

# MacWilliam Associates

Established 1993

## SAFETY HEALTH CHECK ✓

Below is a list of general health and safety requirements, a tick is placed next to those which are being generally adhered to with any comments placed in the column on the left and/or at the end of this document which may require further attention.

Those points marked with an asterisk may require a further audit and separate checklist

#	GENERAL	Comments & Target Date to Achieve Compliance <i>Further comments may be added at the end of the document</i>								
<b>1</b>	There is a written health and safety policy in place									
<b>2</b>	The policy is signed and dated by the over all person in charge									
<b>3</b>	The policy is reviewed annually and any changes made									
<b>4</b>	All colleagues have access to the policy									
<b>5</b>	All colleagues are given fire, health and safety information as part of induction process									
<b>6</b>	All colleagues are given regular health and safety training in the following areas <table border="1" style="margin-left: 20px;"> <tr> <td><i>Risk assessment</i></td> <td></td> </tr> <tr> <td><i>Departmental tasks</i></td> <td></td> </tr> <tr> <td><i>Manual handling</i></td> <td></td> </tr> <tr> <td><i>Fire safety</i></td> <td></td> </tr> </table>	<i>Risk assessment</i>		<i>Departmental tasks</i>		<i>Manual handling</i>		<i>Fire safety</i>		
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<b>7</b>	Further training is given when practice or procedure change									
<b>8</b>	The current employers liability and it is displayed									
<b>9</b>	Further specific information is displayed as appropriate									
<b>10</b>	The Current HSE Health and Safety Poster is displayed and completed									
<b>11</b>	Warning signs such as slippery floor are displayed as appropriate									
<b>12</b>	A health and safety representative or team is appointed by the organisation, meets regularly and reports back to the person in charge									
<b>13</b>	Glass within the building is of an appropriate strength and thickness									
<b>14</b>	Limiters are fitted to windows higher than the first floor									
<b>15</b>	Lighting is adequate in all working areas									
<b>16</b>	Special needs for disabled colleagues or customers are taken into consideration ( <i>health and safety</i> )									

<b>17</b>	Colleagues are aware of their responsibilities with regard to health and safety through information and training	
<b>18</b>	There is sufficient access and access throughout	
<b>19*</b>	Slips, trips and falls are adequately managed *	
<b>20</b>	Provision and information is given to colleagues in their own language as appropriate (for those that do not fully grasp English)	
<b>21</b>	Colleagues do not work longer hours than those stated in the Working Time Directive Regulations or have signed a disclaimer	
<b>#</b>	<b>WORK EQUIPMENT</b>	<i>Comment</i>
<b>22</b>	Colleagues are aware of specific hazards involved with their work equipment	
<b>23</b>	Colleagues do not bring in their own equipment without authorisation	
<b>24</b>	All equipment is routinely visually checked by management	
<b>25</b>	Defects of equipment are reported by colleagues immediately	
<b>26</b>	Dangerous equipment is unplugged, removed and labelled "do not use"	
<b>27</b>	Does any working at height take place? If so has a safe system of work been implemented with risk assessment	
<b>28</b>	Ladders are of suitable standard (Class 1,2 or 3) and there is a ladder register which is checked monthly	
<b>29</b>	There is a ladder register in place completed monthly	
<b>30</b>	Colleagues are given training on how to use equipment as required	
<b>31</b>	Where guards are fitted they are inspected regularly with defects and acted upon immediately	
<b>32</b>	Where necessary machinery is certified for use	
<b>33</b>	Tables and chairs are visually checked regularly * Checks to ensure high chairs and cots are safe should also be made	
<b>34</b>	Any tables and chairs with defects are immediately removed from service	
<b>#</b>	<b>ACCIDENTS &amp; FIRST AID</b>	<i>Comment</i>
<b>35</b>	There is an accident book to record all injuries and this is completed as necessary	
<b>36</b>	Colleagues know where to report accidents, injuries and unsafe conditions	
<b>37</b>	There are adequate first aid facilities and equipment on site	
<b>38</b>	First aid materials and equipment are checked and replaced regularly	
<b>39</b>	Colleagues know the exact location of first aid equipment	
<b>40</b>	There are suitably qualified personnel on site at all times as appropriate	
<b>41</b>	First aiders/appointed person are known to all colleagues with a list displayed	

42	Management and Colleagues understand what to do and who to contact in the event of an emergency			
43	Colleagues are encouraged to bring matters of safety to management (there is a procedure in place)			
44	A near miss reporting system is in place			
45	The route and parking for emergency vehicles is clear at all times			
46	An emergency procedure has been put in place for any potential major incidents			
#	<b>RIDDOR &amp; Serious Occurrences</b>	<i>Comment</i>		
47	Records of injuries, notifiable diseases and dangerous occurrences are kept			
48	The appropriate <i>procedures to report RIDDOR injuries are available</i>			
49	Injuries, notifiable diseases and dangerous occurrences are reported to enforcing authorities			
50	The premises are clearly marked for location by emergency services			
#	<b>FIRE SAFETY *</b>	<i>Comment</i>		
51	The fire risk assessment is complete ( <i>Regulatory Reform (Fire) Safety Order 2005</i> )			
	<table border="1" style="width: 100%;"> <tr> <td><i>Date Carried Out</i></td> </tr> <tr> <td> </td> </tr> </table>	<i>Date Carried Out</i>		
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52	<i>Have recommendations from the fire assessment been acted upon?</i>			
53	The correct fire appliances are on site and serviced annually			
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54	A full evacuation is made annually and recorded			
55	An emergency fire plan has been made and is available			
56	Has the chimney and other sources of fire been serviced/swept			
57	Colleagues receive fire training including night workers			
58	Instructions are in place in all rooms including an escape diagram			
59	Fire escape routes are routinely checked and clear at all times			
60	Fire doors are kept shut and routine checks made to ensure closers are in good order			
61	Fire alarms are tested and recorded internally			
62	Emergency lighting is regularly checked and recorded internally			
63	There is a maintenance contract in place for alarms, extinguishers and emergency lighting			
64	Emergency cut off points for gas and electricity are in place			
65	Emergency cut off points are known by relevant colleagues to switch off as appropriate			

#	<b>CONTRACT WORKERS</b>	<i>Comment</i>																		
66	A permit to work certificate is completed for high risk situations																			
67	Contractors use safe working practices while on site and this is monitored																			
68	Contractors are made aware of the organisations health and safety policy																			
69	Contractors sign in and out of the building as appropriate																			
#	<b>ELECTRICITY</b>	<i>Comment</i>																		
70	Electrical equipment is PAT tested regularly by a competent person, this is recorded and a list available																			
71	A reporting system is in place for repair of electrical appliances																			
72	Mains electricity is checked by a suitably qualified person annually																			
73	Extension leads are kept to a minimum																			
74	RCD system is in place																			
75	Colleagues are instructed on safe use of electrical equipment																			
#	<b>GAS SAFETY</b>	<i>Comment</i>																		
76	The boiler is serviced annually by a <u>Gas Safe</u> registered engineer and a certificate is on file																			
77	The boiler room(s) are locked shut behind fire doors and clutter free. There is a Carbon monoxide detector																			
78	Gas, Oil LPG and pressurised equipment is this stored correctly <i>Gas Safety Installation and Use Regs 1998</i>																			
#	<b>WASTE DISPOSAL</b>	<i>Comment</i>																		
79	Adequate arrangements are made for clean and proper disposal of waste																			
80	Clinical waste is disposed of correctly ( <i>double bagged</i> )																			
81	Suitable provision for disposal for broken glass																			
82	There is provision for proper disposal of sharps and needles.																			
83	Colleagues follow good housekeeping and work practice at all times																			
#	<b>RISK ASSESSMENT</b>	<i>Comment</i>																		
84	A full risk assessment is required by law, where appropriate, in the following areas <table border="1" data-bbox="331 1585 1002 1886"> <tbody> <tr> <td><i>General tasks related to health &amp; safety</i></td> <td></td> </tr> <tr> <td><i>Fire</i></td> <td></td> </tr> <tr> <td><i>Manual Handling</i></td> <td></td> </tr> <tr> <td><i>Display Screen Equipment (DSE)</i></td> <td></td> </tr> <tr> <td><i>COSHH</i></td> <td></td> </tr> <tr> <td><i>PPE</i></td> <td></td> </tr> <tr> <td><i>Confined Spaces</i></td> <td></td> </tr> <tr> <td><i>Vibration</i></td> <td></td> </tr> <tr> <td><i>Noise</i></td> <td></td> </tr> </tbody> </table>	<i>General tasks related to health &amp; safety</i>		<i>Fire</i>		<i>Manual Handling</i>		<i>Display Screen Equipment (DSE)</i>		<i>COSHH</i>		<i>PPE</i>		<i>Confined Spaces</i>		<i>Vibration</i>		<i>Noise</i>		
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85	The risk assessments are reviewed regularly																			
86	Areas of risk are eliminated or reduced to a safe level as far as reasonably practical																			
87	Suitable risk assessments and procedures for young persons where appropriate have been put in place																			

<b>88*</b>	Suitable risk assessments and procedures for pregnant women and expectant mothers where appropriate have been put in place	
<b>89</b>	A check list and assessments have been discussed with pregnant colleague	
<b>90</b>	All colleagues have been given their risk assessments have been given suitable training, information and signed to say they have received the assessments	
<b>91</b>	Safe systems of work are in place for hazardous procedure and where items are stacked	
<b>92</b>	Re assessment and re training programme is in place	
<b>#</b>	<b>MANUAL HANDLING and LIFTING OF LOADS</b>	<i>Comment</i>
<b>93</b>	Manual Handling policy and procedures in place	
<b>94</b>	Monitoring of manual handling takes place	
<b>95</b>	Colleagues are trained in correct lifting techniques and trolleys used where available	
<b>96</b>	<b>HAZARDOUS MANAGEMENT (COSHH) (CHIP)</b>	<i>Comment</i>
<b>97</b>	Hazardous chemicals are stored in correct containers	
<b>98</b>	The risk of chemicals is assessed and recorded	
<b>99</b>	Training and information is given to all appropriate colleagues	
<b>100</b>	Records are in place for all chemicals that are used on site and freely available	
<b>101</b>	Information displayed Listing COSHH information	
<b>102</b>	A COSHH assessment is in place and regularly reviewed	
<b>#</b>	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>	<i>Comment</i>
<b>103</b>	PPE is issued as a last resort if a risk cannot be eliminated or safely reduced	
<b>104</b>	Personal protective equipment (PPE) Is issued to all colleagues who require it for their work with dangerous machinery or chemicals. Colleagues are also supervised when PPE is used; PPE is stored safely	
<b>105</b>	Training on PPE is given and recorded	
<b>106</b>	PPE is to the correct British/European Standard	
<b>107</b>	PPE is checked regularly for defects and replaced as necessary. PPE is visually inspected before every use	
<b>108</b>	Suitable storage for PPE is available such as lockers	
<b>109</b>	Noise levels are assessed and acted upon *	
<b>110</b>	Ear defenders are issued as appropriate in accordance with the risk assessment	
<b>#</b>	<b>FOOD and KITCHEN SAFETY *</b>	<i>Comment</i>
<b>111</b>	All food handling colleagues have received appropriate food safety information including HACCP and TACCP	
<b>112</b>	A food safety management system is in place	
<b>113</b>	Allergy information is in place for customers	
<b>114</b>	Health Surveillance is carried out as appropriate	
<b>115</b>	Appropriate temperature checks are carried out and recorded	

<b>116</b>	Extractor Fans and ducting are cleaned professionally at least once a year	
<b>117</b>	The kitchen ventilation system is serviced annually by a suitably qualified/competent person	
<b>118</b>	A maintenance contract is in place for gas appliances in the kitchen issuing a gas safety certificate	
<b>#</b>	<b>VISUAL DISPLAY SCREENS</b>	<i>Comment</i>
<b>119</b>	Colleagues who work on display screens (computers) are regularly assessed for possible risks such as eyestrain and receive eye tests.	
<b>120</b>	The findings of Visual Display Unit assessments are acted upon	
<b>#</b>	<b>WORK PLACE AND WELFARE</b>	<i>Comment</i>
<b>121</b>	There is a rest room, toilets and cloakroom	
<b>122</b>	Have issues of health surveillance been made Mental health; Stress; Alcohol and misuse of substances	
<b>123</b>	No smoking is permitted on site with suitable signs in place	
<b>124</b>	Has a smoking policy been put in place	
<b>#</b>	<b>SECURITY</b>	<i>Comment</i>
<b>125</b>	CCTV in Place (with appropriate Notice)	
<b>126</b>	Colleagues aware of security procedures	
<b>127</b>	Are procedures in place to identify where risks from physical or verbal assault may occur?	
<b>128</b>	A panic button or other device fitted at reception	
<b>#</b>	<b>TRAFFIC MANAGEMENT and VEHICLES</b>	<i>Comment</i>
<b>129</b>	There is an advisory speed limit in place, further speed deterrents are in place such as speed bumps where considered necessary	
<b>130</b>	A route of transit is in place (suitable roadway on site)	
<b>131</b>	Pedestrian access and walkways are in place and preferably segregated	
<b>132</b>	Suitable lighting is in place	
<b>133</b>	Company vehicles are checked before use *	
<b>134</b>	Risk assessments for vehicles, deliveries and transport are made	
<b>135</b>	There is no reason known medically or otherwise why a driver on company business may not be safe or legal on the highway	
<b>#</b>	<b>MISCELLANEOUS</b>	<i>Comment</i>
<b>136</b>	The water tanks are regularly tested & controlled for signs of infection such as Legionella	
<b>137</b>	Shower Heads are disinfected at least quarterly	
<b>138</b>	Checks are made on the temperature of water at different water outlets	
<b>139</b>	Control measures for gases and pressurised containers are in place	
<b>140</b>	The lift is maintained by an appropriate engineer There are appropriate safety/emergency procedures for the lift The lift doors are prevented from slamming shut causing injuries	
<b>141</b>	Outside public areas are safe and adequately controlled (including play areas)	

<b>142</b>	Checks for pot holes and insecure flagstones; tripping hazards are made and where evident reported	
<b>143</b>	Night workers have received suitable training and are fit for work	
<b>144</b>	An asbestos survey has been carried out by a suitably qualified person *	
<b>145</b>	Any open fires are suitably protected and chimneys swept	
<b>146</b>	Where colleagues work on other premises has all necessary information been compiled and a risk assessment carried out	
<b>147</b>	Hot works assessment have been made as appropriate	
<b>148</b>	Assessments are made for use of Vibration tools	
<b>149</b>	Lifts properly maintained (including small lifts used by colleagues)	
<b>150</b>	Are outside area and facilities properly maintained	

**FINAL CHECK**

*The organisation will ensure adequate supervision of health and safety procedures in all areas as appropriate, with working practices regularly monitored.*

*Signed.....*

- *Denotes a separate audit may be necessary any Further points listed on following pages*

Audit Undertaken by	Date
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<b><i>The following checklists may also be necessary</i></b>	
<b>A</b>	Slips, trips and falls
<b>B</b>	Food Hygiene and Kitchen Management
<b>C</b>	Fire Safety
<b>D</b>	Outdoors Area
<b>E</b>	Children's Play Area
<b>F</b>	Leisure
<b>G</b>	Colleague Accommodation

*Notes on next page .....*

## Further Points and Action Plan

The health and safety policy and procedures within the premises should help prevent injuries and ill health as far as reasonably practical while improving management of health and safety in the workplace.

This checklist is not necessarily exhaustive and further areas within the organisation may not be included. Certain issues may not have been highlighted at the time of audit.

No liability is accepted by the author of this document which is meant as a guide only.