

The Essential SME Safety Checklist

A practical guide for small businesses

A Simple, Practical Guide for Small Businesses

This checklist is designed to provide small and medium-sized enterprises (SMEs) with a practical and jargon-free guide to essential health and safety checks.

Benefits of Using This Checklist:

- Ensures compliance with legal requirements.
- Identifies potential hazards and risks.
- Improves workplace safety and reduces accidents.
- Boosts employee morale and productivity.
- Protects your business from potential liabilities.

Sincerely,

Will Wright
EHS Consultant
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Checklist: Part 1

Fire Safety

- Are fire extinguishers readily accessible and in good working order?
- Are fire exits clearly marked and unobstructed?
- Are regular fire drills conducted and documented?

First Aid

- Is a designated first aider available and trained?
- Is a well-stocked first aid kit easily accessible?
- Are incident and accident records properly maintained?

Training

- Is safety training provided to all employees?

- Are training records up-to-date?
- Is refresher training conducted periodically?

Checklist: Part 2

Risk Assessments

- Are risk assessments conducted for all significant hazards?
- Are risk assessments regularly reviewed and updated?
- Are control measures implemented to mitigate identified risks?

PPE

- Is appropriate personal protective equipment (PPE) provided to employees?
- Is PPE properly maintained and stored?
- Are employees trained on the proper use of PPE?

Machinery & Equipment

- Are all machines and equipment properly guarded?
- Are regular maintenance checks performed on machinery and equipment?
- Are employees trained on the safe operation of machinery and equipment?

Checklist: Part 3

COSHH (Control of Substances Hazardous to Health)

- Are hazardous substances properly labelled and stored?
- Are safety data sheets (SDS) readily available?
- Are control measures in place to minimize exposure to hazardous substances?

Lone Working

- Are lone workers provided with adequate communication and support?
- Are procedures in place to check on the well-being of lone workers?
- Are lone workers trained to handle emergency situations?

Emergency Procedures

- Are emergency procedures documented and communicated to employees?
- Are emergency contact details readily available?
- Are regular emergency drills conducted?

How Did You Score?

18–20: Excellent! Your business demonstrates a strong commitment to health and safety.

14–17: Good. There's room for improvement in certain areas. Review the checklist and address any outstanding issues.

10–13: Needs Attention. Significant improvements are needed to ensure compliance and protect your employees.

0–9: Urgent Action Required. Your business faces significant health and safety risks. Seek professional assistance immediately.

Need Help Reviewing Your Checklist?

Book a Free Consultation to discuss your results and identify areas for improvement.

Contact us today:

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WillOnSafety Ltd provides practical health & safety support for North Yorkshire SMEs.

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