

| Health and Safety Executive Board | | HSE/ 12 /61 | |
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Health and Safety Toolbox: Controlling the Risks Revised Guidance

Purpose of the paper

1. This paper is a covering note to accompany a presentation of a micro site for the new Health and Safety Toolbox guidance and how this links with the HSE website

Background

2. In response to calls to develop simpler and more interactive guidance for SMEs, the 'Essentials of Health and Safety at work' publication has been revised. We intend to release this revised guidance – now called the “Health and Safety Toolbox” - as a set of interactive web pages that allows small businesses to navigate quickly to areas of interest. A priced hard copy publication will be available for those who prefer this format. The Toolbox, in conjunction with Health and Safety Made Simple (HSMS) and the online risk assessment tools, completes our set of guidance for low risk businesses.
3. In parallel, work has been undertaken to simplify the journey of a low risk business through the suite of Health and Safety made Simple guidance available on HSE’s website to make it easier and quicker for them to find the information they need, and no more. The home page has been redesigned and will feature new buttons to ensure that those who are low risk or new to health and safety start their journey with Health and Safety Made Simple.

Argument

4. The “Health and Safety Toolbox” is aimed at small to medium sized businesses with a range of risks to control in their workplaces. It also contains useful information for large companies. The emphasis of the Toolbox is on tackling the basics and identifying, assessing and controlling common work hazards. A business carrying out more complex work activities may need advice on a number of issues e.g. harmful substances; machinery; electrical safety; or organisational issues – the Toolbox will provide all of this information.
5. Differences between *Essentials* and the new Toolbox include:
 - the introduction of case studies showing how real accidents and cases of ill health have occurred, together with guidance on how to avoid them in the future;
 - simplified advice on key duties to make it easier for employers to comply with the law and run their business;

- a new approach to topics likely to affect all workplaces – four broad headings of managing health and safety; your organisation; your workers and your workplace which employers can navigate through quickly to the information they require; and
 - updates on legal changes, including new arrangements for reporting accidents, incidents and diseases, which are designed to make the process easier to use and less of a burden on employers.
6. The improvements to HSE's website will provide a clearer, simpler and more intuitive journey for low risk businesses and SMEs - signposted from many parts of the site. This will reduce burdens and effort for employers by enabling them to find relevant information based on their experience of health and safety and type of working environment or topic - using simple navigation or search. The home page will feature new buttons to ensure that those who are low risk or new to health and safety start their journey with Health and Safety Made Simple.
7. In addition, those who arrive into HSE's website topic pages via a search engine (such as Google) will see a tailored pop-up box prompting them to consider what level of information they require. For example, do they need technical detail or just simple guidance on practical measures to control risk.

Consultation

8. The text for the Health and Safety Toolbox has been developed in conjunction with policy leads and specialists across HSE and has been cleared by legal advisors. We have tested the Toolbox on a wide range of external stakeholders including SBTAF, TUs, Industry Advisory Committees, and a sample of small businesses. We received over 40 responses, all of which were generally positive. The majority of respondents agreeing that the micro site was helpful and easy to use.

Action

9. A presentation to the Board will be given at the meeting to demonstrate how the Toolbox micro site will interface with the website. We intend to invite the Minister to launch the Toolbox before the end of August.

Paper clearance

10. Paper cleared by Jane Willis