

# HEALTH & SAFETY AUDIT CHECKLIST



Name of Company Subject to Appointment

Number of Employees

Address

Name and Address of Practice

Post Code

Nature of Business

Company Website

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## Checklist completed by

Position

Email Address

Date Completed

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# SECTION ONE: POLICY, PROCEDURES & ARRANGEMENTS

**Support notes:** The Statement of Intent document is often referred to as the Health and Safety Policy, however, it is only one part of the organisation's health and safety policy manual. Usually a single page, the document should be bespoke to the organisation, set out in a simple easy to understand language and often bullet pointed. It should set out the commitment required to managing health and safety effectively and what the organisation's objectives towards health and safety are.

## Health & Safety Policy and Statement

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Are you aware of the existence of a health & safety policy statement?					
When was the health & safety policy statement last reviewed?					
Is the health & safety policy statement displayed?					

## Health & Safety Policy Organisation and Arrangements

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Is there a person assigned with overall responsibility for health & safety (i.e. Health & Safety Manager)?					
Are individuals assigned with responsibilities for health & safety within the business (i.e. first aid, fire etc)?					
Do you have written procedures (such as emergency procedures, first aid, maintenance and work processes)?					

# SECTION TWO: RISK ASSESSMENTS & TRAINING

**Support notes:** A risk assessment is a quantifiable process to identify risk and hazards in a given task or undertaking, and then putting control measures in place to reduce/eliminate the incidence of accidents and potential ill health. There are however a number of regulations that stipulate a risk assessment to be carried out such as manual handling, work at height, new and expectant mothers and lone working.

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Have general risk assessments or task/person or job specific assessments been completed? <i>If yes please provide details.</i>					

## SECTION THREE: WELFARE & FACILITIES

### Visitors and General Public

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Do you have visitors or general public entering the premises? <i>If yes please provide details.</i>					
Are there clear walkways or markings or any areas where unauthorised people are not permitted?					
Do you explain or make visitors aware of any potential hazards or explain the procedures to follow in the event of an emergency?					
Are visitors required to be escorted around the premises?					
Are visitors or public required to wear PPE whilst on the premises?					
Are visitors or public required to sign in or out of the premises?					

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### Noise

**Support notes:** The control of noise regulations specify action levels at which the hearing of employees must be protected over 80 dBa. Common dB values are; business office 60 dBb, nightclub 110 dB, pneumatic drill 125 dB. The provision of ear protectors should only be considered as a last resort.

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Are there any areas where there is excessive noise (Is it necessary to raise your voice to be heard)?					
Are employees provided with hearing protection?					
Are areas designated as hearing protection zones?					

## SECTION FOUR: VULNERABLE GROUPS

### Lone Workers

Yes No Details

Qdos Consultant Notes

L/M/H

Do any employees work from home?

Do you have any contractors or cleaners that enter or work on the premises alone?

If employees are required to work alone, do you have a method of communicating with them on a regular basis?

Do you employ field based staff that work alone whilst driving or visiting other client premises (e.g. Sales Representatives, Service Engineers)?

Do any employees work alone whilst opening or securing the premises at the end of a shift?

Are there any large quantities of cash kept on site?

Do you have field based staff that are required to collect cash?

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### Contractors / Self Employed

Contractors may include: Cleaners, Photo Copy Engineers, Sanitary Collectors, Refuse Collection, Telecoms Engineers, Fire Equipment Service Engineers, IT Providers, Equipment Service Engineers, Maintenance Workers, Car Wash Providers, Lighting Engineers, Extraction Service Engineers.

Yes No Details

Qdos Consultant Notes

L/M/H

Do you request a copy of risk assessments, method statements or procedures from appointed contractors?

Are checks made to ensure appointed contractors have the relevant insurances?

Is information, instruction and training provided to contractors? Including emergency arrangements on site (You should also provide any information to contractors on the risks from your activities and the controls you have in place).

## SECTION FIVE: ACCIDENT & EMERGENCY

**Support notes:** It is important that those that are injured or fall ill whilst at work receive immediate attention. The minimum requirement is to provide a suitably stocked first aid kit and to appoint someone to take charge of first aid arrangements.

If you are handling hazardous substances additional first aid provision may be required. Employees must be informed of first aid arrangements.

An Appointed Person is someone who takes charge when someone is injured or falls ill, they may look after the first aid provisions and keep records of the treatment given. Appointed persons

should be available at all times when people are on site. A first aider is someone that has received appropriate FAW training and holds a current FAW certificate. Training is normally repeated annually.

There are no hard and fast rules on the number of appointed persons or first aiders required. As a basic guide; low risk offices and shops up to 50 employees; at least one appointed person, 50–100 employees at least one first aider. Medium risks such as warehousing or food processing up to 20 employees – one appointed person, 20–100 employees – at least one first aider for every 50 employed. Higher risk such as construction sites or chemical manufacturers; fewer than 5 employees at least one appointed person, 5–50 at least one first aider.

### Accidents / Incidents

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Do you have the BI510 accident book?					
Are first aid kits available for use?					
Do you have a designated first aid room?					
Where do you keep your accident records?					
Have you appointed a person responsible for the first aid arrangements?					
Do you have first aid trained persons on site?					
Do you inform employees of the names of appointed persons and first aiders?					
Do you investigate accidents? (If so do you record the findings?)					
Have you appointed responsibility for reporting RIDDOR reportable incidents to the local enforcing authority?					

## SECTION FIVE: ACCIDENT & EMERGENCY

### Fire and Emergency

Yes No Details

Qdos Consultant Notes

L/M/H

Do you have an established emergency assembly point?

During an evacuation drill do you conduct a roll call?  
*(Knowing that everyone is accounted for can save time and lives when the emergency services arrive.)*

Have you undertaken a fire risk assessment of the facilities the organisation is responsible for?

Do you check the fire / emergency alarm weekly?

Is fire fighting equipment available for use?

Are emergency lighting, detectors and equipment inspected?

Is there appropriate signage directing employees and visitors to a safe evacuation route?

Are escape routes, accessible, unlocked and available for use at all times?

Are visitors and staff required to sign in and out when entering and leaving the premises?

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## SECTION SIX: CHEMICAL & BIOLOGICAL HAZARDS

### COSHH & Waste Management

Yes No Details

Qdos Consultant Notes

L/M/H

Do you store chemicals or substances on site?

Do you keep material safety data sheets for all chemicals or hazardous substances used?

Is appropriate PPE provided (eye protection, mask, safety shoes, overalls as required)?

## SECTION SIX: CHEMICAL & BIOLOGICAL HAZARDS

	Yes	No	Details	Qdos Consultant Notes	L/M/H
If required, do you provide eye wash or chemical wash facilities?					
Have you completed a COSHH assessment?					
Does the company have fuel dispensing facilities (such as a petrol pump) on site?					
Is fuel such as diesel or petrol stored on site?					
Do any work activities require the mixing or use of chemicals or substances? <i>If yes please provide details.</i>					

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### Exhaust / Dust

**Support notes:** Local exhaust ventilation removes the hazardous gas, vapour, dust or fumes at its source before it contaminates the surrounding atmosphere. Such systems are often used for the extraction of welding fumes, and dust in wood working environments. The effectiveness of the ventilation system will be affected by damages, blockages or by defective filters. Routine maintenance should include repair of any damaged ducting, checking filters, examination of fan blades, tightening of drive belts and lubrication of moving parts.

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Do any work activities necessitate the need for ventilation systems?					
Do any activities on site require the use of woodworking machinery (cross saws, planes)?					
Do any work activities include the use of flour or cement?					
Do any activities involve the manufacture, use of, or production of paper based products?					
Are solvents such as glues used in the use of, or the manufacture of goods on site?					
Is there a Local Exhaust Ventilation (LEV) system installed?					
Are there procedures in place for cleaning and maintenance of LEV?					

## SECTION SIX: CHEMICAL & BIOLOGICAL HAZARDS

Yes No Details

Qdos Consultant Notes

L/M/H

Have testing / exposure limits been checked?

Is air conditioning installed on site?

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### Waste Control / Waste Management

**Support notes:** Training may be required to ensure that employees segregate hazardous and non hazardous wastes and fully understand the risks and necessary safety precautions which must be taken. Sites which produce more than 200kg of hazardous waste each year must register with the environment agency.

Yes No Details

Qdos Consultant Notes

L/M/H

Do you have procedures in place for the control of waste (including paper, cartridges, refuge, chemicals, SHARPS)?

How often are sanitary bins collected and emptied?

Are waste skips stored in a secure location away from the building?

Does the company produce any clinical waste?

Are cleaners appointed?

*If yes please detail arrangements.*



# SECTION SEVEN: WORKPLACE EQUIPMENT & VEHICLES

**Support Notes:** The Health & Safety at Work Act 1974 puts the duty of care upon both the employer and the employee to ensure the safety of all persons using the work premises. The Electricity at Work Regulations 1989 state: All systems shall at all times be of such construction as to prevent, so far as reasonably practicable, such danger – As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as reasonably practicable, such danger Electrical Equipment’ includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure

or use electrical energy. An inspection & test programme may also be required by insurance, mortgage, licensing or landlords. Only suitably qualified Electricians should carry out testing. In practice it is often advisable to arrange for inspection and testing to take place outside of normal working hours. At the end of any testing programme a detailed periodic Electrical Installation Condition Report (EICR) must be provided detailing extent and results of the inspection and testing and listing any recommendations for remedial actions that should be taken to ensure compliance with current standards. Reports should be kept for the lifetime of an installation.

## Electrical Equipment – Portable Appliances

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Are portable electrical appliances checked and appropriate for use?					
Have the results of these inspections been logged?					

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## Electrical Equipment – Fixed Electrical Installations

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Has your fixed wiring systems been tested? (Electrical Installation Condition Report (EICR))					

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## Asbestos Survey

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Do you know if Asbestos Containing Materials (ACMs) are present on site?					
Has an asbestos management survey been undertaken?					
If yes, do you have a management system for the control of ACMs present?					

# SECTION SEVEN: WORKPLACE EQUIPMENT & VEHICLES

## Manual Handling Assessment

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Are employees required to move or handle objects?					
Do any work activities involve loading and unloading?					
Do you provide any equipment to aid with lifting or carrying (sack truck or pallet trucks)?					
Do any of the tasks require frequent or prolonged physical effort?					
Has a manual handling assessment been completed and communicated?					
Do drivers have first aid facilities available in their vehicles?					

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## Pressurised Equipment

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Does any equipment used by the company include hydraulics?					
Are gas cylinders such as propane used or stored on site?					
Do any activities on site involve the use of welding equipment?					
Do any activities on site require the use of pressurised systems including compressors or pressure pumps (tyre pressure equipment, jet washers)?					

## SECTION SEVEN: WORKPLACE EQUIPMENT & VEHICLES

### Workplace Equipment

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Is workplace equipment subject to regular maintenance and inspection?					
Is equipment installed in accordance with manufacturer recommendations?					
Is training provided on the use of workplace equipment prior to use?					
Is equipment fitted with appropriate guarding?					
Is equipment fitted with emergency stop safe facilities?					

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## SECTION EIGHT: LIFTING & WORK AT HEIGHT

### Lifting Equipment

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Does the company use or operate lifting equipment such as a scissor lift or cranes?					
Is any of the equipment used to lift persons?					
Is lifting equipment inspected by a competent person each time before use?					
Have drivers received suitable and sufficient training?					
Is there a procedure for the person reporting defects, which in their opinion could become dangerous?					
Is there an elevator or escalator in the premises?					
Are inspection reports logged and maintained?					

# SECTION EIGHT: LIFTING & WORK AT HEIGHT

## Hand Held Tools

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Are staff trained in the correct use of work place equipment?					
Is there a system in place for regular inspections of hand held tools?					
Do any work activities include the use of knives, scalpels or needles (SHARPS)?					
Is workplace equipment inspected prior to use?					

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## Work at Height

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Are any employees required to work at height?					
Are ladders or stepladders made available for use by employees?					
Are ladders and/or step ladders inspected prior to use?					
Are employees trained in the correct use of work at height equipment?					
Are employees made aware of the risks from work at height?					
Have you conducted a work at height risk assessment?					
Does the company have a workshop for the repair and/or maintenance of vehicles?					
Does the company have inspection pits for the repair or maintenance of vehicles?					

# SECTION NINE: CONSTRUCTION AND INSTALLATION

## CDM (Construction and Installation)

	Yes	No	Details	Qdos Consultant Notes	L/M/H
Is heavy plant equipment used as part of the work activities?					
Do any of the activities require the use of scaffolding or mobile elevated platforms?					
Does any of the work require working in a confined space (attic, sewer, trench, enclosed cellar, mine or silo)?					
Do any of the work activities require work or installation and use of equipment on construction sites?					
Do any work activities require working in a public area (pavements, street)?					
Do any work activities involve trackside work (railway lines)?					
Is there a risk to employees and contractors from over head electricity cables?					
Do any work activities require the use of agriculture vehicles?					
Do any work activities require the use of vibration equipment (vibration plates, pneumatic or hammer drills)?					