

The line manager's health & safety checklist

As a line manager, you play a key role in keeping your team safe at work. While your employer holds overall responsibility under the [Health and Safety at Work Act 1974](#), the day-to-day health and safety duties for your team sit with you.

This checklist helps you understand your health and safety responsibilities as a manager. Work through it section by section to make sure you're supporting your team members correctly.



What are a line manager's health and safety responsibilities?

- I know who the competent person or health and safety manager is in our business and how to escalate concerns to them
- I've read and understood our company's health and safety policy
- I understand the specific health and safety risks relevant to my team's roles and working environments
- I know which incidents I should report, how to report them, and who to report them to
- I'm aware of my legal duties under the [Health and Safety at Work Act 1974](#) and other relevant health and safety legislation, such as the [Management of Health and Safety at Work Regulations 1999](#) and [Display Screen Equipment Regulations 1992](#)

Health and safety checklist: Keeping your team's workspace safe

As a manager, you have a responsibility to make sure your employees' working environment meets health and safety standards. This includes [employees who work remotely](#), in an office, or in a mix of locations. Always check:

- Work areas are free from trip hazards, trailing cables and clutter
- Fire exits are clearly marked, well-lit and kept clear at all times
- Office equipment and workstations used by the team are in good working order
- Any machinery, tools or vehicles used by the team are regularly inspected and safe to use
- Lighting, ventilation and temperature in team workspaces are adequate

- DSE (display screen equipment) assessments have been completed for all team members who regularly use screens
- I've reviewed the completed DSE assessments and followed up on any actions or adjustments identified
- Your team's [DSE assessments](#) are reviewed when roles, locations or equipment change
- I know where the nearest first aid supplies are and who the first aiders are for my team's location(s)

Health and safety duties for remote and lone workers

Your health and safety duties extend to employees who work from home or who work alone. Check that you're supporting them appropriately.

- Home workers in my team have completed a [working from home risk assessment](#)
- Home workers have completed a DSE assessment for their home set-up
- I've reviewed home workers' DSE assessments and made sure any issues with equipment or set-up have been addressed
- I maintain regular contact with team members who work remotely or alone
- I'm alert to signs of isolation, stress or difficulty in team members who work away from the office
- Remote and lone workers know how to report accidents and incidents when they're away from the office
- Home working risk assessments are reviewed when working arrangements, locations or equipment change

Supporting employee wellbeing: a line manager's health and safety responsibilities

Under health and safety law, mental health and stress risks are just as important as physical ones. Here's what to keep on top of.

- I review team workloads regularly and address concerns promptly
- Team members are able to take regular breaks throughout the working day
- I've considered stress and mental health risks as part of my team's day-to-day working arrangements
- Where a team member has a health condition or disability, I've explored and documented reasonable adjustments
- Concerns raised by team members about their health or wellbeing are followed up and recorded
- I know how to escalate a wellbeing concern to HR, the health and safety manager or occupational health if needed

How to report and record health and safety incidents

Clear reporting and record-keeping is one of the most important health and safety duties a line manager has. Don't leave it until something goes wrong.

- My team knows how to report accidents, incidents and near misses
- I record incidents promptly and accurately when they occur
- I know which incidents must be reported to the HSE under the [Reporting of Injuries, Diseases, or Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- Serious [incidents are reported](#) to the competent person without delay
- All records are stored securely and in line with our company's data policies

Health and safety training for team members

As a line manager, it's your responsibility to make sure your team members have received the necessary standard of health and safety training.

- New team members receive a health and safety induction relevant to their role and working location before they start
- Team members know how to recognise and report hazards, [near misses and incidents](#)
- I've made sure sure that training records are kept up to date for all team members, including dates and confirmation of completion
- I've made sure that my team receive refresher training when their working arrangements, equipment or locations change
- Health and safety policies, procedures and guidance are easy for my team to find and understand

Guidance note: This checklist is provided for guidance purposes only and does not constitute legal or professional health and safety advice. Every team and working environment is different, and this checklist may not cover every risk relevant to your situation. If you're unsure about any aspect of your health and safety duties, we'd always recommend consulting a qualified health and safety professional.

**Make health and safety
incident reporting **easier**
with **Breathe****

Keeping your team safe is made easier when you have the right tools to stay on top of your ongoing responsibilities. Breathe's [health and safety tool](#) gives line managers a simple way to log incidents, store records and keep track of everything in one secure place.



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