controlled any risks to employees identified during the assessment? **YES** **NO**
- Do procedures exist to ensure that any control measures provided to prevent employees being affected by substances hazardous to health are properly used or applied? **YES** **NO**
- Are any control measures provided subject to a programme of maintenance to ensure that they are kept in efficient working order, and in good repair? **YES** **NO**
- Have you ensured that procedures exist such that employees' exposure to substances harmful to health is monitored, recorded and kept available? **YES** **NO**

- Have all employees been provided with suitable and sufficient training, information and instruction in all aspects of health and safety regarding the substances, hazardous to health, which they may come into contact with whilst at work? **YES** **NO**

## 12. The Noise at Work Regulations 1989.



**These Regulations impose legal duties on employers to prevent damage to the hearing of their employees through excessive noise whilst at work. The legislation implements two levels of noise - 85 decibels and 90 decibels, at which action is required by the employer. For reference purposes and as only a guide a level of 85 decibels is likely to have been exceeded if people have to raise their voices above normal conversation level in order to be understood at a distance of two metres.**

### Leaflets

*INDG75 - The Noise at Work Regulations.*

- Have you implemented measures to ensure that the risk of damage to hearing is reduced to the lowest level possible? **YES** **NO**
- Have you carried out an assessment, reviewed it as necessary, of workplace noise in order to identify whether any employees are likely to be exposed to noise at or above the first action level of 85 decibels? **YES** **NO**

**If the first action level is likely to be exceeded on the workplace please contact us**

## 13. The Health & Safety (Consultation with Employees) Regulations 1996.

**These Regulations impose a number of duties upon employers relating to the provision of information to employees and their consultation on health and safety matters. The questions below are intended to indicate whether such systems are in place in your business.**



- Have you procedures in place whereby employees and representatives of trade unions (*if applicable*) are consulted on issues relating to health & safety in the workplace? **YES** **NO**
- When employees are consulted, is all relevant information made available to them to enable them to take part fully in the consultation process? **YES** **NO**
- If health & safety representatives are appointed to represent employees in such consultation, have you ensured that these representatives have been trained appropriately for the task? **YES** **NO**

- Is this training carried out at no cost to the representative? **YES** **NO**

## 14. The Lifting Operations and Lifting Equipment Regulations 1998

These Regulations (LOLER) aim to reduce health and safety risks from lifting equipment provided for use at work. These Regulations complement the requirements of the Provision and use of Work Equipment Regulations 1998.



LOLER is concerned with any equipment or operation used at work for lifting and/or lowering loads, including any attachments used for anchoring, fixing or supporting such equipment. As a result these Regulations apply as much to tower cranes as they do to forklift trucks, passenger lifts, dumb waiters, vehicle hoists, hooks, shackles, pulleys and slings.

### Leaflets

INDG290 - Simple Guide to the Lifting Operations and Lifting Equipment Regulations 1998.

- Does this legislation apply to your workplace? **YES** **NO**  
If **YES** please continue to answer the following questions  
If **NO** please go to the next section
- Have you ensured that the lifting equipment provided in the workplace is suitable for the purpose for which it is intended? **YES** **NO**
- Is the work equipment of adequate strength and stability for each load it is required to lift? **YES** **NO**
- Is the lifting equipment in the workplace thoroughly examined at regular intervals by a competent person? **YES** **NO**  
(Every Six months for a passenger lift and at least annually for all other equipment)
- Are the operations involving lifting equipment properly planned, supervised and carried out in a safe manner? **YES** **NO**

## 15. The Working Time Regulations 1998.

These Regulations were introduced to provide a number of rights and obligations regarding time at work and cover everything from the length of the working week to the provision of rest breaks and annual leave entitlements. There are specific provisions relating to young persons, adolescent workers, trainees and those on work experience.



### Publication

A Guide to Working Time Regulations - Her Majesty's Stationery Office.

- Have you taken all reasonable steps to ensure that workers do not work more than an average of 48 hours a week over a 17-week period? **YES** **NO**
- If you employ persons who work at night, have you taken reasonable steps to ensure that they do not work more than eight hours at night, for each 24-hour period over a 17-week period? **YES** **NO**
- Do you offer free health assessment to any employee who is required to work at night, in order to determine whether the employee is fit to work at night-time? **YES** **NO**
- Have you ensured that your employees are provided with suitable breaks during the working day, and between working days? **YES** **NO**

**(The legislation states that workers are entitled to an uninterrupted break of 20 minutes duration when daily working time is more than 6 hours. Employees are also entitled to a rest period of at least 11 continuous hours between working days)**

## **16. The Fire Precautions (Workplace) Regulations 1997.**



**This legislation is enforced by the local Fire Authority, but is of such importance that it has to be included here. The matters covered by the Regulations expand the duties already required under the Management of Health and Safety at Work Regulations 1998.**

**The Regulations impose a number of duties regarding the provision and maintenance of measures to prevent, detect, escape from and fight fire in the workplace.**

### **Leaflets**

*Please contact Hampshire Fire and Rescue 023 8064 4000.*

- Have you carried out an assessment of the fire prevention needs in the workplace? **YES** **NO**

**(You should take account of the type of premises and layout size, the number of employees and the work activities carried out)**

- Have you provided suitable means to detect, give warning of and fight fire in the workplace? **YES** **NO**
- Are these measures maintained to ensure that they operate correctly in case of fire? **YES** **NO**
- Have you ensured that suitable escape exits and escape routes are provided? **YES** **NO**
- Are escape routes clearly labeled and sign-posted and kept free of obstruction at all times? **YES** **NO**

- Are employees made aware of the procedures to be followed in case of fire, including the location of fire escapes? **YES** **NO**

## 17. The Health & Safety (Young Persons) Regulations 1997.



The following Regulations, require employers to specifically address the health, safety and welfare of young people at work (Young Person – under 18yrs, Child – anyone not over the minimum school leaving age (MSLA)), in addition to the requirements of other health & safety legislation;

- Do you assess risks to all young people **before** they start work?  
YES NO
- Does this risk assessment take account of: Psychological/physical immaturity, inexperience and lack of awareness of risk?  
YES NO
- Have you introduced control measures to eliminate or minimize the risks, so far as reasonably practicable?  
YES NO
- Have the necessary controls been implemented to reduce the risks?  
YES NO  
(E.g. The fitting-out and layout of the workplace and the particular site where they will work. The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent.  
What types of work equipment will be used and how this will be handled  
How the work and processes involved are organised  
The need for Health & Safety training)
- Does the Risk Assessment take account of those activities which young persons are prohibited by statute?  
YES NO
- Are the parents/guardians of children below the MSLA advised of the key findings of the Risk Assessment and the control measures introduced, **before** the child starts work or work experience?  
YES NO

## 18. Other relevant Regulations.

The following pieces of legislation are all relevant in some way to your business, but are not considered as 'major'.

### The Health & Safety Information for Employees Regulations 1991

- Have you displayed in a prominent, accessible position an up to date poster called 'Health & Safety Law - What You Should Know' and correctly completed all the blank spaces?  
YES NO

### The Employers Liability (Compulsory Insurance) Act 1969

## Leaflet

*HSE4- Employers Liability (Compulsory Insurance) Act 1969.*

- Is your business insured for at least £5 million in respect of liability for bodily injury or disease arising out of work activities?  
**YES**                      **NO**
- Is the Certificate of insurance (or a copy of it) displayed prominently in a position such that all employees have access to the certificate and are able to read it?

**YES**                      **NO**

## **The Health and Safety (Safety Signs and Signals) Regulations 1996**

- Have you provided safety or warning signs, where appropriate to advise employees and visitors of hazards in the workplace?  
**YES**                      **NO**
- Do the signs conform to the requirements in that they are 'marked' to a British Standard?  
**YES**                      **NO**

**(This includes signs prohibiting use of equipment without training; mandatory use of PPE; warning signs advising of changes in floor level; first aid provision and others).**

## **The Children (Protection at Work) Regulations 1998**

### Leaflets

*Employment of Children*

*Children at Work*

- Have you procedures in place to ensure that children employed in your workplace are not required to work in contravention of the conditions imposed by these Regulations?

**YES**                      **NO**

**(Conditions include: those under 14 years old should not work before 7am or after 7pm; and for no more than two hours on any school day).**