

IRS Health & Safety Audit Checklist

Name of Company Subject to Appointment:

Number of Employees

Address:

Name and Address of Practice

Checklist completed by

Position:

Post Code:

Nature of Business:

Date Completed:

Company Website:

Email Address:

SECTION ONE: POLICY, PROCEDURES AND ARRANGEMENTS						
POLICY & 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.						
Section	Question	YES	NO	Details	Qdos Consultant Notes	L/M/H
Health & Safety Policy & Statement						
	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						
	Is there a person assigned with overall responsibility for health and safety (i.e. Health and 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.						
Section	Question	YES	NO	Details	Qdos Consultant Notes	L/M/H
	Have general risk assessments or task/person or job specific assessments been completed? IF YES Please provide details					
SECTION THREE: WELFARE & FACILITIES						
Section	Question	YES	NO	Details	Qdos Consultant Notes	L/M/H
WELFARE FACILITIES & VULNERABLE GROUPS						
Visitors and General Public	Do you have visitors or general public entering the premises? IF YES PLEASE DETAIL					
	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?					
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.						

	Are there any areas where there is excessive noise? <i>(Is it necessary to raise to raise your voice to be heard)</i>					
	Are employees provided with hearing protection?					
	Are areas designated as hearing protection zones?					
SECTION FOUR: VULNERABLE GROUPS						
Section	Question	Yes	No	Details		
Lone Workers						
	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?					
	Is there any large quantities of cash kept on site?					
	Do you have field based staff that are required to collect cash?					
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.	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)					
<p>Support Notes: It is important that those that are injures or fall ill whilst at work receive immediate attention. The min requirement is to provide a suitably stocked first aid kit and to appoint someone to take charge of first aid arrangements.</p> <p>If you are handling hazardous substances additional first aid provision may be required. Employees must be informed of first aid arrangements.</p> <p>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.</p> <p>A first aider is someone that has received appropriate FAW training and holds a current FAW certificate. Training is normally repeated annually.</p> <p>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. Med 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.</p>						
Section	Question	YES	NO	Details		
ACCIDENTS / INCIDENTS						

	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?					
FIRE & EMERGENCY						
	Do you have an established emergency assembly point?					
	During an evacuation drill do you conduct a roll call? (<i>knowing that everyone is accounted for can save time and lives when the emergency services arrive</i>)					
	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?					
SECTION SIX: CHEMICAL & BIOLOGICAL HAZZARDS						
Section	Question	YES	NO	Details		
COSHH & WASTE MANAGEMENT						
	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					
	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? PLEASE DETAIL					
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.						
	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?					
	Has testing / exposure limits been checked?					
	Is air conditioning installed on site?					
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.						
	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? (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, Licencing 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 condition Inspection 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.						
Section	Question	Yes	No	Details		
Electrical Equipment						
Portable Appliances	Are portable electrical appliances checked and appropriate for use?					
	Have the results of these inspections been logged?					
Fixed Electrical Installations	Has fixed wiring systems been tested? (Certified electrical installation condition report)EICR					
	Has your fixed wiring systems been tested? (Certified electrical installation condition report) EICR					
Asbestos Survey						
	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?					
Manual Handling Assessment						
	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?					
Pressurised Equipment						
	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)					
Workplace Equipment						
	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?					
SECTION EIGHT: LIFTING & WORK AT HEIGHT						
Section	Question	YES	NO	Details		
Lifting Equipment						
	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?					
Hand Held Tools						
	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?					
Work at Height						
	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 training 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)	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)					