

Safety Compliance & Liability Audit Checklist

Use the checklist below to establish if you have potential health and safety problems. If you do answer no to any one of these questions then you have some work to do to assure legal compliance, if you want to know what you need to do call C&G Services and we'll tell you - no charge applies!

Email post@cgserv.com, Fax it to us on 01453 792123 or call one of our consultants free on 0800 731 2989

	Question	Yes	No
1	<p>Have you formulated a statement of safety policy giving detail to your commitments for safety and assigning responsibilities to staff, further is this document signed by the most senior partner and prominently displayed?</p> <p><i>This is required under the Health and Safety at Work Act</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Have you carried out risk assessments for tasks in your business and more importantly, have you recorded the conclusions to these assessments and taken any precautions specified?</p> <p><i>This is required under many separate regulations such as the Manual Handling Regulations 1992 but there is a coverall requirement under the Management Regulations 1999</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Have you educated your staff on the safe methods of work connected with the business? (These can range from using chemicals through to manual handling techniques)</p> <p><i>The results of risk assessments must be communicated to your staff if precautions deemed appropriate to comply with the law need to be taken</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Have you appointed a competent health and safety advisor who is adequately trained and able to advise you on safety issues? (this person can be external to your organisation if you have a formalised relationship)</p> <p><i>The law recognises that you may need assistance and you can appoint an external advisor such as ourselves but you must have access to competent assistance. Management Regulations Regulation 7.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Have you looked at the chemicals and substances used in the business and conducted COSHH Assessments, recorded their findings and acted on them?</p> <p><i>The COSHH Regulations require risk assessment and the Management Regulations require that risk assessments are recorded and communicated.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
6	<p>Have you consulted with your staff on safety matters and given them the opportunity to comment on issues affecting their safety?</p> <p><i>The Consultation with Employees Regulations 1997 require that employees are consulted on issues which affect their safety at work.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

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| 7 | <p>Do you display and have you filled out the Health and Safety Law poster?</p> <p><i>The poster is a statutory requirement and must be displayed and filled in correctly, it must also be of the correct type and was updated in 1999.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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| 8 | <p>Do you have an accident book and RIDDOR report forms (F2508) and are they easily available to staff and used to record all incidents (some are reportable by law)?</p> <p><i>The Reporting of Injuries Diseases and Dangerous Occurrences require that you make an immediate report of certain events, failure to do this is a criminal offence.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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| 9 | <p>Do you have a First Aid Kit and are the contents of this kit adequate for the numbers of staff employed and the risks evident in your business, for example chemical spills?</p> <p><i>A first aid kit must be in place and adequately stocked - call us for a checklist.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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| 10 | <p>Have you appointed and trained staff to give first aid and are these staff available in sufficient numbers to cover sickness absence and annual leave?</p> <p><i>Check that you have cover at all times of the day and remember that renewals need to be performed at least once every 3 years.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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| 11 | <p>Do you have fire fighting equipment of the right type, in the right place and of sufficient number?</p> <p><i>If a fire occurred do staff have the right equipment to protect themselves against harm. Fire Precautions (Workplace) Regs 1997.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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| 12 | <p>Do your staff know how to use these extinguishers?</p> <p><i>Use of a water or foam extinguisher on an electrical fire could result in electrocution.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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| 13 | <p>Do you have systems in place to ensure that all staff and visitors are safely evacuated?</p> <p><i>If there was a fire or other emergency are you sure that all of your staff would safely evacuate, and could you prove this to the Fire Service - if not they could be forced to search the building at great personal risk.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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| 14 | <p>How do you manage the risks associated with display screen equipment, have you risk assessed the mechanics and ergonomics to prevent workplace stress and musculoskeletal problems?</p> <p><i>Issues from bad backs and RSI are major factors in workplace absence, you must risk assess your staff - required by the Display Screen Equipment Regulations 1992.</i></p> | <table border="1" style="width: 40px; height: 40px; margin: auto;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | | |
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15 Do you have a system in place to test portable electrical appliances such as scales, computers and monitors?
Electrical safety can be a serious hazard and tests must be conducted regularly to ensure that shocks and fire risks are managed.

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16 Is your company registered with your enforcing Authority?
It is your responsibility to ensure this, if you have never received a visit or have recently started your business or perhaps moved premises you may need to update the HSE or Local Authority.

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17 Have you surveyed and risk assessed staff who use computers (Display Screens) and do you have policies for the provision of eye tests and the supply of corrective appliances?
Required under the Display Screen Equipment Regulations, risk assessments must be recorded and staff have rights under certain circumstances.

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<ul style="list-style-type: none"> • Safety Policy Statements • CDM Planning Supervision • Live Fire Training • Electrical Safety • Office Air Quality 	<ul style="list-style-type: none"> • Noise Assessments • Workplace Violence • Safety Policies • Display Screen Risk Assessment • Fire Safety Audits 	<ul style="list-style-type: none"> • Workplace Risk Assessments • Workplace Transport Safety • Permit to Work Systems • Freefone Safety Advice • Manual Handling Assessment 	<ul style="list-style-type: none"> • Risk Assessments • Advanced Driver Training • First Aid Training • Using Fire Extinguishers • Fire Marshal Training
<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Please tick the services which interest you</div>			
<ul style="list-style-type: none"> • Business Health & Safety Management Competent Person Training Substances • Unlimited telephone support and advice plus free accident investigation cover from £ per month • Specific low cost services for Automotive Repair or Dealership sites, Construction Sector, Roofing, Services Sector, Primary Care from £34 per month including policy and risk assessments • A brief, no obligation meeting where I can discuss my needs and ascertain the exact cost of the services I require 		<ul style="list-style-type: none"> • Exposure to Hazardous • Display Screen Assessors Course 	

Contact name: _____ Tel. _____ Business: _____

Fax back on 01453 792123 or 01453 791119

Call us direct on 0800 731 2989