

Preventing **WORKPLACE INJURIES**



A simple guide to keeping your team safe

- Over half a million people are injured at work in the UK each year, and for SMEs, even one serious injury can mean downtime, legal costs, or higher premiums!
- Read this guide to be aware of the most common accidents in the workplace, and what processes can be put into place to help prevent and minimise the risks.

Know the most common accidents

- Different industries face different risks, so it's important to understand which ones apply to your business. This ensures the right measures are in place to help prevent workplace injuries.
- Slips, trips and falls – the number one cause of injuries at work
- Manual handling injuries – from lifting, pushing or carrying
- Workplace stress – leading to burnout, absence, or long-term illness

Over
500,000
PEOPLE
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each year

UK's Health and Safety Executive (HSE)



Assess risks

Carrying out regular risk assessments is essential for maintaining a safe workplace. Regularly walk the site and identify potential hazards such as poor lighting, loose wires, and blocked walkways. Keep written records and update them whenever changes occur.

Don't forget to involve the staff with risk assessments - they're often the first to notice issues that management might miss!

Once risks are identified, it's crucial to take action

- Fix hazards quickly – don't just put up a sign.
- Use safety guards, barriers, and proper ventilation where needed.
- Train staff on lifting techniques and provide trolleys or hoists where possible.



Set up workstations properly

Poorly arranged workstations can lead to discomfort, reduced productivity, and long-term health issues. Taking the time to set up workspaces correctly helps prevent strain injuries and supports employee wellbeing.

- Adjust desks and chairs for posture and comfort.
- Reduce repetitive movements or awkward reaches.
- Encourage regular breaks to prevent strain injuries.

Support mental wellbeing

Supporting mental wellbeing in the workplace is essential for creating a healthy and productive environment. Employers should stay alert for signs of stress in the workplace, that may stem from heavy workloads, conflict, or poor communication.

Providing access to mental health resources, such as counselling services, helps employees manage challenges effectively. Equally important is training managers to recognise early warning signs of mental distress, enabling timely support and reinforcing a culture of care and awareness across the organisation.

every **£1** spent on safety measures within the workplace can save up to **£5** in lost time & claims.

By creating a safe place to work, you protect your people
& YOUR BUSINESS

UK's Health and Safety Executive (HSE)



Train your team - Be ready for incidents

Ensuring you have the correct training in place is crucial as a preventative measure for reducing risk of injuries in the workplace.

- Give clear induction training to every new starter.
- Provide job-specific training on equipment or tasks.
- Refresh training regularly – especially if something changes.

Even with thorough training and preventative measures in place, some incidents may still occur. That's why it's important to have trained first aiders available on site, along with a clear and efficient reporting process to ensure there is immediate support in the event of an injury.

Once an incident has taken place, it's essential to carry out a proper investigation, including near misses too. This reflective approach allows organisations to learn from what happened and take action to reduce the likelihood of similar situations happening in the future.

Make sure you're properly insured



- Employers' liability insurance is a **legal requirement**.
- Public liability is also an essential requirement if customers or contractors visit your site.
- A good safety record can help keep premiums low.





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