

# **Spring Cleaning your Health and Safety**

It's a gorgeous spring day and the sun is shining, showing up the dust on the printer! (Is that everyone, or just me? Just me then...)

As well as spring cleaning your desk, now is an ideal time to spruce up your Health and Safety, given the end of the tax year accounting is out of the way.

Here, in no particular order, are ten things to think about. If that's a bit much in the middle of April – ***the only one you really need is at the end...*** a sort of bonus method for avoiding worrying about the others.



1. **Check your fire-fighting equipment and emergency lighting.** Are your fire extinguishers in test and passing user checks? Do you have enough of them and the right kinds? When did you last check your emergency lighting and your fire alarm call points?
2. **Check your staff know what to do in an emergency.** When did you really last do a full fire drill including a proper evacuation and check of the building with your fire marshals doing their bit instead of shambling out with your bags and your coffee? How would you get out if the nearest fire exit was blocked? ***What would you do if the emergency was not a fire?*** Have you planned for that too? Think about an invacuation drill as well as an evacuation drill and robustly plan and test both.
3. **Check your fire exits.** Are they open and unobstructed at the start of each working day? I have visited more than one business so far this month where they weren't...
4. **Check your first aid kits and eye wash stations.** Are they stocked properly and correctly sited and signed so everyone can find them?
5. **When was your H&S admin last checked?** Are your insurances, policies, risk assessments, safe systems of work, CoSHH and MSDS up to date and available to everyone who needs them? Have all your accidents been properly investigated and documentation changed if it needs to be?
6. **Review your Fire Risk Assessment (FRA) as well as audits, inspections and reviews for H&S.** Are you doing everything you can to be compliant and keep everyone safe?
7. **Has everyone got the information, instruction, training and supervision to enable them to do their job safely?** Don't forget your students on work experience, the cleaners and maintenance people who may work out of hours, your contractors coming in to work for your or on your premises and anyone else who may be considered vulnerable.

8. **Ensure your PPE is adequate.** PPE should be a last resort for keeping everyone safe, not a first port of call, but when it is used, is it fit for purpose, suitable for the person wearing it and in good condition? Lots of PPE including respirators need to be bespoke to the wearer – someone with a beard, glasses or a hearing aid may need kit that is not ‘off the shelf’ and everyone always has a preference when it comes to their personal kit. Don’t forget face fit testing if it is needed.
9. **Finally, don’t forget everything else.** This includes things like staff training, your work equipment, PAT testing and so on... If that’s a bit much on top of everything else you do – keep reading – it gets better!
10. **Feeling overwhelmed and a bit like H&S could take up ALL year, not just the New Year? The only resolution you need if you would like some practical common sense and a helping hand is to call us! We’re doing initial consultations free of charge, to help you simplify the complicated when it comes to Health and Safety.**

Please get in touch to see if we can help – we’d love to chat (and help you eat the left over Easter chocolates...)

## **Safe Systems Consultancy**

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