



In these challenging times as a busy company you are no doubt juggling many important issues... Health and Safety might be one of these and there is always the danger of dropping it! There can be many consequences of losing sight of safety and nearly all of these, result in lost business.

I believe that for many work activities safety is common sense and you should try to keep it simple, as simple safety works. I can help you to get your staff to manage their own health and safety.

I enclose a **basic checklist of items that an HSE Inspector would want to see if they called.**

**Graham Reay**

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| Your health and safety policy is up to date and has been reviewed in the last 12 months.   |  |
| Your Management structure is outlined along with the respective safety responsibilities, and your workforces understand their roles. |  |
| Your Safety procedures are defined, suitably explained and should be custom and practice within the workforce.                       |  |
| Risk Assessments for your activities, along with their controls are up to date and built into your procedures and recorded.          |  |
| A recent Health and Safety Audit has been carried out.   |  |
| You and your worker have carried out appropriate Safety Training and suitable records of it are available.                           |  |
| Information on Fire, First Aid and Accident reporting procedures is in place and understood by the workforce                         |  |
| Safety Maintenance systems and procedures are in place and records are available.  |  |

**I can help you with all these safety issues and many more.**