



Staying Safe in a Meanwhile Space



Getting to Grips with Health and Safety Legislation

Information Booklet



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The door to safety swings on the hinges of common sense. ~Author Unknown

The phrase “health and safety” tends not to inspire enthusiasm in many people. Indeed, beyond the meaning of the words themselves and a vague notion that something should be done about them, most people have little idea of their real responsibilities.

If you find this area confusing you will be glad to hear that the essence of health and safety legislation and practice lies in common sense. The notion that places should be safe for people to work and visit is not an alien concept. Most would agree that it is right to make sure that individuals are not in danger in their place of work.

*According to figures produced by the Health and Safety Executive (HSE) and the Labour Force Survey (LFS), there were an estimated **726,000 work related injuries**¹ incurred during the year 2008/2009, the equivalent of **2568 injuries per 100,000 workers**. This figure does not include injuries to members of the public incurred in a working environment.*

In order to enshrine this idea in working culture, successive governments have introduced legislation to set out certain requirements and standards which all premises must meet. Guidance and best practice documentation has been released by bodies such as the Health and Safety Executive (HSE) and Communities and Local Government (CLG) to outline how best to conform to the duties set out under the regulations.

The aim of this document is to provide an insight into current health and safety legislation, and present some achievable strategies to assist you in fulfilling your health and safety obligations. Conforming to health and safety legislation can take time, but by taking a common sense approach and working with the legislation you can create safe and usable spaces.

1.1 Meanwhile Use and Health and Safety

Working safely may get old, but so do those who practice it. ~Author Unknown

Meanwhile use throws up some interesting challenges with respect to health and Safety. By the very nature of many projects the issues arising from occupying a building are likely to include:

- i) **Short Term** – Meanwhile leases tend to be, by their very nature, short term arrangements. Health and Safety procedures and planning are often scheduled in the medium to long term, with many aspects being subject to annual review, a timescale over which Meanwhile Use is unlikely to be carried out. Therefore steps need to be taken to ensure that measures imposed are appropriate for the length of your project. This document will suggest ways you can tailor your health and safety works to reasonably reflect your short term commitment to the building/place.
- ii) **Budgetary constraints** – Meanwhile projects are often - or should that read always! - run to tight budgets, with little available funds to be invested in certain health and safety measures, which may be more appropriate to private enterprise. This report will present cost effective solutions to some of these issues, to allow you to undertake works and remain compliant with the law. The main contribution is time, which although always in short supply is something that you must invest in order to make sure you comply with your obligations.
- iii) **Dilapidated buildings** – Meanwhile use is often in premises that has stood empty for some time, and has often therefore been subject to neglect. This throws up more issues with respect to health and safety, as a well maintained building is less likely to present hazards.
- iv) **Varying use** – Meanwhile use is often aimed at using buildings which are no longer needed or in demand for their original use. Therefore such buildings are used in ways that were not envisaged in their initial design, often for public access. Design and usage aspects which may suit one use of property may be inappropriate for others, and this must be taken on board when assessing health and safety aspects. For example, different considerations must be given to an industrial unit when it is opened up as a gallery.
- v) **Mixed users (employees, volunteers, public)** – Meanwhile use promotes the inclusion of employees, volunteers and the public, as well as third party organisations who may utilise the space. Therefore you must take all these groups into account when assessing risk and putting in place health and safety precautions.

By their very nature meanwhile use projects are diverse in scope and scale, and therefore some, none or all of the above may apply to any specific project. However, the core principles of health and safety practice will remain the same, and it is vital that a successful project take into account these concerns.

1.2 Benefits of getting on top of Health and Safety

Know safety - No injury, No safety - Know injury.

There are many reasons why getting to grips with health and safety will benefit your project, some of which mirror those in the private and public sector, others being unique to the idea of meanwhile use, including:

- i) **Safety of Users** – First and foremost ensuring the solid implementation of health and safety practice will help preserve the well-being of your staff, volunteers and members of the public using your service. From a high street retail unit to a purpose built warehouse site, ensuring users are kept safe is of paramount importance.
- ii) **Compliance with legislation** – Many aspects of health and safety legislation are required not optional. Adherence with correct procedure and documentation will allow your project to run smoothly and avoid the costly implications of enforcement orders or potential liabilities should users incur an injury. Management and trustees can be seen to have acted in line with legal responsibilities decreasing the likelihood of personal liability in the event of a claim.
- iii) **Peace of mind** – Ensuring you are organised with your health and safety procedure provides employees and trustees with peace of mind that these aspects are covered.
- iv) **Promotion of project** – Showing consideration of health and safety criteria and the safe use of premises will encourage your Local Authority to take you seriously and can be used to support negotiations with your landlord for extended lease terms.
- v) **Legitimacy of Meanwhile Use** – For meanwhile use to be seen as a credible alternative to vacancy, prospective and current occupiers must be seen to be taking their responsibilities seriously – both in line with the law and the best interests of their staff. By implementing your health and safety policy you show local authorities and landlords alike that you, and others like you, are professional organisations that should be given access to vacant space in the future.

1.3 Using this Guide

This document is arranged to provide a tool to get your health and safety procedures off the ground. Each section addresses an area of health and safety, posing the questions you need to consider and providing an outline of the key issues. Each section also provides practical tips to assist you with meeting your obligations. This could be a starting point to help set up your health and safety file. Even small organisations must meet certain basic health and safety requirements and show risks have been considered, therefore working through this document can demonstrate that health and safety issues have been considered.

Please be aware of the limitations of this document. This guide provides a basic introduction to some of the areas of health and safety that may be applicable to your meanwhile space, and aims to provide some practical advice on how to begin to meet your duties in line with legislation. This guide does not provide a “how-to” guide on how to undertake detailed aspects of health and safety procedure, as this is covered by relevant guidance issued by HSE and CLG, as well as countless health and safety textbooks.

Instead this guide provides a brief overview, of some of your responsibilities, highlights some areas to focus on relevant to meanwhile use and signposts some key sources of information and important reading to help make complying with health and safety a less painful process.

Please also note that this document can only be accurate at the time of publication, as Health and Safety legislation is continually under revision. Further, this document is not exhaustive. There may be further inspections required specific to your use or features of your property (e.g. air conditioning systems). Please refer to the HSE or a consultant for an analysis of your specific health and safety requirements.

1.4 Sources of Information:

As set out in the preface, this document does not aim to replace relevant Health and Safety Executive guidelines and will throughout signpost to the relevant documents. There are many excellent resources which will be referred to in this guide. However, the major sources of guidance in this area are:

Health and Safety - Health and Safety Executive (HSE) - www.hse.gov.uk

Fire Safety - Communities and Local Government (CLG) - www.communities.gov.uk/fire/

These are the authoritative resources on the subject. Further information can also be gained from various health and safety textbooks and from relevant websites. However always make sure the information is up-to-date.

1.5 Getting Stuck In

These are just a few of the many reasons why getting on top of health and safety as soon as possible is vital to your organisation. Reading this document is the first step to really fulfilling these goals, so let's get started!

2.1 Register your Business/Organisation

Question: *Should your business/organisation be registered for health and safety?*

Outline:

Before you begin a project it is important that you check whether you need to register your organisation with the Health Safety Executive (HSE) or your local authority. Since 2009 registration requirements for most businesses and organisations have been abolished. Certain businesses and premises still need to meet requirements for registration, particularly food and catering – relevant if you are running projects such as a community cafe or pop-up restaurant.

Practical Tips:

- *Phone your local authority or the HSE Infoline and ask about registering your business. They will quickly confirm if you need to register for your intended use of the premises.*
- *Start your health and safety folder with a note on the outcome of registration. This will be useful for the future – and is an easy way to get your folder started!*

Action Notes:

Have you confirmed if your organisation needs to be registered?

Have you placed a note of registration status on file?

Other Notes:

Having Trouble?: Contact the HSE Infoline on **0845 345 0055** or email via the HSE website.

Completed By:

Date:

2.2 Insurance

Question: Are you adequately insured? Do you require Employers Liability Insurance? Have you displayed your Employers Liability Insurance Certificate?

Outline:

You must ensure your project and the premises are adequately insured. Common policies required by meanwhile occupiers are:

Employers Liability Insurance - It is a legal requirement that you hold Employers Liability Insurance if you have any direct employees. If you are required to have Employers Liability Insurance, you are also legally required to display your Employers Liability Insurance Certificate on the premises.

Public Liability Insurance - Public Liability Insurance provides insurance against damage or harm to a member of the public in the course of accessing your premises. This is particularly important where meanwhile projects look to open up premises to the public and to engage with the local community through events, workshops and meetings.

Depending on your use, other forms of insurance may also be required. Ensure you make proper enquires.

Practical Tips:

- *Speak to an insurance broker or BusinessLink, a government resource for business advice. Explain your situation, including details of your premises, your employees, your volunteers and the exposure to the public.*
- *Oxygen Insurance has created a meanwhile product which costs £50 per month for any meanwhile unit, payable month-by-month. At present this is only available for those properties in which Meanwhile Space CIC is the intermediary.*
- **Remember** – *insurance is not a substitute for solid health and safety policies. Some policies will be invalidated by inadequate measures, therefore make sure your policies are implemented.*
- *Keep copies of your insurance cover notes and policy documents and make a note of renewal dates in your diary*

Action Notes:

Have you spoken to an insurance broker or BusinessLink regarding insurance required?

Have you spoken to an insurance broker regarding cover offered?

Are you satisfied correct insurance policies in place?

Other Notes:

Having Trouble?: Undertake the BusinessLink [online insurance assessment](#) or contact Association of British Insurers to discuss requirements.

Completed By:

Date:

2.3 Identifying a “competent person”

Question: Do you have a “competent person” responsible for administering health and safety?

Outline:

You must appoint a “competent person” in your organisation to help you meet your health and safety duties. Depending on your skills the HSE suggest this could be you, one or more of your workers, or an external health and safety consultant. Your choice of competent person will depend upon the size of your project and the extent of your health and safety requirements.

Do not feel you have to bring in an outside consultant. The HSE suggest that in many circumstances occupiers will be competent to undertake health and safety assessments in low risk environments. It is your responsibility to determine if/when a consultant is required. If you are unsure of your responsibilities, speak to consultants, support organisations or the HSE Infoline for advice.

Practical Tips:

- *Employing consultants is a cost. If you feel confident, you can consider undertaking health and safety procedures yourself. If you do, remember you must make sure you read all the relevant documentation. This is a drain on time, but may save you money which could be put into project resources.*
- *Consider going on a health and safety training course. These are relatively inexpensive, and will help provide you with the information to move forward with health and safety. Although a cost, this may mean you can undertake works on this and future projects.*
- *See if you can get consultancy support for free. Speak to local health and safety consultants and see if they provide some cheap or pro bono support or training. If you have good relations with your local authority, see if you can attend any of their health and safety training. If you don't ask...*

Action Notes:

Have you read HSE guidance around selecting a competent person?

Have you identified the “competent person” with responsibility for Health and Safety?

If necessary, have you selected a consultant to assist you?

Other Notes:

Having Trouble?:

- Contact the HSE Infoline on **0845 345 0055** or email via the HSE website for advice around your responsibilities and choosing a consultant

Completed By:

Date:

2.4 Health and Safety Policy and Health and Safety Law Signage

Question: *Do you have a Health and Safety Policy? Does this need to be in written form? Has current legislation been relayed to staff? If necessary, has the Health and Safety Legislation poster been displayed?*

Outline:

You are required by law to have a health and safety policy, and if your organisation has 5 or more employees this should be in a written form. Having a written document helps to ensure health and safety is given proper consideration, and that appropriate procedures are in place.

You are also legally required to ensure all members of staff are aware of current relevant Health and Safety legislation. You must therefore either display the HSE Health and Safety at Work poster or give each staff member a copy of the HSE Health and Safety leaflet.

Practical Tips:

- *Do not overcomplicate matters. There is an HSE template policy which, if suitable, you or the competent person can choose to use as the basis of your policy. Adapt and add to the document to suit your organisation.*
- *Print a copy of the policy and keep it in your health and safety folder. It may also be useful to include a copy in your employee/volunteer information pack.*
- *If you are working to a very tight budget, you can print the legislation leaflets and give them to each employee with their information pack*

Action Notes:

Have you read the HSE guidance notes on creating your H&S Policy?

Do you have a health and safety policy in line with guidance?

Has this policy and current legislation been communicated to staff?

Other Notes:

Having Trouble?:

- Contact the HSE Infoline on **0845 345 0055**. Follow the online guidance and use the HSE policy template document to prepare your own policy.

Completed By:

Date:

2.5 Risk Assessment

Question: *Have you undertaken a risk assessment? Have you implemented a strategy to address its findings?*

Outline:

You are legally required to undertake a risk assessment. A risk assessment is a careful examination of what, in your property, could cause harm to people, the severity of the harm that could be caused and the likelihood of the event happening. It considers the controls already in place and whether further action is needed. The risk assessment sets a date by which actions must be carried out. If your organisation has more than 5 employees you must produce a written report.

HSE provide a template document for preparing a risk assessment, which you can utilise and adapt as appropriate. Read the associated HSE documentation surrounding risk assessments, as this will allow you to assess how and by whom the risk assessment can be undertaken. If you are confident you understand what's involved and where necessary have received appropriate training, you or your competent person can undertake the assessment. You can also ask a trade union safety representative or an independent safety consultant to help you.

Practical Tips:

- *Risk assessment may seem daunting, but in essence they are a practical common sense assessment of potential hazards in your property. If you occupy a small property with few risks, consider getting appropriate training to undertake the assessment yourself.*
- *The assessment is just the start. Remember the findings of the assessment need to be considered and implemented and be kept under regular review.*
- *Try and incorporate updating your assessment into your calendar. Walking the property regularly and regular dates for formal assessment updates will help you stay on top of new issues.*
- *Implementation does not have to happen all at once. Look to address the most pressing risks immediately, with temporary fixes if necessary. Set a schedule and select actions in line with how long you anticipate being in your building.*

Action Notes:

Have you read the HSE guidance on preparing a risk assessment?

Has a risk assessment been undertaken at the property?

Have you reviewed the findings and implemented a schedule for completing works?

Other Notes:

Having Trouble?:

Contact the HSE Infoline on **0845 345 0055** or email via the HSE website for advice around your responsibilities. Use the [online guide to risk assessment for shops](#) if appropriate.

Completed By:

Date:

2.6 Employee Consultation and Training

Question: *Have you consulted your employees on health and safety procedure? Have you provided adequate training?*

Outline:

You are legally required to consult with staff on health and safety and keep them informed of current legislation and your organisation's current health and safety policy. You are also legally obliged to provide appropriate levels of training to meet health and safety needs.

You must assess the level of training required for each employee. This may depend upon a number of factors, including the level of responsibility of the employee and the complexities of health and safety policy. Meanwhile use can have a range of health and safety issues, and as such each will need to be assessed against the objectives of the individual project.

Practical Tips:

- *If you work in a small organisation, look to work health and safety into your scheduled staff or organisational meetings. This minimises the level of additional work and disruption whilst ensuring staff are consulted on procedure.*
- *Arrange training with members of other organisations. Trainers can attend on a day rate, and therefore by clubbing together you can split the costs. If you send staff on training courses, make sure the trainers are suitably qualified.*
- *If you operate in a low risk environment, training requirements may be fairly simple, perhaps being included in any staff induction on procedures and policies.*

Action Notes:

Have you read the HSE guidance on employee information and consultation?

Have you informed staff of health and safety policy?

Have you consulted staff on health and safety procedure?

Have you implemented a system of periodic review?

Have you made provision for staff training in H&S where required?

Other Notes:

Having Trouble?:

Contact the HSE Infoline on **0845 345 0055** or email via the HSE website.

Completed By:

Date:

2.7 First Aid and Accident Reporting

Question: *Have you provided adequate first aid facilities? Have you set up an accident reporting structure? Where appropriate, have you designated and trained staff who are responsible for first aid?*

Outline:

You must provide first aid equipment and facilities appropriate for your workplace. You must ensure all members of staff have been provided with basic first aid information. This can be achieved by either displaying the Health and Safety at Work prominently in the workplace, or the by distributing Health and Safety at Work leaflets direct to employees. You should purchase a first aid kit for your premises. Ensure that the kit you purchase is HSE approved. It is your responsibility to ensure that your staff have adequate support from an appropriate person with regard to first aid. This can be a trained first aider or an “appointed person” if your workplace has less than 25 workers and the activities being held in your space are low risk.

It is advisable to keep a log of any accidents that occur in the workplace – however small – and the action that was taken to prevent them happening again. In some cases there are legal requirements for reporting: workplace death, serious accidents resulting in 3 days off work, dangerous incidents not resulting in injury or work related diseases.

Practical Tips:

- *Print the first aid leaflet and put in any induction pack for new employees.*
- *Purchase an HSE approved first aid kit. Keep it on site and make sure everyone knows where it is located. Store the accident book with the kit, and make sure everyone knows how to fill it in.*
- *Select an appointed person, who will have responsibility for getting medical assistance in the event of any accident at work, or a first aid trained individual if your organisation has more than 25 employees.*

Action Notes:

Have you read the HSE guidance on First Aid and Accident Reporting?

Have you provided a first aid kit and informed staff of its location?

Have you selected an appropriate person (trained if 25+) to handle first aid?

Do you have an accident book for logging accidents in the workplace?

Other Notes:

Having Trouble?:

Contact the HSE Infoline on **0845 345 0055** or email via the HSE website.

Completed By:

Date:

2.8 Fire Safety

Question: *Have you identified the person(s) responsible for fire safety? Have you undertaken a Fire Risk Assessment? Have you implemented the recommendations? Does your risk assessment provide guidance on: a fire emergency plan; a fire detection and warning system; staff training in implementation of fire procedures?*

Outline:

You must identify the individual responsible for ensuring fire safety. The responsible person will be the person who has control over the premises, or over some areas, departments or systems. For example, if your lease entitles you to exclusive access to your meanwhile space, you could be considered to have control of the premises. If you share the space, you could be jointly responsible.

It is a legal requirement to carry out a fire risk assessment and implement its findings. The inspection can be carried out by the responsible person with suitable training or by a competent other appointed on their behalf. This may be a fully trained member of staff or an external consultant. Further topics which must be addressed as part of the fire risk assessment include: fire emergency planning; fire detection and warning systems testing and maintenance; and fire equipment and signage. It is important that you are fully confident and trained to conduct fire safety assessments, and you seek the relevant support where required.

Practical Tips:

- *The occupancy of meanwhile space can vary dramatically, and who is on site at any time is not always set. Make sure that whoever is on site is informed and trained in the implementation of current policies, emergency plans.*
- *Do not be daunted by fire safety. Although the regulations can be onerous, the majority of procedures require minimal input in terms of time and resources.*
- *Simple solutions can be effective. CLG suggest that in certain circumstances solutions such as dedicated torches for emergency lighting and a bell as an alarm system may be acceptable.*
- *Seek professional help if you are at all unsure of your responsibilities.*

Action Notes:

- **Have you read the CLG guidance on fire safety?**
- **Have you identified the person responsible for fire safety?**
- **Have you and your staff undertaken appropriate training?**
- **Have you implemented an inspection and planning strategy?**

Other Notes:

Having Trouble?: Visit the [CLGs Fire Safety and Resilience website](#) for detailed guides and checklists

Completed By:

Date:

2.9 Water

Question: Are you responsible for stored water systems? Have they been tested for Legionella?

Outline:

Legionella is a type of bacteria which is common in natural and artificial water systems, such as hot water tanks and cylinders. It thrives at temperatures between 20°C and 45°C, but is killed at higher temperatures. If you occupy a part of a property and the building has other tenants, it is likely that the responsibility for the water systems in the building will lie with the landlord. If you are responsible for the whole building or for a system which may present a risk of Legionella, for example showers, you will need to implement measures to prevent or minimise the risk.

Ensuring hot water is stored at above 60°C is the main method used for its control. Procedures for inspecting and checking the system will also be needed.

Practical Tips:

- *If possible, try to ensure the landlord retains responsibility for the water systems, particularly where you take on only part of a building. Where this is not possible, consider the necessity of these systems and whether changing or halting use might be more cost effective.*

Action Notes:

- **Have you read the HSE guidance on Legionella?**
- **Have you checked to see if you are responsible for any relevant systems?**
- **If necessary, have you put in place a schedule for inspections?**
- **Have you considered de-commissioning the system?**

Other Notes:

Having Trouble?: Contact the HSE Infoline on **0845 345 0055** or email via the HSE website

Completed By:

Date:

2.10 Electricity

Question: *Have you maintained and promoted safe use of the existing electrical systems? Have you undertaken testing of portable electronic appliances?*

Outline:

It is your duty to ensure that electrical systems are maintained and operated in a manner that is not dangerous to staff. This may include undertaking periodic inspection of electrical systems and receive an electrical safety certificate on the fixed electrical services.

If appliances are used by employees or members of the public, they need to undergo Portable Appliance Testing (PAT), a systematic and regular programme of maintenance, inspection and testing. Full PAT testing needs to be undertaken by a qualified tester. Maintenance can be undertaken by a competent member of your organisation.

Part of the PAT testing regime includes a regular visual inspection. Many faults with work equipment can be found simply by looking at the condition of the wiring.

Practical Tips:

- *Request a copy of the last Electrical Safety Certificate from your landlord, if there is one, and note whether there are any recommendations that should have been implemented.*
- *Try and limit the amount of responsibility you have as a tenant for maintaining and testing the electrical systems, as full inspection can be costly if you are only due to be in occupation for a short period of time.*
- *Be careful with old or second hand appliances. Although donations are a great way to save money, make sure that the equipment is thoroughly inspected and tested prior to use.*

Action Notes:

- **Have you read the relevant HSE guidance on electrical testing?**
- **Have you requested a copy of the electrical inspection certificates?**
- **Have you identified which appliances require PAT testing?**

Other Notes:

Having Trouble?: Contact the HSE Infoline on **0845 345 0055** or email via the HSE website for advice around your responsibilities for electrical testing

Completed By:

Date:

2.11 Gas

Question: *Are you responsible for ensuring the safety of any gas installation? Have repairs and servicing been undertaken by a registered engineer?*

Outline:

Gas appliances in a commercial building must be maintained in good safe condition. The appliances must be serviced by a qualified professional engineer registered with the relevant authority. Since 1st April 2009, engineers must be registered with the Gas Safe Register (previously CORGI). It is good practice to undertake gas safety inspections on a regular basis. Gas safety inspections are often undertaken on an annual basis.

You must also refrain from using gas appliances that you suspect to be faulty. If you smell gas, you should immediately contact the National Gas Emergency Number on 0800 111 999.

Practical Tips:

- *Consider if you really need your gas appliances. Save on the cost of maintenance by decommissioning obsolete equipment such as gas fires.*
- *As meanwhile buildings have often been empty for some time, request copies of previous appliance inspections and establish when the last inspection was undertaken. Request the landlord provides an updated certificate, or commission a qualified registered engineer to carry out an inspection.*

Action Notes:

- **Have you read the HSE guidance on electrical testing?**
- **Have you checked to see if any of your appliances run on gas?**
- **Have you arranged for periodic inspections?**
- **Have you considered de-commissioning the appliances?**

Other Notes:

Having Trouble?: Contact the HSE Infoline on **0845 345 0055** or email via the HSE website

Completed By:

Date:

2.12 Asbestos

Question: *Has an asbestos survey been undertaken at the property?*

Outline:

The duty for preventing potential exposure to asbestos lies with whoever is responsible for the maintenance and/or repair of the fabric of the building. Depending on the terms of the lease this may be the landlord, tenant, or in some cases might be shared. Ensure an asbestos survey has been undertaken before occupying a property. Many building surveyors are qualified to undertake asbestos surveys. Alternatively, you can use a specialist asbestos surveying company.

Practical Tips:

- *Taking on responsibility for asbestos management can be arduous and costly. Establish prior to taking on the premises whether it has been inspected and request a copy of the asbestos register. Ensure it is clear who will deal with asbestos management before commencing the lease.*

Action Notes:

- **Have you read the HSE guidance on asbestos?**
- **Have you checked to see if your building has had an asbestos survey?**
- **If you do have asbestos, is there a management plan in place?**
- **Does the existence of asbestos effect your plans for the building?**

Other Notes:

Having Trouble?: Contact the HSE Infoline on **0845 345 0055** or email via the HSE website

Completed By:

Date:

Checklist and Important Reading:

This short checklist summarises the above and sets out the key reading referenced above:

No.	Topic	Question	Essential Reading	Complete
2.1	Register your Business/Organisation	<ul style="list-style-type: none"> Should your business/organisation be registered for health and safety? 	HSE – Register Your Business HSE – An Introduction to Health and Safety	<input type="checkbox"/>
2.2	Insurance	<ul style="list-style-type: none"> Are you adequately insured? Do you require Employers Liability Insurance? Have you displayed your Employers Liability Insurance Certificate? 	BusinessLink – Basic Insurance Guidance BusinessLink – Interactive - Get the right insurance for your business HSE – Employers’ Liability (Compulsory Insurance) Act 1969 – Guidance Note	<input type="checkbox"/>
2.3	Identifying a “competent person”	<ul style="list-style-type: none"> Do you have a “competent person” responsible for administering health and safety? 	HSE – An Introduction to Health and Safety HSE – Getting specialist help with health and safety	<input type="checkbox"/>
2.4	Health and Safety Policy and Health and Safety Law Signage	<ul style="list-style-type: none"> Do you have a Health and Safety Policy? Does this need to be in written form? Has current legislation been relayed to staff? If necessary, has the Health and Safety Legislation poster been displayed? 	HSE – Essential of Health and Safety HSE – Template Health and Safety Policy and Risk Assessment HSE – Example of a Completed Health and Safety Policy	<input type="checkbox"/>
2.5	Risk Assessment	<ul style="list-style-type: none"> Have you undertaken a Risk Assessment? Have you implemented a strategy to address its findings? 	HSE – Five Steps to Risk Assessment HSE – Template Health and Safety Policy and Risk Assessment HSE – Essential of Health and Safety HSE – Shop Risk Assessment Toolkit	<input type="checkbox"/>

2.6	Employee Consultation and Training	<ul style="list-style-type: none"> • Have you consulted your employees on health and safety procedure? • Have you provided adequate training? 	HSE – Consulting Employees on Health and Safety HSE – Health and Safety Training: What you Need to Know?	<input type="checkbox"/>
2.7	First Aid and Accident Reporting	<ul style="list-style-type: none"> • Have you provided adequate first aid facilities? • Have you set up an accident reporting structure? • Where appropriate, have you designated and trained staff who are responsible for first aid? 	HSE – First Aid at Work: Your Questions Answered HSE - First aid at work: The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and Guidance HSE – Basic Advice on First Aid at Work – Leaflet HSE - Incident at work? Leaflet HSE - A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	<input type="checkbox"/>
2.8	Fire Safety	<ul style="list-style-type: none"> • Have you identified the person(s) responsible for fire safety? Have you undertaken a Fire Risk Assessment? Have you implemented the recommendations? Does your risk assessment provide guidance on: a fire emergency plan; a fire detection and warning system; staff training in implementation of fire procedures? 	CLG – Fire Safety Website CLG – 5 Step Risk Assessment – Short Checklist CLG – Fire Safety Risk Assessment – Offices and Shops	<input type="checkbox"/>
2.9	Water	<ul style="list-style-type: none"> • Are you responsible for stored water systems? Have they been tested for Legionella? 	HSE – Legionnaires Disease Website HSE – Legionnaires Disease – A Guide for Employers	<input type="checkbox"/>
2.10	Electricity	<ul style="list-style-type: none"> • Have you maintained and promoted safe use of the existing electrical systems? • Have you undertaken testing of portable electronic appliances? 	HSE –Electrical Inspection and Testing Website HSE - Maintaining portable electrical Equipment in Offices and Other Low-Risk Environments	<input type="checkbox"/>

2.11	Gas	<ul style="list-style-type: none">• <i>Are you responsible for ensuring the safety of any gas installation?</i>• <i>Have repairs and servicing been undertaken by a registered engineer?</i>	HSE – Essentials of Health and Safety Gas Safe Register	<input type="checkbox"/>
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