

List of Essential and Recommended Documents

and Safety Documents

This list has been prepared by Simply-Docs to ensure that you have the correct health and safety paperwork in place within your business. However, paperwork in itself will not make your workplace safe, but it is a vital part of ensuring that you are compliant with the law.

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The list is divided into two sections, “Essential Documents” and “Recommended Documents”. If you intend to click on the links below, you will need to log in to your Simply-Docs account first.

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- Firstly by legal entity - Sole trader, Partnership, Limited Company, etc.
- Secondly by industry sector - Manufacturing, Residential, Nursing and Care, etc.

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1. Essential and Recommended Documents by legal entity

Documents by legal entity

Sole Trader / Partnership	
Essential Documents	Recommended Documents
Health & Safety Policy Statement Health & Safety Policy Health & Safety Arrangements and Procedures Fire Safety Policy Fire Risk Assessment Asbestos Register Risk Assessments Accident reporting forms	Health & Safety Policy Statement Health & Safety Policy Health & Safety Arrangements and Procedures Fire Safety Policy Fire Risk Assessment Asbestos Register Risk Assessments Accident reporting forms
Small / Medium Sized Company	
Essential Documents	Recommended Documents
Health & Safety Policy Statement Health & Safety Policy Health & Safety Arrangements and Procedures Fire Safety Policy Fire Risk Assessment Asbestos Register	Health & Safety Policy Statement Health & Safety Policy Health & Safety Arrangements and Procedures Fire Safety Policy Fire Risk Assessment Asbestos Register

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[Risk Assessments](#)
[Accident reporting forms](#)

2. Essential and Recommended Documents by industry sector

Shops

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)
[Asbestos Register](#)
[Risk Assessments](#)
[Accident reporting forms](#)

Recommended Documents

[Health & Safety Policy](#)
[Management documents](#)
[Incident reporting forms](#)

Offices

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)
[Asbestos Register](#)
[Risk Assessments](#)
[Accident reporting forms](#)

Recommended Documents

[Health & Safety Policy](#)
[Management documents](#)
[Incident reporting forms](#)
[Lifting Equipment forms](#)

Factories and Workshops

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)

Recommended Documents

[Health & Safety Policy](#)
[Management documents](#)
[Incident reporting forms](#)
[Lifting Equipment forms](#)

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[Asbestos Register](#)
[Risk Assessments](#)
[Accident reporting forms](#)

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Automotive

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)
[Asbestos Register](#)
[Risk Assessments](#)
[Accident reporting forms](#)

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Residential, Nursing and Care Homes

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)
[Asbestos Register](#)
[Risk Assessments](#)
[Accident reporting forms](#)

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Small Hotel/B&B

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)
[Asbestos Register](#)

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[Risk Assessments](#)
[Accident reporting forms](#)

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Transport and Logistics

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)
[Asbestos Register](#)
[Risk Assessments](#)
[Accident reporting forms](#)

Essential Documents

[Health & Safety Policy](#)
[Management documents](#)
[Working forms](#)
[Lifting Equipment forms](#)

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Warehouse and Storage

Essential Documents

[Health & Safety Policy Statement](#)
[Health & Safety Policy](#)
[Health & Safety Arrangements and Procedures](#)
[Fire Safety Policy](#)
[Fire Risk Assessment](#)
[Asbestos Register](#)
[Risk Assessments](#)
[Accident reporting forms](#)

Essential Documents

[Health & Safety Policy](#)
[Management documents](#)
[Working forms](#)
[Lifting Equipment forms](#)

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