



Communicating the safety message

October 2020

A guide to providing health and safety information, training and consultation



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Contents

Information and training	4
Training: steps to take	6
Workers' capabilities	8
New starters	8
Signs and posters	10
Worker involvement	10
Trade union and elected safety representatives	13
Ways to consult	14
Acting on the results	15
The importance of good communication during the Covid-19 pandemic	16
Finally...	18
Recommended reading	19
Further information	20

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Introduction

Good communication at work – whether it be providing workers with appropriate safety instructions or consulting them on the safest ways of working – is essential in reducing the risk of people being injured or made ill in the workplace.

Put simply, if staff are to understand how to work without posing a risk to themselves and others, they must be given suitable information, instruction and training on the safe working practices to follow. For instance, the Covid-19 pandemic means it is essential workers are given adequate information and training on the precautions to follow to minimise the risk of transmission of the virus at work, such as the social distancing rules to follow.

This guide provides an overview of the steps employers can take to effectively communicate with workers on health and safety issues, such as providing information and training and consulting them on health and safety matters.

Thomas Tevlin

Editor



The Guide is published by the British Safety Council,
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Communicating the safety message

Although an employer might provide the best equipment and working procedures to minimise the risk of people being injured or made ill at work, these will not be enough to keep workers and others safe unless there is excellent communication between everyone on health and safety matters.

In fact, good communication – whether it be employers providing workers with information, instruction and training on the hazards and risks, or consulting and involving staff when developing risk controls – is vital in ensuring that everyone understands how to work safely and is genuinely committed to doing so.

The starting point for effective health and safety communication is providing employees and – where appropriate – others such as contractors, with adequate information, instruction and training on the health and safety hazards they may face; the measures in place to protect them and how to work without posing risks to the health and safety of themselves and others. Employers must also properly supervise their employees and other workers under their control to ensure, so far as is reasonably practicable, their health and safety.

Under UK law, employers are also required to consult all their employees – or the employee safety representatives – on anything at work that could substantially affect employees' health and safety. The general idea is that, by giving employees adequate information

about the health and safety hazards they are likely to face – and allowing them to influence decisions on the best ways of reducing the associated risks – employers can develop the most practical and effective measures to protect the health and safety of staff.

The Health and Safety Executive (HSE) says employees – and employee health and safety representatives – are a valuable source of information because they often have a good understanding of the health and safety hazards and risks and the chances of potentially dangerous problems arising. It adds that employees are therefore often well placed to provide useful feedback to the employer on the effectiveness of the existing and proposed health and safety risk controls.

In addition, HSE says employees are generally more likely to be committed to implementing health and safety decisions and actions if they are actively involved in reaching the decisions through consultation and discussion with their employer.

“

Employees are a valuable source of health and safety information.

Some facts and numbers

78%

of UK 'establishments' (businesses) employing more than five employees, say they regularly discuss health and safety issues in staff or team meetings



87%

of UK establishments employing five or more people where health and safety risk assessments are undertaken say they share the findings with employees

81%

of UK establishments employing five or more people where health and safety measures are undertaken following a risk assessment, say they usually involve employees in the design and implementation of those measures

85%

of team leaders/managers in UK establishments employing more than 20 employees receive training on how to manage health and safety in their teams, according to their employers

Sources: European Survey of Enterprises on New and Emerging Risks, 2014 (ESENER-2); hse.gov.uk/statistics/oshman.htm

Communicating the safety message



Employees must be given appropriate health and safety information and training when they first start work.

This guide provides some general advice on ways of communicating health and safety information to workers – in particular, by providing information and training and by consulting and involving employees in managing health and safety. It is based on guidance from HSE and much more detailed advice on the topic can be found on HSE’s website and on the websites of reputable advisory organisations in UK. See the back pages of this guide for some of the suggested sources of further information.

Information and training

The first step towards achieving effective health and safety communication is to provide workers with adequate and appropriate information, instruction

and training so they know how to work without posing a risk to the health and safety of themselves and others, such as co-workers and members of the public.

Under the Health and Safety at Work Act 1974, all UK employers must provide whatever “information, instruction, training and supervision as is necessary to ensure, to far as is reasonably practicable”, the health and safety at work of their employees.

The Management of Health and Safety at Work Regulations 1999 build on this by requiring employers to provide their employees with “comprehensible and relevant” information on:

- The risks and hazards they may face at work, as identified by the employer’s risk assessment
- The preventive and protective measures

that are in place, or will be introduced, to eliminate or reduce the risks

- The steps employees must take if they encounter risks or hazards, and how to work safely
- The responsibilities of employees to comply with and follow site rules and safe working procedures
- The procedures to follow in the event of an emergency or a dangerous situation – such as a fire alert, explosion, chemical spill, security alert or dangerous electrical fault.

The Management Regulations also set out a number of specific situations where adequate health and safety training must be provided to employees. These are:

- When employees first start work for the employer
- If employees are exposed to new or increased risks – for example, as a result of a change to their job role or working environment, or the introduction of new equipment or technology.

The Management Regulations also require employers to repeat employees' health and safety training "periodically where appropriate". This generally means refresher training will be required if, for example, employees' skills or knowledge have become rusty or need updating.

The law also requires employers to provide health and safety training free of charge and it must take place during working hours.

Crucially, employers must remember that the Management Regulations require them to take account of employees' "capabilities" regarding health and safety when entrusting them

with work tasks. By implication, this means considering factors such as the employees' existing knowledge and understanding of hazards, risks and safe working practices; and whether issues as the employees' language or literacy skills could affect their ability to understand instructions and work safely.

Any health and safety information provided to employees and others, such as visiting contractors, must also be "comprehensible" – meaning it must be easy to understand and follow.

It is also vital to remember that, although the law only requires employers to provide health and safety training to their own employees, all workers – such as contractors present on the employer's work site – must be given adequate and appropriate health and safety information by the host or main employer. This includes information on the hazards and risks they may face; the precautions in place to deal with those risks and how to follow them; and the procedures to follow in an emergency.

Alongside the general duty to provide employees with adequate and appropriate health and safety information, instruction and training, there are many UK regulations that require employers to provide their employees with suitable information, instruction and training on how to work safely when undertaking specific tasks or when faced by specific hazards.

For example, the Control of Substances Hazardous to Health Regulations 2002 require employers to provide employees at risk of exposure

Communicating the safety message

to hazardous substances – such as chemicals, fumes and dusts – with information, instruction and training on the potential health risks from these substances and the precautions to follow to reduce the risk of themselves and others being exposed to them.

HSE guidance on legislation, such as on the Manual Handling Operations Regulations 1992, also stresses the importance of providing employees with suitable information and training to enable them to control the risk of injury or ill health posed by the relevant task or hazard, such as manual handling.

Employers must also remember that employers who share a work site or work together on a project must cooperate so they can all comply with their health and safety duties. They must also cooperate to ensure appropriate steps are taken to protect the health and safety of all workers and anyone else who could be put at risk during the work. This might involve steps such as sharing information about health and safety hazards and control measures; and coordinating their fire and emergency procedures.

Training: steps to take

HSE has published general advice on how to provide effective health and safety information, instruction, training and supervision to workers. It also provides more detailed guidance on how to inform and train workers on the health and safety procedures to follow for specific hazards and risks, such as hazardous substances, harmful levels of noise and work at height.

HSE's leaflet, *Health and safety training – a brief guide*, suggests taking a five-step approach to planning and providing information and training.

The first step is to decide which employees – and, if appropriate others, such as contractors – require information and training and what it should cover.

All UK employers are legally required to assess the health and safety risks their work activities could pose to their workers and others. The idea is to identify the potential hazards; who could be harmed by them and how; and the best ways of eliminating or controlling the risk of injury and ill health. The results of the risk assessment(s) should therefore be used to identify the knowledge and skills employees and others need to work in a safe and healthy fashion. Employers should also consider if health and safety law requires them to provide specific information and training – such as training for workplace first aiders or operators of machinery or mobile plant, such as lift trucks.

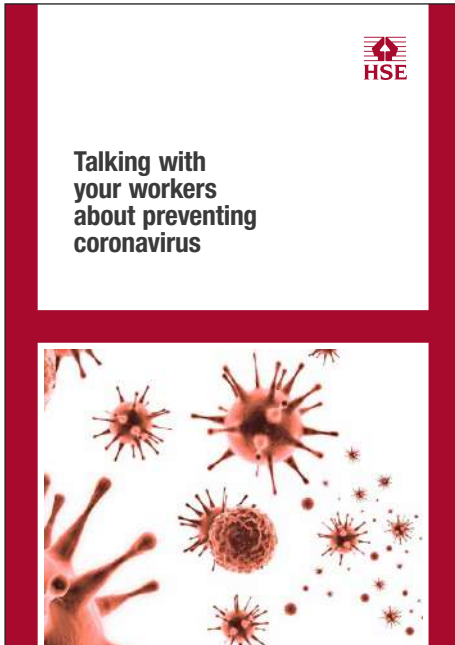
The employer should then compare the knowledge and skills needed for employees to work in safe manner against their employees' current skills and understanding to spot any gaps.

Employers must remember they are legally obliged to consult their employees and/or the employee safety representatives on the planning and organisation of the health and safety training to be provided to employees. The idea is that, by consulting those who undertake the work, employers can increase the chance of the information and training being relevant and effective.

HSE says that, as a general rule,

Free guidance:

Organisations such as HSE offer a range of guidance on how to communicate health and safety information and advice.



HSE's guidance is at:

[hse.gov.uk](https://www.hse.gov.uk)

“
The risk assessment should identify the skills employees need to work in a safe and healthy fashion.”

the following people should receive suitable information, instruction and – if appropriate – training:

- **The employer** – so they understand how to identify hazards and control risks at work, and how to consult employees on health and safety issues
- **Managers and supervisors** – so they understand what is expected of them in terms of managing health and safety
- **Employees** – so they understand how to work safely and how to report health and safety concerns to their managers
- **Contractors and self-employed people working for the employer or present on site** – they may need information and instruction so they are aware of any specific hazards and the precautions to follow.

The second step is to decide on the organisation's training priorities. HSE says that, in general, employers should prioritise training for situations where a lack of information and competence could result in serious harm; and where people have particular needs – such as new recruits, young workers and staff taking on new responsibilities.

The third step is to decide on the most suitable and effective methods of providing the information and training. There are a variety of possible training methods, including providing face-to-face or written information or instruction; coaching or 'on-the-job' training; short talks on specific safe working practices; 'classroom'-type training; and computer-based or online training.

HSE says health and safety training can often be delivered effectively

Communicating the safety message

in-house by the employer's own staff, providing the trainer has the necessary knowledge and competence. If necessary, employers can also use external help, such as training providers.

The fourth step is to deliver the training, ensuring the information is easy to understand and follow, and the fifth step is to check the training has worked.

According to HSE, typical questions to ask when assessing the effectiveness of the information and training include:

- Do employees understand what is required of them?
- Are workers actually working as they have been trained to?
- Do workers and line managers think the training is relevant and effective?
- Has there been any improvement in the health and safety performance?
- Is further information and training necessary?

HSE says keeping records of the training can help an employer to manage their training programme. Employers should also monitor their training records as part of their measures to help them identify if and when refresher training is needed.

98%

of UK 'establishments' (businesses) say they have a document available to employees that explains responsibilities and procedures on health and safety at work (European Survey, ESENER-2, 2014; hse.gov.uk/statistics/oshman.htm)

Workers' capabilities

When deciding how to provide health and safety information and training, employers must take account of factors such as workers' general capabilities, existing knowledge and experience; language skills; and literacy and numeracy levels.

For example, if a worker from overseas has difficulties speaking, understanding, reading or writing in the host country's language, they may struggle to understand and follow safety-critical instructions and warning signs.

HSE suggests a number of ways employers can ensure workers from overseas with possible language difficulties understand how to work safely and are able to communicate with their colleagues. These include:

- Asking an employee who speaks both the host country's and the worker's language to a good standard to act as an interpreter
- Using a 'buddy system', where new or inexperienced workers from overseas are paired with experienced workers who speak the same language
- Providing written information in the worker's own language, but ensuring it is produced by a competent translator
- Training supervisors on how to communicate clearly and how to monitor the effectiveness of the training given – for example, by watching workers to ensure they are following safety instructions correctly.

New starters

The Management Regulations require



There are a variety of ways of delivering training, including through online learning.

employers to ensure employees are provided with adequate health and safety training when they first start work.

As a result, employers should provide an adequate health and safety induction for all new employees. The content and extent of the induction will depend on a variety of factors, including the nature of the hazards and risks and the new starter's capabilities, such as their familiarity with the work. As a result, there is no mandatory list of topics that should be covered in an induction and employers should instead use the findings of their risk assessments and their assessment of the worker's knowledge and capabilities to decide on the type of information and training to provide. However, a health and safety induction should generally cover:

- The risks that new workers may be exposed to and the precautions they must take to avoid those risks
- The general health, safety and

emergency arrangements – such as the nature and location of any first aid equipment and personnel, and the fire and emergency procedures to follow

- Employees' responsibilities under health and safety law – including taking care of their own and others' health and safety; and reporting any situations at work that pose a serious and imminent risk to people.

Employers must also provide adequate supervision for their employees to ensure their health and safety. They may also need to supervise others working under their control, such as contractors.

HSE says effective supervision can help employers to check that workers have the necessary capacity and competence to work safely. It can also help in assessing the effectiveness of the training given. HSE warns that new, inexperienced or young workers are very likely to need more supervision than others.

Communicating the safety message

Signs and posters

Another method of getting safety information across is to use safety signs. The combination of short, easy-to-understand messages and simple icons – for example, the ‘running man’ fire exit logo – makes signage an ideal way of effectively communicating health and safety instructions.

In some cases, the display of safety signs is a legal requirement. For example, under the Control of Noise at Work Regulations 2005, when noise reaches certain levels, employers have to indicate work areas where the use of hearing protection is compulsory and mark them with signs if possible.

The requirements for the shape, colour and pattern of safety signs are set out in the Health and Safety (Safety Signs and Signals) Regulations 1996. These require employers to display specific signs in the workplace to warn people of risks that cannot be eliminated or controlled by other means.

In addition, all UK workplaces are legally obliged to either display a copy of HSE’s poster *Health and Safety Law: What you need to know*, or to provide staff with the corresponding leaflet. These outline both the employer’s duty to ensure the health and safety of workers and the duties of employees to work in a safe and healthy fashion.

Worker involvement

Another vital aspect of effective health and safety communication is to consult employees on health and safety matters

and to involve them in making decisions about ways of managing the risks.

Employers are legally required to consult their employees – and/or the employee safety representatives – on anything at work that could substantially affect employees’ health and safety. The idea is that employers provide their employees with adequate information about the health and safety hazards they face and allow workers to raise concerns and make suggestions about the best ways of reducing the associated risks.

HSE says consultation should be a two-way process, where employees are allowed to raise their concerns and influence the employer’s decisions on ways of managing health and safety. However, it adds that consulting and involving workers in managing health and safety does not remove the right of employers to make the final decision about ways of managing the risks.

HSE adds that research has shown that workplaces where employees are involved in making decisions about health and safety are healthier and safer, and tend to have a better productivity rate and higher levels of workforce motivation. For example, HSE says employees are often the best people to understand the hazards at work, and can therefore help their employer to make better decisions about how to control the risks. It adds that if workers are involved in making decisions about health and safety risk controls, they are more likely to understand why they have been introduced and be more committed to following them.



Employers must consult their employees on anything that could affect their health and safety.

HSE reminds employers that consultation and workforce involvement in health and safety is not something to be daunted by or discouraged about, and it does not have to be lengthy or bureaucratic. For example, in a small business an informal process of talking to employees regularly and considering their views when taking decisions about health and safety might be a suitable form of consultation. However, it may be necessary to have more formal and detailed consultation arrangements and allocate additional time to the process – for example, in a workplace with a large workforce and complex risks.

There are two key sets of regulations

that require organisations to consult their workforce on health and safety matters.

In workplaces where the employer recognises trade unions (and trade unions are recognised for collective bargaining purposes), the Safety Representatives and Safety Committees Regulations 1977 apply. If so, the union can decide to appoint health and safety representatives (known as ‘safety representatives’ in the regulations). If the union does this, the employer must consult those representatives on health and safety matters affecting the employees they represent.

In workplaces where employees are not in a trade union; where a trade union



Communicating the safety message

is present but the employer does not recognise it; a trade union is recognised but has decided not to appoint safety representatives; or a trade union is recognised by the employer but those employees who are not members of that union do not want the union to represent them on health and safety matters; the Health and Safety (Consultation with Employees) Regulations 1996 will apply.

In these circumstances, employers can choose to either consult employees directly as individuals; through elected health and safety representatives (known as ‘representatives of employee safety’); or through a combination of two, depending on what is appropriate

The law generally requires employers to consult employees, and/or the employee safety representatives, about anything in the workplace or work activities that could affect employees’ health and safety. This means employees must generally be consulted about:

- Any change which may have a substantial effect on employees’ health and safety – for example, new or different procedures, types of work, equipment, premises and ways of working, such as shift patterns
- The employer’s arrangements for getting competent people to help them comply with health and safety law (a competent person is someone who has the knowledge, skills and experience to help an employer to meet their health and safety duties)
- The information the employer must give to employees on the likely risks arising from their work and the

preventive and protective measures employees must follow

- The planning and organisation of health and safety training that will be provided to employees
- The health and safety consequences of introducing new technology.

As explained earlier, employers are required to assess the health and safety risks their employees and others could be exposed to at work, and to take all reasonably practicable steps to protect people from harm.

HSE says that, when carrying out risk assessments, employers should therefore consult and involve their employees and/or the employee safety representatives in the process, as they will often have ideas about the problems and possible ways of solving them.

However, HSE stresses this does not mean that formal consultation is required before every task-specific risk assessment at work. Instead, the regulator says consultation with employees and/or employee safety representatives should form part of the general risk assessment process.

Employers must also provide their employees, and/or the safety representatives, with the information necessary to enable them to participate fully and effectively in the consultation. When consulting trade union appointed or employee-elected safety representatives, employers must provide them with the information necessary for them to fulfil their various functions.

The information that is given to employees and safety representatives



should enable them to understand:

- The risks and dangers arising from their work, or the risks and dangers that could arise if there are changes to their work
- The measures in place – or proposed measures – to eliminate or control the risks to employees' health and safety
- The steps employees should follow if they are exposed to a risk or a dangerous situation, including the emergency procedures to follow
- The name of the organisation's competent person, who is responsible for helping the employer to comply with their health and safety duties.

HSE says employers should already have the relevant information they need to provide to employees and/or safety representatives as part of their health and safety management system – such as copies of risk assessments or accident records. It adds there is no need for employers to present the information in a different format or provide it as a separate package, or to get hold of additional information for employees or representatives.

The law does not state when and for how long employers must consult employees and/or the employee safety representatives about health and safety matters. Instead, it says consultation must be carried out “in good time”. HSE says this means employers must allow enough time to:

- Explain the issues to employees and/or the safety representatives, including the steps the employer plans to take
- For employees and/or the safety

representatives to consider the issue and make an informed response to the employer, and

- For the employer to consider and take account of the employees' responses before making a final decision.

Trade union and elected safety representatives

As stated, if an employer recognises a trade union and the union has appointed, or is about to appoint, safety representatives, the employer must consult those representatives on health and safety matters relevant to the employees they represent. Union appointed safety representatives are entitled to:

- Represent the relevant employees on health and safety generally in discussions with the employer, including making representations to the employer on potential hazards and dangers at work

63%
of UK ‘establishments’ (businesses) employing five or more people, that reported taking measures to reduce psychosocial risks, say employees played a role in the design and set-up of those measures (European Survey ESENER-2, 2014; hse.gov.uk/statistics/oshman.htm)

Communicating the safety message

- Investigate accidents, near misses and other potential hazards and dangerous occurrences in the workplace
- Investigate complaints made by an employee they represent about their health, safety or welfare in the workplace
- Present the findings of investigations to the employer
- Inspect the workplace
- To represent employees when health and safety inspectors contact or consult the union representative
- Request that a health and safety committee is formed, providing the request is made in writing by two or more trade union appointed safety representatives
- Attend meetings of the workplace's health and safety committee, if one exists.

In organisations where trade unions are not recognised – or where a trade union is recognised but has decided not to appoint safety representatives – employers can choose to either consult employees directly as individuals or through elected health and safety representatives drawn from the workforce, or through a combination of the two. Employee-elected safety representatives have fewer functions than trade union appointed safety representatives, but are entitled to:

- Represent the workforce in discussions with the employer on matters affecting the health and safety of the employees they represent
- Take up concerns with the employer about potential hazards and dangerous occurrences in

the workplace that may affect the employees they represent

- Represent employees when consulted by health and safety inspectors.

Employers can decide to give employee-elected representatives some or all of the extra functions of a trade-union-appointed safety representative, if the elected representatives agree to this. These include the power to examine the causes of accidents, investigate potential hazards and dangers and inspect the workplace.

Ways to consult

When it comes to deciding on the best ways of consulting and involving the workforce on health and safety, employers have a number of options. The method an employer chooses will depend on a variety of factors, such as whether trade union appointed and/or employee-elected safety representatives are present and the size and structure of the business and its workforce.

In short, employers can choose to consult:

- Directly with all individual employees
- With and through trade union appointed representatives and/or employee-elected representatives
- Through a combination of the two methods.

HSE says employers must ensure the methods they chose are practical for the purpose of properly consulting the workforce on health and safety matters.

For example, in a small, low-risk, non-unionised workplace an employer may talk directly to their employees about

health and safety matters on a regular basis and take account of what they say. Therefore, this may be an adequate form of consultation with employees.

However, in a large company where trade union safety representatives do not exist, it may not be practical to consult all individual employees directly. In this situation, employers may need to arrange for their employees to elect representatives of their choice to represent them in consultations with the employer on health and safety matters.

When an employer decides to consult directly with all employees, HSE says there are a variety of methods for achieving this. These include:

- One-to-one discussions – these can be effective in a small business, for instance
- Regular walkabouts – where the employer and managers meet employees face-to-face to discuss ideas and concerns
- Making a health and safety a standing item on the agenda of routine team meetings
- Special workforce meetings – these might involve calling the whole workforce together to hear their views
- Work groups – these could be established to tackle specific health and safety issues and could bring together employees who are directly involved with the issue so they can contribute solutions
- Using the company's intranet site to provide health and safety information and request the views of employees
- Staff surveys, employee suggestion schemes and notice boards and newsletters.

If trade union appointed safety representatives and/or employee-elected safety representatives are present, employers can consult them using a variety of methods.

For example, on some occasions, it may be appropriate and suitable for employers to hold one-to-one meetings with a union appointed or employee-elected safety representative. However, HSE says that in general, it is best to consult with safety representatives though a proper forum – such as a dedicated health and safety committee.

It is also important to remember that if two or more union appointed health and safety representative request in writing that a health and safety committee be formed, the employer is legally obliged to set one up within three months of the request.

Acting on the results

Once the employer has consulted their employees, or the safety representatives, HSE says they must consider the employees' views before making the final decision about health and safety matters.

HSE says employers should provide feedback to employees and/or the health and safety representatives to explain the reasons for any decisions taken as this will show that workers' views have been taken into account. It adds employers should agree a process with their employees and the safety representatives for how the employer will respond to the health and safety issues raised by staff and explain the decisions they eventually make.

Communicating the safety message



Signs and markings should be used to remind workers, visitors and customers to maintain social distancing.

HSE says consultation will not always result in agreement between the employer and their employees or the safety representatives on ways of addressing health and safety matters. As a result, it says the employer should have arrangements in place for handling and settling any disagreements between themselves and their employees or the safety representatives on health and safety issues.

HSE adds employers should regularly review their arrangements for consulting and involving employees in managing health and safety to ensure managers and employees are working effectively together to improve the management of health and safety risks.

Further guidance can be found on HSE's website.

The importance of good communication during the Covid-19 pandemic

Clearly, effective communication between employers and employees – and everyone present on site, such as visitors – is vital in reducing the risk of workers and others catching or transmitting the coronavirus in workplaces and public premises that are open.

HSE, the UK government and the governments of Northern Ireland, Scotland and Wales have published detailed guidance for employers on how to protect workers and others – such as members of the public visiting the employer's premises – from being exposed to or spreading the virus.

Employers should therefore refer to

the relevant guidance for their country and industry when deciding how to effectively reduce the risk of infection. This is known as making the workplace and work activities ‘Covid-secure’.

The government and HSE both say that, if an employer decides it is appropriate for their workplace to be open, they must carry out a risk assessment to identify the work activities or situations that might cause transmission of the virus. They must then do everything reasonably practicable to remove or minimise the risk of the virus spreading.

HSE reminds employers they have a legal duty to consult and involve their employees – or the employee safety representatives – about their proposed measures to reduce the risk of exposure to and transmission of the coronavirus at work. It says that by talking to workers and listening to their ideas and concerns, employers can explain the changes they plan to make to reduce the risk from Covid-19 and get the thoughts of employees on whether the proposed changes will work.

The practical measures an employer will need to take to help prevent transmission of Covid-19 will depend on a variety of factors and employers and businesses should follow the appropriate guidance on how to assess and control the risk for their workplace, premises or work activity.

However, possible measures suggested by HSE and in the government guidance for businesses in England that are relevant to

communicating health and safety information include:

- Reminding workers, visitors and customers to maintain social distancing through measures such as marking floors, work areas and pedestrian routes with floor tape or paint and by providing adequate signage
- Providing clear guidance on social distancing and hygiene to people such as visitors, customers and contractors both when they arrive at a site – for example, by providing signs and visual aids – and before such people travel to the premises (for example, by phone, on the organisation’s website or by email)
- Using signs and posters to build awareness among workers and visitors of the importance of adopting good handwashing technique; increasing the frequency of handwashing; avoiding touching their face; and coughing or sneezing into a tissue which is binned safely, or coughing or sneezing into their arm if a tissue is not available
- Providing information and instruction to those responsible for cleaning the workplace so they understand what and when they need to clean and how to ensure the cleaning is carried out effectively.

Employers must also provide their employees – and others such as visiting contractors or delivery drivers – with information and training so they understand how to follow the precautions put in place to prevent the transmission of

Communicating the safety message

the virus. HSE says that, where possible, the information and guidance should be given to employees before they start or return to work, and if the measures for protecting workers and others from Covid-19 are updated, employees must be informed so they understand how to follow them.

For detailed advice from the UK and devolved governments, and HSE, on reducing the risk from Covid-19 at work, see:

www.gov.uk/coronavirus/business-support
www.gov.scot/coronavirus-covid-19
www.gov.wales/coronavirus
www.nidirect.gov.uk
www.hse.gov.uk/coronavirus

Finally...

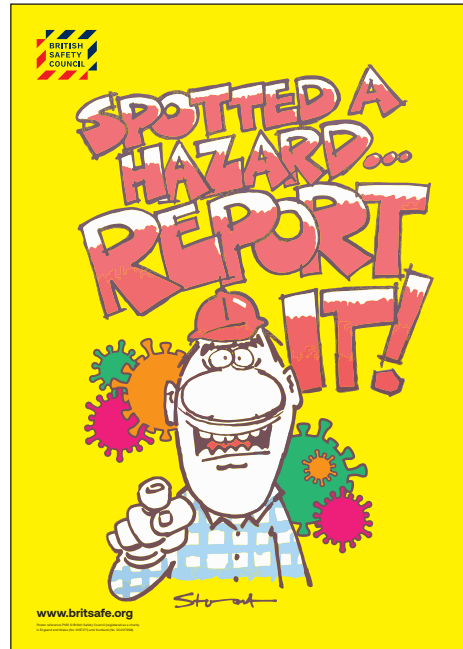
Health and safety communication takes many forms – from informing staff of potential hazards and how to avoid or deal with them, to consulting and involving the workforce in health and safety issues.

By taking these steps, employers can ensure their workers fully understand the risks and hazards they face. They can also encourage workers to play an effective role in helping the organisation to improve its management of health and safety risks.

In turn, this should translate into an improved safety culture at work.

Get the poster:

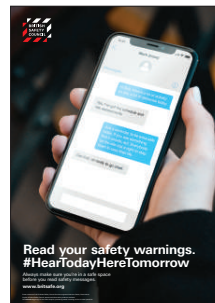
Remind workers to report health and safety problems:



To download a free copy go to:
www.britsafe.org/coronavirus

Buy posters at www.britsafe.org

Related posters:



Recommended reading

Government and HSE guidance for employers and employees on reducing the risk from coronavirus

gov.uk/coronavirus/business-support
gov.scot/coronavirus-covid-19
gov.wales/coronavirus
nidirect.gov.uk/campaigns/coronavirus-covid-19
hse.gov.uk/coronavirus

Risk management guidance from HSE

hse.gov.uk/simple-health-safety/risk/index.htm

Managing for health and safety

hse.gov.uk/managing

Health and safety training: a brief guide

hse.gov.uk/pubns/indg345.htm

Health and safety law. What you need to know poster, leaflet and pocket card

hse.gov.uk/pubns/books/lawposter.htm

Workers' health and safety (webpages)

hse.gov.uk/workers/index.htm

Your health, your safety. A brief guide for workers

hse.gov.uk/pubns/indg450.htm

HSE guidance leaflets in various languages

hse.gov.uk/migrantworkers
hse.gov.uk/languages/index.htm

Consulting employees on health and safety.

A brief guide to the law

hse.gov.uk/involvement/publications.htm

Involving your workforce in health and safety.

Guidance for all workplaces

hse.gov.uk/pubns/books/hsg263.htm

Fire safety in the workplace (government guide)

tinyurl.com/ndqgnlz

Home working and lone working guidance (HSE)

hse.gov.uk/toolbox/workers/home.htm
hse.gov.uk/lone-working/index.htm

How to tackle work-related stress. A guide for employers on making the Management Standards work

hse.gov.uk/stress/resources.htm

Talking toolkit: Preventing work-related stress

hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf

Acas guidance on topics such as working safely during coronavirus, employee communications and consultation and mental health at work

acas.org.uk

Business in the Community/Public Health

England toolkits on topics such as supporting workers' mental health

bitc.org.uk

CIPD guidance on topics such as managing the return to work during the Covid-19 pandemic and supporting workers' mental wellbeing

cipd.co.uk

IOSH guidance on topics such as reopening workplaces during the Covid-19 crisis, and supporting workers' mental health

iosh.com

Mates in Mind guidance on supporting workers' mental health during the Covid-19 crisis

www.matesinmind.org

Mental Health Foundation guidance on

maintaining good mental health during Covid-19

mentalhealth.org.uk/coronavirus

Mental Health at Work toolkits for employers

mentalhealthatwork.org.uk

Mind guidance on managing mental health at work

www.mind.org.uk/workplace

Occupational health toolkit (IOSH)

bit.ly/37QRrir

Further information

Acas

Independent organisation that provides advice for employers and employees to help ensure good relationships at work. Provides free guidance on topics such as how employers can ensure good communication and consultation with their staff.

acas.org.uk

British Safety Council

Offers a range of training courses, qualifications, posters and guides designed to help employers and their staff manage a variety of health, safety and wellbeing risks. The training courses and qualifications are available via e-learning, distance learning and classroom learning.

www.britsafe.org

Business in the Community (BITC)

Charity that provides free guidance for employers on issues such as improving employee health.

bitc.org.uk

CIPD

Professional UK body for human resources and people development. Offers free guidance on subjects such as safely returning to the workplace during the Covid-19 outbreak.

cipd.co.uk

Gov.uk

Government website providing guidance for employers and business owners on topics such as protecting workers from the risk of coronavirus infection. Also see the websites of the Scottish, Welsh and Northern Ireland governments.

gov.uk

Health and Safety Executive (HSE)

Responsible for enforcing health and safety law at most industrial workplaces in the UK. Offers a wide range of online guidance on managing health and safety risks, including from Covid-19.

hse.gov.uk

Healthy Working Lives (Scotland)

Free health and safety advice service for Scottish employers of all sizes.

www.healthyworkinglives.com

Healthy Working Wales

Free health and safety advice service for employers and employees in Wales.

www.healthyworkingwales.wales.nhs.uk/home

IOSH

Chartered body and membership organisation for safety and health professionals. Provides a range of free guidance for employers on managing health and safety risks, including during the Covid-19 pandemic.

iosh.com

Mates in Mind

A sister charity of the British Safety Council that helps UK employers to support the mental health of their workers. It offers online training designed to get everyone at work thinking and talking about mental health and to give staff the skills to support the mental wellbeing of their colleagues.

www.matesinmind.org

Mental Health at Work

Website that brings together a variety of guidance from key UK organisations to help employers to support and improve mental health at work.

mentalhealthatwork.org.uk

Mind

Charity that provides free guidance for employers on how to support good mental health at work.

mind.org.uk

Trades Union Congress (TUC)

Provides information and training to help trade union safety representatives manage risks to workers' health, safety and welfare.

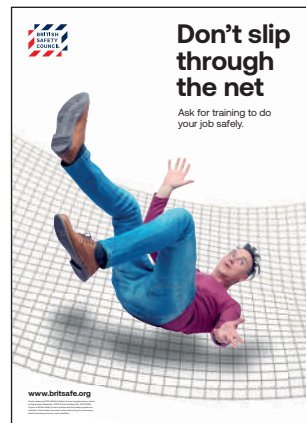
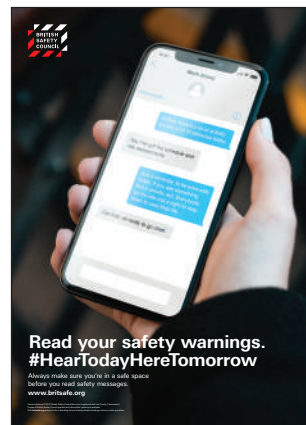
tuc.org.uk



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