

## **Health & Safety in a Box Contents**

### **Appointed Persons**

This document illustrates and record the appointed persons needed in your business

### **Contents**

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### **COSHH Assessment Form**

This form needs to be completed when conducting a COSHH Assessment

### **Equipment Inspection Form**

This form is to be used when the equipment in your company is inspected

### **Full Health and Safety Manual**

The full Health and Safety manual provides you with everything that you need to know regarding the Health and Safety of your business

### **General Health and Safety Needs**

This document provides advice and guidance on the general health and safety needs of the business

### **Guidance**

This document provides guidance on how to use this policy

### **Hazard Specific Requirements**

This document provides advice and guidance of the hazard specific requirements of your business

### **Policy Statement**

This document is the Health and Safety Policy for your business

### **Responsibilities of Staff**

This document provides guidance of the responsibilities of the staff in your company

### **Risk Assessment Form**

This form should be used when you complete risk assessments

### **Training Record**

This form allows you to keep a record of the training that is undertaken by the staff in your business