

Health and Safety Checklist			
		Yes	No
1	Have you carried out a full hazard -spotting exercise at your premises in order to identify any significant risks and hazards?	<input type="checkbox"/>	<input type="checkbox"/>
2	Did you take any action to reduce the risks associated with any risks or hazards that were identified?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you carried out specific risk assessments, which are designed to assess and reduce the risks to your employee's health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
4	Have you recorded the findings of your risk assessments?	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you regularly carry out DSE workstation risk assessments?	<input type="checkbox"/>	<input type="checkbox"/>
6	Where employees are exposed to risks have they received training on correct operating procedures?	<input type="checkbox"/>	<input type="checkbox"/>
7	Has all the manual handling training been provided, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
8	Have you completed a fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>
9	Have you completed a fire safety policy with emergency and evacuation procedures?	<input type="checkbox"/>	<input type="checkbox"/>
10	Do you have trained fire wardens/marshals?	<input type="checkbox"/>	<input type="checkbox"/>
11	Have you completed (or reviewed) a written Health and Safety Policy Statement within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
12	Have you communicated your Health and Safety Policy Statement to all your employees?	<input type="checkbox"/>	<input type="checkbox"/>
13	Do you have adequate signage and are they suitably located?	<input type="checkbox"/>	<input type="checkbox"/>
14	Do you consult with your employees on all health and safety issues?	<input type="checkbox"/>	<input type="checkbox"/>
15	Do you keep up to date with changes in health and safety legislation?	<input type="checkbox"/>	<input type="checkbox"/>
16	Do you regularly monitor and review your health and safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>
17	Do you have a competent health and safety person?	<input type="checkbox"/>	<input type="checkbox"/>
18	Are you aware of the RIDDOR regulations - for reporting work related accidents, injuries, diseases and dangerous occurrences?	<input type="checkbox"/>	<input type="checkbox"/>
19	Do you provide any first aid facilities?	<input type="checkbox"/>	<input type="checkbox"/>
20	Do you have designated first aiders?	<input type="checkbox"/>	<input type="checkbox"/>

IF YOU ANSWERED 'NO' TO ONE OR MORE QUESTIONS YOU MAY NOT BE COMPLIANT WITH CURRENT LEGISLATION - give me a call to discuss your current health and safety provision.

CALL Sian MacGowan on 01666 503 686