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# The 15 Step Health & Safety Checklist to PROTECT You, Your Company and Your Employees



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The UK is one of the safest places in the world to live and work but this only because we put effort into **maintaining standards of health and safety**. At its heart, this effort comprises understanding where risks exist and then taking reasonable steps to eliminate, reduce or avoid the risk and manage any residual risks. The legal framework is to 'encourage' organisations to make the effort.

- So, are **you** 'legal'?
- Do you really know **what risks you face**, and which are the greatest risks?
- Are you **protecting your employees, customers or suppliers** from needless exposure to risk?
- Could you demonstrate what steps you have taken even if something hasn't gone horribly wrong?

Complete this 15 Step Health & Safety Checklist to see how you are doing and don't worry – **if you have a concern or need help, just call SM Safety Training & Consultancy on 07540057755** because we will have a practical solution for you.



***We'd love to have you onboard***

1. Health and Safety Policy	Comments / Actions Required
Do you have a Health and Safety Policy signed by a senior person in the organisation?	
Was is reviewed and signed in the past 12 months	
Have you communicated the policy to your entire workforce?	
Does the policy contain a general statement containing manageable aims and objectives for the creation of a safe working environment?	
Does the policy include an organisation chart that depicts the accountability and responsibility of all staff?	
Does it contain details of the arrangements you have put in place for health and safety and identify how staff and managers will operate?	
2. Legally required Information to be Displayed or Made Available to Staff	
Is your current employer's liability insurance certificate on display?	
Is a signed, current copy of our health & safety policy statement on display?	
Are all staff aware of where they can view a copy of your fire risk assessment?	
Are all staff aware of the location of your company accident book?	
Do we have a copy of the poster "Health & Safety Law – What you should know" on display?	
3. First Aid Arrangements	
Have you carried out a first aid risk assessment?	
Do you have a first aid policy?	
Do you have a first aid kit that contains adequate items?	
Have you informed all staff of its location?	
Have you nominated an Appointed Person and/or a trained First Aider?	
Have you a record of all first aid training and is it up to date?	
Have you made their contact details available to all staff?	

<b>4. Risk Assessments</b>	
Have you carried out risk assessments for all activities that present a risk of harm?	
Are work related risk assessments made available to staff?	
Are risk assessments regularly reviewed and specifically if things change?	
Are all risk assessments readily available?	
<b>5. Fire Safety</b>	
Have you had a fire risk assessment carried out and is it regularly reviewed?	
Do you have a fire logbook and is it up to date?	
Have you provided suitable fire extinguishers for your premises and are they regularly serviced with the results recorded in the fire logbook?	
Are fire safety signs on display?	
Are all escape routes and fire exits clearly signed and free from obstructions?	
Do all fire doors operate such that they are self-closing?	
Do you have a fire alarm system and is it regularly serviced and maintained with the results recorded in the fire logbook?	
Is the fire alarm tested weekly and the results recorded in the fire logbook?	
Do you have a fire drill (at least annually) and are the results recorded in the fire logbook?	
Have all staff been training in the action to be taken in the event of a fire?	
<b>6. Injury Reporting and Accident Book</b>	
Do you have a policy and a procedure for reporting and investigating accidents at work?	
Do you have an accident book?	
Do staff know where the accident book is?	
Do you know how to report accidents under RIDDOR?	

<b>7. Personal Protective Equipment (PPE)</b>	
Do you have a PPE policy?	
Is PPE readily available?	
Do you keep records of PPE issue?	
<b>8. Hazardous Substances</b>	
Was the building constructed before 2000?	
Do you have an asbestos register and management plan?	
Has it been reviewed in the past year?	
Do you have a Legionella risk assessment for the building?	
Have identified maintenance tasks been carried out?	
Do you use any hazardous substances?	
Do you have a list of them?	
Do you have MSDS sheets for each of them?	
Have you carried out COSHH assessments for them?	
Have you brought the assessments to the attention of the staff that use them?	
Are they stored correctly?	
Have all staff been trained in their storage, use and disposal?	
Do you have a procedure for dealing with spillages etc and have staff been trained in how to do this?	
<b>9. Display Screen Equipment (DSE)</b>	
Do you have a procedure for setting up workstations?	
Have all staff that are recognised DSE Users had their workstations assessed?	
Do you have a record of all DSE assessments?	
Have all staff who are DSE Users been trained in its use?	

<b>10. Manual Handling</b>	
Do you have a policy for manual handling?	
Have you trained all staff who carry out manual handling operations?	
Do you have a record of this training?	
Have you assessed all of the risks from manual handling operations?	
Do you have a record of these risk assessments?	
<b>11. Policies for High Risk Groups of Staff</b>	
Do you have policies for staff who are:	
a) Young people	
b) Pregnant workers	
c) Disabled staff	
d) Agency staff	
e) Visitors	
f) Contractors	
Have these policies been brought to the attention of the staff concerned and do you have a record of this?	
<b>12. Plant / Machinery</b>	
Have all staff been trained on the plant / machinery that they use?	
Do you have a record of this training?	
Are all guards and interlocks etc. in position and in working order?	
Do we have a system for checking these items on a regular basis?	
Do you have a maintenance schedule for all plant / machinery?	
Do you have a system in place for carrying out "Thorough Examinations" of all equipment that requires it? e.g. Fork Lift Trucks, lifting equipment etc.	
Do you have records of all "Thorough Examinations"?	
Do you have a system in place for the formal checking of all pressurised equipment? e.g. Compressed air receivers etc.	
Do you have records of such checks?	

<b>13. Records</b>	
Do you keep records that denote the testing of portable electrical equipment (PAT)?	
Do you keep records of the testing of our electrical installations?	
Do you keep records of the maintenance and testing of all gas supplied equipment?	
Do you keep a record of any health surveillance reports for your staff?	
<b>14. Housekeeping / Welfare</b>	
Do you ensure that the workplace is kept free from clutter etc. and that items are properly stored away when not in use?	
Do you have suitable and sufficient welfare arrangements in place?	
Do you have a procedure for keeping it cleaned and maintained?	
<b>15. Competent Health &amp; Safety Advice</b>	
Have you appointed someone to provide competent health and safety advice?	
Is this detailed under "responsibilities" in your health and safety policy?	
Is this detailed on your 'Health & Safety Law Poster'?	

Hopefully you've *'ticked'* a lot of those boxes.

To achieve good health and safety management, keep compliant and be able to sleep easy at night, you really need to have a tick in ALL the boxes.

**Book a FREE 20-minute telephone call with a friendly SM Health & Safety Consultant and be 1 step nearer to compliance and being able to sleep easy at night**

## ANY QUESTIONS?

If you would like to speak to one of the team regarding any of the subjects covered in this checklist, please contact us on **07540057755** or email [info@smsafetytraining.com](mailto:info@smsafetytraining.com)

## REMEMBER YOUR

**FREE CONSULTATION**

**Call us NOW on 07540057755**

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