

Summary of Warning Signs with regards the management of health and safety at work

Note 1. If a business does **not** have employees and is *run* by its **owner**, general H&S legislation does not apply, except for product and looking after others.

Note 2. Where there are only 1-4 employees, **written** policies and arrangements including risk assessments are not required, but all employees and the employer must all know what the policy is **verbally** (the H&S Law poster still needs to be displayed or leaflets issued to all employees)

Points to check for;

1. Did your client send you details on how to find them? Did they provide you with parking arrangements information and/or Public transport details?
2. On arrival; Could you find how to get into the clients building?
3. Did the first person you met, know where to send you?
4. Are the toilets clean? for both male/female toilets; are they being used as storage?
5. If you were given refreshments (i.e. tea or coffee) where the cups clean?
6. Is there a current H&S law poster displayed? (pictured) or the leaflets can be given out, proof is required
7. Ask; What do I do if there is a Fire?
8. Ask; Who are the First Aiders?
9. Is the environment (i.e. office, factory) clean and tidy?
10. Are the posters and signs displayed in date? How many of them are there?
11. Is there a break or lunch room for the staff that has chairs, tables and facilities for their use?
12. Ask; to see the H&S policy and general arrangements documents (or a verbal statement can be given where there are only 1-4 employees)
13. Do you feel safe and looked after?



Where you do not get satisfactory answers or where you observe failings or standards that are below what you would commonly expect; a full review of the clients H&S practises is required.

Lupus Consilium Ltd
Health and Safety Risk Management Consultant

www.lupusconsilium.co.uk
michele@lupusconsilium.co.uk
01223 789 630