



FIRM EMPLOYING 5 OR MORE PEOPLE

The following list is the minimum that is advisable for you to have legally and as best practice:-

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. Health & Safety Policy
6. Health and Safety Statement of Intent – *in date and displayed – at all work locations*
7. Management Safety Procedures
8. Fire Risk Assessment – *for all work locations*
9. First Aid Risk Assessment – *for all work locations*
10. Accident Book & Reporting Procedure – *available at all work locations*
11. Methods of Communication (Health & Safety Matters)
12. Training Records
13. Display Screen Equipment Assessments
14. COSHH Risk Assessment
15. General Risk Assessments
16. PPE Issue Records
17. Equipment Records
18. Method Statements / Safe Systems of Work
19. Electrical equipment testing – *dependant on risk assessment*
20. Asbestos Register – *if required*
21. No Smoking Environment
22. No Smoking in Company Vehicles – *if required*
23. Vehicle Records (Company Vehicles) – *if required*

Please bear in mind that the above list is not exhaustive and will vary dependant on your companies requirements and size. It is 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