

In terms of hazardous chemicals in the office environment, this may include cleaning equipment such as bleach, which the cleaners may use in the office environment, so the relevant people must make sure that when these materials and chemicals aren't being used, they are locked away in a cupboard, in order to avoid situations, where these chemicals can harm people.

For health and safety training, managers must make sure their employees are regularly updated, so every month or so, they should ensure that each employee is updated on the procedures, and this may include a fire alarm check including a training drill, so that in case of a real emergency, everyone is trained on the situation.

Finally, for the Health and Safety Policy, managers must make sure it is updated, and that people are able to read this, and sign it, to ensure they know the contents and are constantly updated with changes in both the company rules and government regulations.

Health and Safety at Work Act Regulations 1999

The variation of the Act sets out the general duties which employers have towards employees and members of the public, as well as employees have to themselves and to each other.

The Act outlines what employers are required to do to manage health and safety.

The key requirement on employers is to carry out a risk assessment, and employers with five or more employees need to record the significant findings of the risk assessment.

Risk assessment should be straightforward and easily accessible in the workplace.

Certain ideas relating to the risk assessment and regulations are as follows:

- making arrangements for implementing the health and safety measures (mainly including communicating with employees to enforce these regulations)
- appoint the relevant people to help them to implement the arrangements;
- set up emergency procedures