

Health and Safety Management System Monitoring

Area: Date:

Completed by: **Richard Christopher, Managing Director** Frequency: **Yearly**

Action No	Item	Yes	No	Comments
	Accidents			
	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?			
	Communication and Consultation			
	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?			
	Electrical Safety			
	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 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?			

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Action No	Item	Yes	No	Comments
	Fire Safety			
	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?			
	First Aid			
	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?			
	Hazard Reporting			
	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?			

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Action No	Item	Yes	No	Comments
	Manual Handling			
	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?			
	Have there been any instances of manual handling related injuries?			
	Were these injuries investigated and corrective action(s) taken?			
	Is the corrective action effective?			
	Maintenance			
	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?			
	Monitoring			
	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.			

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Action No	Item	Yes	No	Comments
	Risk Assessments			
	Have risk assessments been carried out for all work activities?			
	Are control measures being maintained?			
	Have any changes taken place 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?			
	Training			
	Have the safety training needs of all staff been identified?			
	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?			
	Visitors			
	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?			

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Action No	Item	Yes	No	Comments
	Work Equipment			
	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?			
	Work Activities			
	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?			
	Workplace Environment			
	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?			

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Action No	Item	Yes	No	Comments
	Company vehicles			
	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?			
	Are all vehicles maintained in a safe condition?			
	Have there been zero incidents relating to the use of company vehicles?			
	Control of Substances Hazardous to Health			
	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?			
	Display Screen Equipment			
	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.?			

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	Gas Safety			
	Is there a system in place for ensuring that all work on gas installations and appliances is carried out by a competent person?			
	Have staff been trained in the action to be taken in the event of a gas leak or fire?			
	Is documentation available for the annual service of gas installations and appliances?			
	Do incident records show that none have occurred related to gas installations or appliances?			
	Health Surveillance			
	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 surveillance procedure?			
	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?			
	Highly Flammable Liquids (HFLs) & LPG			
	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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Action No	Item	Yes	No	Comments
	Lifting Operations, equipment, and accessories			
	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?			
	Have there been any accidents associated with lifting operations?			
	Are there any corrective actions outstanding from risk assessments or accident investigations?			
	Lone Working			
	Are arrangements in place to protect lone workers?			
	Have staff been trained on the arrangements?			
	Have risk assessments been undertaken and all control measures implemented?			
	Have there been any incidents recorded involving lone workers?			
	Noise			
	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?			

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	Personal Protective Equipment (PPE)			
	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?			
	Pregnancy at Work			
	Are risk assessments undertaken to assess the effects of work activities on women of childbearing age and pregnant women?			
	Are female staff aware of the need to report pregnancies to management?			
	Are women at risk offered alternative work, where appropriate?			
	Have there been any incidents of ill-health in pregnant women or their babies which have been attributed to their work activities?			
	Smoking			
	Are arrangements in place to protect non- smokers from tobacco smoke?			
	Are staff aware of the requirements of the smoking policy?			
	Are staff adhering to the smoking policy?			
	Is there evidence of smoking in unauthorised areas?			

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	Stress			
	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?			
	Temporary Working At Height			
	Are adequate arrangements made for assessing the risks associated with working at height?			
	Is adequate provision of suitable equipment made to allow safe working?			
	Have staff been trained on the safe system of work for working at height?			
	Is the safe system of work followed?			
	Have there been any incidents of falls from a height?			
	Have there been any incidents where ladders or other means of access have moved in use?			
	Is there any new equipment available that may make work at a height safer?			

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Action No	Item	Yes	No	Comments
	Workplace Transport			
	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?			
	Young Persons			
	Are arrangements in place to identify and assess the work activities undertaken by young persons?			
	Are young persons given suitable and sufficient training to allow them to carry out their work activities safely and without risks to their health?			
	Is there adequate supervision to ensure control measures are adhered to?			
	Have there been any recorded accidents involving injury, ill-health or 'near misses' to young persons?			