

## Factsheet C17: Health and Safety

As an employer, you are legally responsible for making sure your employees are working in a safe environment, and have the skills and training they need to carry out the tasks you ask them to do. You will need to identify any risks or dangers your employees may face when working for you, and take precautions to prevent any harm to them. Before your employee starts you will need to:

- Carry out a risk assessment – A risk assessment should assess your employee’s working environment, specific duties and any other animals or people who may be at the place of work, listing things that may cause harm and how people could be affected (not including everyday life risks unless work activities increase the risk). It is important to do a risk assessment because your employer’s liability insurance may not cover you if you have not taken precautions to make sure your employees are safe. It should include controls that are already in place and identify if other controls need to be put in place. You should be able to show from your assessment that:
  1. a proper check was made;
  2. all people who might be affected were considered;
  3. all significant risks have been assessed;
  4. the precautions are reasonable, and;
  5. the remaining risk is low.

You can obtain a risk assessment template from the Health & Safety Executive (HSE) at the following website: [www.hse.gov.uk](http://www.hse.gov.uk)



- Think about training – If you have decided to provide your employee with training and the cost of this is covered or agreed by Norfolk County Council or NHS (if applicable), you will need to arrange this. If you have decided you want to provide your employee with training and have not allocated money for this there is some free training. You can get information and advice on training from The Norfolk Care Brokerage via their website - [www.norfolkandsuffolkcaredsupport.co.uk/norfolk-care-brokerage/](http://www.norfolkandsuffolkcaredsupport.co.uk/norfolk-care-brokerage/). If training is as simple as showing your employee what needs to be done, this can be covered on their first day or as soon as it has been identified.
- Take out employer's liability insurance - within your agreed funding you should have funds for employer's liability and public liability insurance. This is to cover you against any claims that may be made against you as an employer, or if your employee was to injure themselves whilst at work, deeming you responsible. Different policies offer different levels of cover, and Equal Lives can give you details of three providers. Alternatively, you can look at obtaining this cover elsewhere if you wish.
- Recording Accidents – It is a good idea to have somewhere you and your employee can record any accidents that may occur in the home so appropriate steps can be taken to ensure these don't happen again. For certain accidents or health and safety related incidents at work, you have a duty to report these to the Health and Safety Executive so keeping records will ensure you manage this responsibility.
- House insurance – It may also be a good idea to check your home insurance covers contents and even accidental damage in case your employee spills something on the carpet (for example), or if any of your possessions were to go missing.



- Car Insurance – If you require your employee to use their own vehicle as part of their employment with you (excludes them getting to and from their place of work), they will need to have business class 1 on their car insurance to cover their vehicle for use at work. It is your employee's responsibility to check this and cover any associated costs for this. If they were to have an accident whilst out with you or covering a work related errand without business class insurance on their insurance policy, they may not be covered.

If you require further information or would like this factsheet in an alternative format you can contact us by calling: 01508 491210, by emailing: [info@equallives.org.uk](mailto:info@equallives.org.uk), or by writing to: Equal Lives, 15 Manor Farm Barns, Fox Road, Framingham Pigot, Norfolk, NR14 7PZ.

