



SINGLE PERSON FIRM - WORKING FROM A PREMISE

The following 2 lists are the minimum that is advisable for you to either have legally or as Best Practice:-

Legal

1. Professional Indemnity – *if required*
2. Public Liability Insurance
3. Fire Risk Assessment
4. No Smoking Environment
5. Vehicle Records (Company Vehicles) – *if required*
6. No Smoking in Company Vehicles – *if required*

Best Practice – strongly advisable

1. Health and Safety Policy
2. Accident Book & Reporting Procedure
3. First Aid Risk Assessment
4. DSE Assessments
5. General Office Risk Assessments – *especially if you have visitors*
6. Lone Worker Risk Assessment – *especially if no one else sees you regularly*
7. PPE Issue Records
8. Equipment Records
9. Method Statements / Safe Systems of Work
10. Electrical equipment testing – *dependant on risk assessment*

Please bear in mind that the above lists are not exhaustive and will vary dependant on your companies requirements. They are however a good starting reference point for you to build on.

In order to correctly identify the health and safety requirements for your business please contact us to arrange a mutually convenient meeting.

If you require further information on how CSATS Health and Safety Consultants can help you in meeting your health and safety requirements please contact us on 07785 580376 or consultancy@csats.co.uk

CSATS Ensuring Safety @ Work