

HEALTH AND SAFETY / RISK ASSESSMENT SELF-AUDIT CHECKLIST

General

No	Question	Yes	No
1.	Are you displaying a Health and Safety Poster with the appropriate information?	✓	
2.	Do you have £5 million of employer's liability insurance?	✓	

Safety Policy

No	Question	Yes	No
3.	Do you employ 5 or more people?	✓	
4.	Have you prepared a written statement of your health and safety policy?	✓	
5.	Does your policy : - state your general policy on health and safety? - describe the organisation for carrying out your policy? - describe the arrangements for carrying out your policy?	✓ ✓ ✓	
6.	Do your staff know about the policy and understand it?	✓	
7.	Is the policy reviewed annually and if circumstances changed	✓	

Accidents

No	Question	Yes	No
8.	Do you have an accident book?	✓	
9.	Are all incidents recorded?	✓	
10.	Are you aware of your duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995? (RIDDOR)	✓	
11.	Do you make all staff aware of the need to report work-related injuries, dangerous occurrences or cases of disease?	✓	
12.	Do you know who to report injuries, dangerous occurrences and cases of disease to?	✓	
13.	Do you have a supply of forms (F2508) for reporting accidents?	✓	
14.	Are you aware of the types of accidents/injuries, dangerous occurrences and cases of diseases which are reportable?	✓	

First Aid

No	Question	Yes	No
15.	Have you provided adequate and appropriate first aid equipment and facilities?	✓	
16.	Do you have an adequate and appropriate number of first aid personnel? - qualified first aiders - appointed person	✓ ✓	
17.	Have all employees been informed of first aid arrangements?	✓	
18.	Have you assessed the first aid needs of your workplace?	✓	
19.	Are first aiders' qualifications valid and in date?	✓	

Safeguarding

No	Question	Yes	No
20.	Do you have safeguarding posters? ▪ Are they clearly displayed?	✓ ✓	
21.	Are the safeguarding responsibilities and roles clearly defined?	✓	
22.	Is there a clear and defined procedure?	✓	
23.	Do you have a dedicated overall responsible person?	✓	

Risk Assessment

No	Question	Yes	No
24.	Have you identified all relevant hazards presented by your work activities?	✓	
25.	Have you assessed the risks arising from the identified hazards?	✓	
26.	Have you recorded the significant findings of your assessment?	✓	
27.	Are your risk assessments revised and amended when procedures change?	✓	
28.	Have you control measures in place to deal with the risks?	✓	

Display Screen Equipment

No	Question	Yes	No
29.	Have you identified 'users' of DSE in your business and the workstations they use?	✓	
30.	Have you trained both users and assessors?	✓	
31.	Have you assessed workstations and reduced any identified risks?	✓	
32.	Do you plan for breaks/change of activity for users?	✓	
33.	Do you provide eye and eyesight tested and necessary corrective appliances for users?	✓	

Manual Handling

No	Question	Yes	No
34.	Are manual handling operations carried out by your business?		N/A
35.	Is there a risk of injury from manual handling operations?		
36.	Can these operations be avoided?		
37.	Can these operations be automated or mechanised?		
38.	Have you carried out a manual handling assessment if some risk of injury remains?		
39.	Have you determined what measures are needed to reduce the risk of injury to the lowest level reasonably practicable?		
40.	Have these measures been implemented?		
41.	Have you trained all employees affected in manual handling techniques?		
42.	Are the manual handling assessments reviewed?		

Personal Protective Equipment (PPE)

No	Question	Yes	No
43.	Is personal protective equipment required for work at your premises?		N/A
44.	Can processes or activities be changed to eliminate the need for PPE?		
45.	Have you assessed what PPE is required to ensure it is SUITABLE?		
46.	Does the PPE comply with an EN standard ie CE mark?		
47.	Do you have a system of maintenance and replacement for PPE?		
48.	Do you take steps to ensure PPE is used?		
49.	Do you have arrangements for reporting loss or defect?		

Workplace Health, Safety and Welfare

No	Question	Yes	No
50.	Ventilation – should be adequate, in many cases windows and door will be sufficient. If mechanical ventilation is used it should be properly maintained.	✓	
51.	Lighting – should be suitable and sufficient for people to work and move about safely.	✓	
52.	Cleanliness and waste materials – kept sufficiently clean. Suitable waste storage and removal.	✓	
53.	Workstations and seating – be ergonomically suitable and liked to the task/worker. Seats should give adequate support for the lower back and footrests provided where necessary.	✓	
54.	Maintenance – of the workplace, equipment, devices and systems in efficient working order.	✓	
55.	Sanitary conveniences and washing facilities – at readily accessible places, to be kept clean, adequately ventilated and lit. Washing facilities must have hot and cold water, soap and a means of hand drying. The number of facilities to be provided is laid out in the Code of Practice.	✓	
56.	Drinking Water – adequate, wholesome, readily accessible, conspicuously marked where necessary.	✓	

Control of Substances Hazardous to Health

No	Question	Yes	No
57.	Do you have a list of substances used in the workplace?	✓	
58.	Have you identified any substances hazardous to health?		✓
59.	Have you evaluated the risks to health re:- - level of exposure? - Duration of exposure? - Frequency of exposure?		
60.	Have you decided on:- - prevention or control of exposure? - maintaining control measures? - using control measures? - any monitoring/surveillance? - information/instruction/training?		
61.	Is the assessment recorded?		
62.	Is the assessment revised and amended as necessary?		

Fire Safety

No	Question	Yes	No
63.	Have you identified the fire hazards in your business:- ▪ Ignition sources eg smoking, electrical equipment? ▪ Fuel hazards eg highly flammable liquids/chemicals?	✓ ✓	
64.	Have you identified those people who may be involved ie office staff, members of the public, contractors?	✓	
65.	Have you considered those people with particular needs:- ▪ Disabled staff ▪ Visitors ▪ lone workers ▪ inexperienced staff	✓ ✓ ✓ ✓	
66.	Is the fire risk adequately controlled:- ▪ information and instruction? ▪ Adequate emergency procedures?	✓ ✓	
67.	Are the following checked:- ▪ Means of escape ▪ fire detection and raising the alarm ▪ first aid fire fighting equipment ▪ fire drills practised ▪ fire training for all staff	✓ ✓ ✓ ✓ ✓	
68.	Is there any further action necessary to control the risk of fire?		✓

Gas Safety

No	Question	Yes	No
69.	Do you have your gas appliances regularly checked?	✓	
70.	Do you have maintenance records and an annual safety certificate?	✓	

Information, Instruction and Training

No	Question	Yes	No
71.	Have you decided who should be trained? ▪ those in senior positions ▪ supervisors/managers ▪ employees ▪ young people ▪ trainees	✓ ✓ ✓	
72.	Have you decided on the level of training required?	✓	
73.	Have you competent personnel to carry out specific tasks?	✓	
74.	Do you have a designated individual responsible for ensuring that training needs in health and safety are assessed and that suitable training takes place?	✓	
75.	Do you provide induction training for new staff?	✓	
76.	Do you hold training records for each member of staff?	✓	
77.	Are they reviewed and updated annually?	✓	