

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 Practice Perfect and we'll tell you FOR FREE!

Email support@practiceperfect.info, 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>		
2	<p>Have you carried out risk assessments for tasks in your practice 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>		
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>		
4	<p>Have you appointed a competent health and safety advisor who is adequately trained and able to advise your practice 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.</i></p>		
5	<p>Have you looked at the chemicals and medications used in the practice 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>		
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>		

- 7 Do you display and have you filled out the Health and Safety Law poster?
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.
- 8 Do you have an accident book and RIDDOR report forms and are they easily available to staff and used to record all incidents (some are reportable by law)?
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.
- 9 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 Practice, for example spills of body fluids?
A first aid kit must be in place and adequately stocked - call us for a checklist.
- 10 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?
Relying on GP's may not always be sufficient, check that you have cover at all times of the day and remember that renewals need to be performed at least every 3 years.
- 11 Do you have fire fighting equipment of the right type, in the right place and of sufficient number?
If a fire occurred do staff have the right equipment to protect themselves against harm. Fire Precautions (Workplace) Regs 1997.
- 12 Do your staff know how to use these extinguishers?
Use of a water or foam extinguisher on an electrical fire could result in electrocution.
- 13 Do you have systems in place to ensure that all staff and patients are safely evacuated?
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.
- 14 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?
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.
- 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 in healthcare environments where water, electricity and children mix, are you sure that your patients and staff are safe.

16 Have you assessed you practice, staff and work activities for risk from workplace violence and taken actions to reduce this risk?
Workplace violence is on the increase but simple steps and focused training can help reduce the risk from short tempered patients.

17 Have you assessed the risk of work activities to pregnant workers within your practice?
Pregnant workers can perform most tasks safely but heavy lifting and exposure to certain diseases and pathogens can have serious consequences.

- Safety Policy Statements
 - Noise Assessments
 - Workplace Risk Assessments
 - Risk Assessments
 - CDM Planning Supervision
 - Workplace Violence
 - Workplace Transport Safety
 - Advasnced Driver Training
 - Live Fire Training
 - Safety Protocols
 - Permit to Work Systems
 - First Aid Training
 - Electrical Safety
 - Exposure to Hazardous Substances
 - Display Screen Risk Assessment
 - Planning Safety Advice
 - Office Air Quality
 - Fire Safety Audits
 - Manual Handling Assessment
 - Fire Marshal Training
 - Using Fire Extinguishers
 - Display Screen Assessors Course
- Please tick the courses which interest you*
- Practice Health & Safety Management Competent Person Training

Contact name: _____ Tel. _____ Practice name: _____

For more information on Health and Safety in General Practice and the low cost support service which we provide visit our dedicated website at www.practiceperfect.info or email support@practiceperfect.info

We can provide focused, expert support to cover all of your safety needs, requirements and duties for just £75 per month including risk auditing your practice, completing your risk assessments and writing your entire safety policy and guidance documents. Other options available on our website.