

# YOUR COMPANY NAME

## Health and Safety Management System Review

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Action No	Item	Yes	No	Comments
	<b>Accidents</b>			
	Is there a system in place for reporting all incidents under RIDDOR to the Incident Contact Centre and/or Enforcing Authority?			
	Are staff aware of the recording, investigation and reporting system?			
	Are all accidents, incidents and dangerous occurrences recorded and investigated with written details retained?			
	Have all corrective actions identified and recommended in accident investigations been implemented?			
	<b>Asbestos Management</b>			
	Have materials containing asbestos been identified?			
	Are staff aware of the location of asbestos materials and the need to leave it undisturbed?			
	Has there been any disturbance of asbestos materials?			
	Has effective action been taken to prevent this recurring?			
	<b>Communication and Consultation</b>			
	Is there a system in place to ensure that all staff are communicated and consulted with on matters of health and safety?			
	Are staff aware of the lines of communication and consultation?			
	Does regular communication and consultation take place?			
	Have all issues raised by staff from the last consultation been dealt with?			
	<b>Company vehicles</b>			
	Is there a system in place for identifying drivers of vehicles and ensuring that suitable vehicles are provided for use at work?			
	Are all drivers given adequate instruction, information and training?			

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	Are all vehicles maintained in a safe condition?			
	Have there been zero incidents relating to the use of company vehicles?			
	<b>Contractors</b>			
	Are arrangements operating to appoint and monitor contractors?			
	Are all staff who engage contractors aware of our policy and procedures?			
	Are all current contractors included on the Approved Contractor List?			
	Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities?			
	<b>Control of Substances Hazardous to Health</b>			
	Have risk assessments been undertaken on all work activities involving hazardous substances?			
	Are staff trained on the implementation of control measures to eliminate or reduce their exposure to hazardous substances?			
	Is exposure to hazardous substances adequately controlled?			
	Has the use of hazardous substances been incident free?			
	<b>Display Screen Equipment</b>			
	Have all 'users' been identified and specific risk assessments carried out?			
	Have staff been trained in the safe use of display screen equipment?			
	Are specific risk assessments reviewed and revised, as necessary?			
	Are all users free from adverse health affects such as back and neck pain etc.?			
	<b>Electrical Safety</b>			
	Is there a system in place to ensure that the fixed electrical installation and portable electrical equipment are tested and maintained?			
	Have staff been trained to identify			

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	basic electrical hazards?			
	Is documentation available for the inspection, test and maintenance of the fixed electrical installation and portable electrical equipment?			
	Have there been any accidents or 'near-misses' relating to the use of electricity?			
	<b>Fire Safety</b>			
	Have persons responsible for fire safety in the premises been identified?			
	Have competent persons been appointed to implement fire safety control measures?			
	Has a detailed fire assessment been undertaken on the whole of the workplace?			
	Have staff been trained on fire prevention and evacuation of the workplace?			
	Are fire detection and fire fighting equipment, and means of escape maintained and documentation available?			
	Was the last fire drill completed satisfactorily and within an acceptable evacuation time?			
	<b>First Aid</b>			
	Is there enough first aid personnel and equipment?			
	Are staff aware of first aid arrangements?			
	Are the locations of the appropriate Accident and Emergency facilities known?			
	Are trained first aid personnel readily available to cover all areas during the working day?			
	Have there been any instances when first aid personnel or equipment were not available?			
	<b>Health Surveillance</b>			
	Have risk assessments been carried out in order to decide if health surveillance is appropriate?			
	Where health surveillance is appropriate has suitable health surveillance been introduced?			
	Have employees and safety representatives been informed of the health risks and health			

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	surveillance procedure?			
	<b>Health Surveillance (Continued)</b>			
	Have competent persons been appointed to undertake health surveillance?			
	Are the results of health surveillance properly recorded?			
	Are recommendations made as a result of health surveillance suitable actioned?			
	Have there been any incidents regarding ill health attributed to work?			
	<b>Hazard Reporting</b>			
	Is there a system in place for the reporting of hazards found by staff?			
	Have staff been trained on the hazard reporting procedure?			
	Are hazard record forms completed correctly by both staff and managers?			
	Have there been any accidents or 'near misses' due to failure of the hazard reporting procedure?			
	<b>Maintenance</b>			
	Is there a system in place to ensure premises, plant and equipment are subject to routine maintenance by competent persons?			
	Are staff who carry out maintenance duties adequately trained?			
	Is documentation available relating to maintenance, tests and inspections for premises, plant and equipment?			
	Have there been failures of plant, equipment, or premise defects, caused by lack of maintenance, which could have resulted in injury or damage, since the last period of monitoring?			
	<b>Manual Handling</b>			
	Have manual handling risk assessments been carried out and control measures introduced?			
	Are staff trained in manual handling techniques including team lifting and kinetic handling where appropriate?			

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	Have there been any instances of manual handling related injuries?			
	Were these injuries investigated and corrective action(s) taken?			
	Is the corrective action effective?			
	<b>Monitoring</b>			
	Are all policies and procedures being monitored?			
	Are checklists being completed at the required intervals?			
	Are corrective actions identified from checking and monitoring being taken?			
	Are any changes needed to our monitoring or checking? e.g. due to new activities or as a result of accidents.			
	<b>Personal Protective Equipment (PPE)</b>			
	Have risk assessments been undertaken to identify where PPE is required, and the type of PPE required?			
	Have staff been instructed and trained in the use of PPE?			
	Is the provision and use of PPE monitored by managers/supervisors?			
	Have there been any recorded accidents due to the incorrect use or absence of personal protective equipment?			
	<b>Pressure Systems</b>			
	Is the scope of the policy sufficient to cover all pressure systems?			
	Are staff aware of how to operate and maintain pressure systems safely?			
	Have there been any accidents or incidents involving pressure systems?			
	Have any of these accidents or incidents been investigated and corrective actions taken?			
	Are examinations being carried out at the prescribed intervals?			
	<b>Risk Assessments</b>			
	Have risk assessments been carried out for all work activities?			
	Are control measures being maintained?			
	Have any changes taken place			

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	which affect the validity of the assessments?			
	Are we on target with our Action Plan?			
	Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?			
	<b>Site Working</b>			
	Does the wording of our policy cover all our site-related activities?			
	Are, site staff aware of the policy requirements?			
	Is the planning procedure followed for setting up site work?			
	Have there been any incidents indicating that the policy is not followed?			
	Has effective remedial action been taken to prevent recurrence?			
	<b>Smoking</b>			
	Has a clear policy been agreed with employees and others who may be affected?			
	Are staff and others aware of the requirements of the smoking policy?			
	Are suitable numbers of 'No Smoking' signs displayed?			
	Are staff adhering to the smoking policy?			
	Is there evidence of smoking in unauthorised areas?			
	Are designated smoking areas safe and suitable for use?			
	<b>Stress</b>			
	Are there arrangements in place to effectively deal with stress?			
	Have managers and supervisors been trained to identify stress and are all staff aware of the arrangements to deal with stress?			
	Are all incidents of stress taken seriously and staff treated sympathetically?			
	Have there been any complaints or lost time cases due to stress?			
	<b>Training</b>			
	Have the safety training needs of all staff been identified?			

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	Are staff aware of what to do if they believe they need further training?			
	Does certain training need prioritising to assist in controlling higher risks?			
	Have there been any accidents where lack of training was a contributing factor?			
	Was corrective action taken to prevent recurrence?			
	<b>Visitors</b>			
	Are arrangements in place for ensuring the health, safety and welfare of visitors to the premises?			
	Are staff aware of the visitor arrangements?			
	Are visitors adequately controlled whilst on the premises?			
	Have there been any accidents or incidents involving visitors?			
	<b>Work Activities</b>			
	Are there any existing or new work activities requiring detailed risk assessment?			
	Are there any safe systems of work or work Instructions still to be written?			
	Are the aims of the policy being achieved?			
	Have there been any accidents or incidents which written instructions could have helped to prevent?			
	Are outstanding items planned for completion?			
	<b>Work Equipment</b>			
	Are systems in place to ensure that only work equipment that is suitable for use and adequately maintained is used?			
	Have staff been trained to use the equipment safely?			
	Is any new work equipment CE marked and added to the maintenance/testing system?			
	Have there been any accidents or 'near misses' recorded relating to the use/maintenance/cleaning of work equipment?			

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	<b>Workplace Environment</b>			
	Are arrangements in place to maintain the premises and facilities in a safe condition?			
	Are staff aware of the hazard reporting procedure?			
	Are the premises and welfare facilities in good condition and sufficient for the number of staff?			
	Have there been any hazard reports relating to defects in the premises or welfare facilities?			
	<b>Workplace Transport</b>			
	Are drivers authorised & trained, in good health (hearing & eyesight)?			
	Are traffic routes established affording segregation from other vehicles and pedestrians?			
	Are site speed limits established, signs displayed and vehicle speeds movement checked?			
	Are road surfaces in an even condition for safe traffic movement?			
	If provided are employees wearing high visibility clothing?			
	Has a risk assessment for workplace traffic activity been undertaken and reviewed as necessary?			
	Are vehicle loading /unloading areas established with access restricted to essential persons only?			
	<b>Asbestos at Work</b>			
	Is involving the possible exposure of workers to asbestos being carried out in a safe, controlled manner, so far as is reasonably practicable?			
	Are risk assessments of site activities carried out?			
	Are work method statements written for all undertakings involving Asbestos?			
	Is specialised PPE issued to all relevant operatives as necessary?			
	Are ARCA guidelines referenced and adhered to as necessary?			
	Is medical surveillance carried out?			



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	Are health records maintained?			
	Is air monitoring, in compliance with the relevant standards being carried out, and records kept?			
	<b>Asbestos at Work (Continued)</b>			
	Is notification to the enforcing authorities to enforcing authorities taking place?			
	Are relevant employees receiving suitable information, instruction and training?			
	Are all control measures suitably maintained, examined and tested?			
	Is all asbestos appropriately labelled and stored?			
	<b>Vibration at Work</b>			
	Have you carried out risk assessments of all work activities where vibrating tools are used?			
	Have you attempted to eliminate the risks associated with using vibratory equipment?			
	Have you provided suitable and sufficient information and training on health risks and safe use of any vibrating tools and/or equipment?			
	Are you providing health surveillance of your employees where risks cannot be completely eliminated?			
	Have you consulted with your safety or employee representative on your proposals to deal with vibration hazards?			
	<b>Highly Flammable Liquids (HFLs) &amp; LPG</b>			
	Have risk assessments been carried out on the use of all HFL's?			
	Have staff been trained on the use of HFL's and the requirements of our policy?			
	Are HFL leakage and disposal instructions in place?			
	Have there been any accidents or incidents involving HFL's, where corrective action is still required?			
	Do we need to review whether we can eliminate or substitute HFL's?			

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	<b>Lifting Operations, Equipment, and Accessories</b>			
	Have all new items of equipment and accessories been added to the inventory?			
	Is there evidence of risk assessments being carried out for all lifting operations?			
	Are there any overdue examinations of equipment and accessories?			
	Are designated routes and lift truck working areas suitable for the purpose and the volume of traffic?			
	Have there been any accidents associated with lifting operations?			
	Are there any corrective actions outstanding from risk assessments or accident investigations?			
	<b>Noise</b>			
	Are systems in place to prevent staff being exposed to excessive noise?			
	Have staff received training on the control measures for reducing noise to an acceptable level?			
	Are noise levels monitored to ensure noise reduction methods are working?			
	Do all personnel wear ear defenders in hearing protection zones?			