



# YOUR GUIDE TO HEALTH & SAFETY

**As an employer you will need to comply with health and safety regulations designed to keep your PAs safe in the workplace.**

## Health and safety law in the UK and how it affects you:

**Both you and your PA(s) are responsible for ensuring that work is carried out safely and healthily in your home.**

### Your responsibilities:

- ✓ Ensure your PA(s) works safely
- ✓ Ensure your home is a safe environment in which to work
- ✓ Take practical and reasonable steps to reduce risk in any activity where risk has been identified
- ✓ Ensure your PA(s) knows what to do in an emergency – who to contact, where the first aid kit is, route out in case of fire

### Your PA(s) responsibilities:

- ✓ Not to do anything which might cause you, themselves or others injury or harm

### How do I identify risk?

You are legally required to carry out a risk assessment of your home in order to identify potential causes of harm. This will help you decide if you have done enough to ensure your home is both healthy and safe or whether you need to do more.

More details on how to carry out a risk assessment and a sample form is available at [www.kcil.org.uk/h&s](http://www.kcil.org.uk/h&s)

### Training

Training is available for your PA(s). Please contact KCIL for further information.

