

Risk Management Checklist

Health & Safety

POLICY		Yes	No	N/a	Comments
1.	Have you prepared a written health and safety policy (required where 5 or more employees)?				
2.	Is the policy brought to the notice of all employees?				
3.	Do employees sign to confirm this?				
4.	Is the policy up to date and reviewed periodically?				
COMPETENT PERSONS		Yes	No	N/a	Comments
5.	Have you appointed a competent person to assist with health and safety compliance in your workplace?				
RISK ASSESSMENTS		Yes	No	N/a	Comments
6.	Have you undertaken risk assessments in respect of (but not exclusively):	-	-	-	
	a. Work equipment?				
	b. Display screen equipment (VDUs)?				
	c. Hazardous substances?				
	d. Manual handling?				
	e. Noise?				
	f. Upper limb disorders?				
	g. Maintenance of your premises and machinery/plant/equipment?				
	h. Confined spaces?				
	i. Work at height?				
	j. Traffic safety?				
	k. Work away from your premises?				
	l. Slips, trips and falls (floors, stairs, steps, handrails, lighting, housekeeping, etc)?				
	m. Fire?				
	n. Personal protective equipment?				
7.	Are the significant findings of your assessments recorded (required where 5 or more employees)?				

SAFE SYSTEMS		Yes	No	N/a	Comments
8.	Based upon the findings of your risk assessments have you established safe systems of work?				
9.	Are your safe systems of work documented?				
10.	Are relevant employees instructed accordingly?				
11.	Do employees sign to acknowledge receipt of instruction in your safe systems?				
WORK EQUIPMENT		Yes	No	N/a	Comments
12.	Is machinery, plant and equipment:	-	-	-	
	a. Fitted with suitable guarding and other safety devices complying with relevant legislation and standards?				
	b. In efficient working order?				
	c. Suitably maintained by competent personnel?				
	d. Examined periodically in accordance with any statutory requirements (e.g. pressure systems, lifting equipment, local exhaust ventilation, etc)?				
	e. Used only by trained employees?				
OCCUPATIONAL HEALTH		Yes	No	N/a	Comments
13.	Do your staff selection procedures include a pre-employment medical questionnaire?				
14.	Are employees issued with appropriate personal protective equipment (PPE)?				
15.	Do you issue PPE and any associated instruction to employees on a signed receipt basis?				
16.	Are appropriate health surveillance arrangements in place?				
TRAINING & COMMUNICATION		Yes	No	N/a	Comments
17.	Do new employees undergo induction training with an emphasis upon health and safety?				
18.	Do employees receive appropriate job specific training?				
19.	Is additional training provided to employees undertaking hazardous work (e.g. dangerous machinery, work at height, in confined spaces, etc) in accordance with relevant legislation and standards?				
20.	Is training given by competent people?				
21.	Do you maintain training plans and records signed by employees to confirm receipt?				
22.	Are your safety rules communicated to visitors and contractors and is this recorded?				
23.	Have you implemented procedures for the reporting of hazards and are all employees aware of these?				
24.	Is there regular communication on matters of health and safety between management and the workforce?				

ACCIDENTS		Yes	No	N/a	Comments
25.	Do you keep an accident book complying with data protection requirements?				
26.	Are employees aware of the need to report all workplace accidents and incidents?				
27.	Are you aware of the requirements of RIDDOR regarding the notification of certain types of injury, occupational ill health and dangerous occurrences to your enforcing authority?				
28.	Have you had any reportable incidents?				
29.	Do you have a system in place for investigating accidents and near misses?				
30.	Have any claims been made against you in connection with accidents involving employees or third parties?				
31.	Are you aware of the penalties under health and safety law and present 'compensation culture' and do you know how to protect yourself and your organisation against litigation?				

FURTHER ADVICE		Yes	No	N/a	Comments
32.	Do you know how and where to obtain further advice on matters of health and safety (e.g. your insurance company, broker, enforcing authority, trade associations, etc)?				

CONTACT US

For further details of our health and safety consultancy services and how these can benefit your organisation please complete this form including your contact details below and return to:

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