

## New help available from the Health and Safety Executive

**A risk assessment** and **health and safety policy** are two of the main health and safety requirements that a business must comply with.

**A risk assessment** is simply a careful look at what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions, or should do more to prevent harm.

**A health and safety policy** sets out your general approach and objectives (your vision) and the arrangements you have put in place for managing health and safety in your business.

### **But how should they look?      What should they contain?**

A Risk Assessment and Policy Template has been developed for small to medium businesses, ideal for most newsagents and convenience stores.

This template combines a risk assessment, health and safety policy and written record of arrangements into one document to prevent duplication and save you time and costs.

An example risk assessment for a newsagent/convenience store, and an example of a health and safety policy are also available. These can be used as a guide to show you what you need to think about and include when completing the template. You can print and save the template so it is easy to review and update it, as and when required.

A survey on the example risk assessments, confirmed that 90% of users saved time in carrying out their risk assessment, (an average time saving of 46%) and 90% of users would recommend them to others.

The example risk assessments and the template have been produced with the help and support of small business trade associations and as a package are intended to show you a sensible and straight forward approach to managing your health and safety requirements.

To view and download the examples and template, log onto the HSE website at: [www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies)