

H&S documentation you must have

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Run Time: Approx. 50 mins

24/7 professional support for businesses,
across **Employment Law, HR and Health & Safety**



The detail contained within this webinar is based on GB & Northern Ireland employment legislation.

Members in the jurisdictions of the Republic of Ireland, Jersey, Guernsey and Isle of Man are asked to please contact the Advice Service to obtain the information relevant to your jurisdiction.

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Today We Will Cover

- The must-have health and safety documents
- How to ensure your documentation is up to date
- The common mistakes employers make
- Practical steps to stay compliant

Employer's Obligations

- Employers have a 'duty of care' to protect the health and safety of their workforce. The Health and Safety at Work Act 1974 states:

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees."

- Must have a written health and safety policy if they employ 5 or more people
- Must arrange for a safe working environment for all employees
- Assess risks to employees, customers, partners and any other people who could be affected by their activities
- Must provide adequate Health & Safety (H&S) training, instruction, and supervision to their employees

H&S Policy

- Explains how you, as an employer, will manage health and safety in your business.
- Should be reviewed, signed and dated every 12 months by the most senior member of management
- Must share the policy, and any changes to it, with your employees.
- Your policy must cover three main areas:
 - Statement of intent
 - Responsibilities for health and safety (including employers and employees)
 - Arrangements for health and safety



H&S Policy Checklist

- ✓ The risks present in your workplace.
- ✓ How you manage hazardous substances, equipment, or machinery.
- ✓ The actions you've taken to minimise the highlighted risks.
- ✓ Who's responsible for ensuring you take appropriate action to manage risks.
- ✓ Reporting lines and management structure.
- ✓ Who's responsible for recording and monitoring incidents?
- ✓ What are your monitoring systems?
- ✓ What to do in the case of an emergency.



H&S Policy- Statement of Intent

- A formal, written declaration demonstrating a commitment to protecting the health, safety, and welfare of employees and visitors
- Should be signed by the most senior person in your business
- Must be reviewed annually to ensure it remains relevant.
- A typical statement would include a commitment to prevent accidents and ill health, assign responsibilities for implementation, and require all employees to act responsibly and follow policy.



H&S Policy- Responsibilities for H&S

- List the names, positions and roles of the people in your business who have specific responsibility for health and safety.
- You should identify who will:
 - Be the appointed competent person
 - conduct health and safety risk assessments
 - make workplace inspections
 - ensure safety when specific tasks or work activities are carried out, or in specific areas of the workplace



H&S Policy- Arrangements for H&S

- Detail the practical arrangements that are in place and how this will achieve the commitments set out in your statement of intent
- What you are going to do to remove or reduce the risks of the hazards in your workplace.
- Risk assessments may be included/referenced here to provide context to hazards referred to in the Policy Statement



Safe Working Environment Records

- Any documents that demonstrates a business' adherence to H&S regulations:
- Inspection & Maintenance Records
- Electrical Installation Condition Report.
- Electrical appliance inspection.
- Air conditioning servicing.
- Gas Safety Certificate.
- Asbestos surveys
- Site inspection records
- Accidents and incident investigations.
- Fire safety checks—alarms systems, emergency lighting, extinguishers, fire doors etc.
- Noise surveys and investigations.
- Statutory occupational health surveillance records.
- Accident/incident record book

Risk Assessments

- To identify and raise awareness of the hazards and risks posed to employees or visitors
- Risk assessments must be reviewed by a competent person annually OR after a significant change.
- Most common examples:
 - Fire
 - Manual Handling
 - Lone working
 - Working at height
 - Display Screen
 - Sexual Harassment
 - COSSH
 - Work related stress

Culture



H&S Training Records

- H&S training is a requirement under The Health and Safety at Work etc Act 1974
- New recruits need basic induction training into how to work safely, including arrangements for first aid, fire and evacuation
- People changing jobs or taking on extra responsibilities need to know about any new health and safety implications;
- Young employees are particularly vulnerable to accidents and you need to pay particular attention to their needs, so their training should be a priority.
- Some people's skills may need updating by refresher training.



H&S Training Records

- Robust H&S Induction/Site Induction
- Standard operating procedures/Operating Manuals
- Training history
- Copy of training content
- Competency assessments
- Copies of relevant certificates
- Sign off procedure
- Review/refresher dates

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Common Mistakes to Avoid

- Failing to conduct regular risk assessments
- Generic or overly complex H&S policies
- Including a generic statement of intent
- H&S arrangements does not cover all relevant risks/hazards.
- Not liaising with employees when delivering and signing off training
- No evidence the H&S policy has been communicated and read
- H&S policy not easily accessible



What happens if you get it wrong?

- Business fined £70,000 after a worker was crushed by a road roller
- Employee only given basic verbal operating instructions
- Failed to provide risk assessments, training records or safe systems of work to HSE until two weeks later
- Latest risk assessment was dated 3 days after the accident
- HSE issued two improvement notices which included a risk assessment of the yard where the incident happened
- Company pleaded guilty to breaching Section 2(1) of the Health and Safety at Work Act

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Summary

- Have you got a written Health & Safety Policy?
- Is it regularly updated?
- Are all employees trained and guided through this during induction?
- Do you have proof?
- Are ALL staff and management FULLY aware of their H&S responsibilities?
- Do you carry out on-going H&S training?
- Who is your COMPETENT PERSON?
- Do you have a system in place for recording and reporting accidents?

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Next Weeks Session

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