



## NCVO WORKFORCE DEVELOPMENT

### GOOD GUIDE TO EMPLOYMENT FACTSHEET

#### Health and safety

**This information is taken from the publication *The Good Guide to Employment*. Find out more at [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk).**

This factsheet provides information on what employers need to know about their health and safety obligations in the workplace.

#### **Legal requirements**

The legal requirements surrounding the Health and Safety at Work Act 1974, places a general duty on employers to ensure the health, safety and welfare of employees and others who may be affected by the actions of the organisation.

Employer's duties extend to providing safe equipment, information and training to ensure the health and safety of employees and providing a healthy work environment.

A Health and Safety policy should be drawn up if you employ five or more persons. Risk assessments should be carried out to assess the risks to employees and others affected by their work activities. Special risk assessments should be carried out on employees under the age of 18 or employees who are pregnant or breastfeeding.

Employers will need to register with the local enforcing authority for health and safety - visit [www.hse.gov.uk](http://www.hse.gov.uk) for information. The Health and Safety Executive (HSE) advise that the employer's liability insurance certificate should be displayed, health and safety posters should be displayed, improve reporting of injuries in the workplace, maintain accident records and improved provision of first aid facilities in the workplace.

The Working Time Regulations place certain restrictions on the working time of all employees and workers, and requirements of employers. Stress at work is covered under the Health and Safety Act. The HSE has a useful guide to workplace stress.

It can be found on their website at [www.hse.gov.uk/pubns](http://www.hse.gov.uk/pubns). The HSE recommend that all employers should introduce a policy on smoking in the workplace, following consultation with employees.

**For further information on health and safety matters, visit the following websites:**

1. Acas: Provides information relevant to all new and existing employers  
[www.acas.org.uk](http://www.acas.org.uk)
2. NCVO provides free information, signposting and services for trustees, staff and volunteers [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk)
3. Business Link: Provides information for those becoming an employer for the first time [www.businesslink.gov.uk](http://www.businesslink.gov.uk)
4. Health and Safety Executive (HSE): For information around health and safety and the law. [www.hse.gov.uk](http://www.hse.gov.uk)
5. The Royal Society for the Prevention of Accidents (ROSPA): Offers factsheets, statistics and information on health and safety. [www.rospace.com](http://www.rospace.com)
6. The Fire Protection Association (FPA): Provides statistics, published guidance and advice around fire protection [www.thefpa.co.uk](http://www.thefpa.co.uk).