



## FIRM EMPLOYING UP TO 4 PEOPLE

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

### Legal

1. Certificate of Employers Liability – *in date and displayed – at all work locations*
2. Public Liability Insurance
3. Professional Indemnity – *if required*
4. Health & Safety Law Poster – *displayed – at all work locations*
5. Fire Risk Assessment – *for all work locations*
6. No Smoking Environment – *of all work locations*
7. Accident Book & Reporting Procedure – *available for all work locations*
8. Vehicle Records (Company Vehicles) – *if required*
9. No Smoking in Company Vehicles – *if required*

### Best Practice – strongly advisable

1. Health & Safety Policy
2. Management Safety Procedures
3. Methods of Communication (Health & Safety Matters)
4. Training Records
5. First Aid Risk Assessment – *for all work locations*
6. DSE Assessments
7. COSHH Risk Assessment – *if required*
8. General Office Risk Assessment
9. Work Task Risk Assessments
10. PPE Issue Records
11. Equipment Records
12. Method Statements / Safe Systems of Work
13. Electrical equipment testing – *dependant on risk assessment*
14. Asbestos Register

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](mailto:consultancy@csats.co.uk)

# CSATS Ensuring Safety @ Work