



Making payroll & HR easy

HEALTH SAFETY AND WELFARE INSPECTION

Saltash Town Council

Clayton Henson

19 April 2022

The audit report replaces all previously issued versions.

Overall Audit Score: 97.4%

(228 of a possible 234)

Date	
Completed By	
Question	Response
Name	Clayton-Henson
Question	Response
Date	13/04/2022
Question	Response
Audit	Onsite-Audit
Question	Response
Extra Actions	
Client	
Question	Response
Company Name	Saltash Town Council
Question	Response
Client Contact	Michael Cotton
Question	Response
Location	Various premises managed by Saltash Town Council
Question	Response
Extra Actions	

GENERAL POLICY, GENERAL ARRANGEMENTS AND IMPLEMENT

Section score 100%

(13 of 13)

Policy Statement

Subsection score 100%

(13 of 13)

Question

Response

Has the Policy Statement been signed by the nominated person with overall responsibility for Health and Safety?

YES

More Info

Signed by Sinead Burrows

Question

Response

Is a copy of the Health and Safety Policy Statement displayed on a notice board?

Yes

More Info

In each of the premises

Question

Response

Is the Health and Safety Management Structure shown in the Policy current?

Yes

More Info

As requested

Question

Response

Are specific responsibilities for health and safety assigned correctly?

Yes

More Info

All staff are aware of their responsibilities

Question

Response

Extra Actions

PROCEDURES

Section score 100%

(76 of 76)

ACCIDENT /INCIDENT REPORTING

Subsection score 100%

(7 of 7)

Question

Response

Are all accidents recorded in the accident book and / or on MOOREPAYHR?

Yes

More Info

As and when there is an occurrence

Question

Response

Do you know how many accidents there has been in the past 12 months?

YES

More Info

2

Question

Response

Have there been any significant incidents?

N-A---No-Accidents-

More Info

Nothing reported

Question

Response

Have all accidents and dangerous occurrences been investigated?

N-A---No-Accidents

More Info

Nothing reported

Question

Response

Where applicable have accidents been reported to the Incident Contact Centre as required by RIDDOR?

N-A---No-Reportable-Incidents

More Info

Nothing reported

Question	Response
Where an accident has been investigated by a HSE Inspector or Environmental Health Officer- have the recommendations made by the investigating officer been reviewed and implemented?	N-A---No-investigations-undertaken
More Info Nothing reported	
Question	Response
Are near miss incidents suitably recorded and investigated	Yes
More Info As and when required	
Question	Response
Extra Actions	
CONSULTATION WITH EMPLOYEES	
Subsection score 100%	(8 of 8)
Question	Response
Have all staff been issued with a copy of the Safety Policy and / or Safety Handbook?	Yes
More Info On induction	
Question	Response
Have all staff signed the declaration at the back of the handbook and are copies on file?	Yes
More Info Added to their employment record	
Question	Response
Are staff able to raise safety concerns at team meetings or similar?	YES
More Info Can approach either Richard Enticknap or Michael Cotton	

Question	Response
Where concerns have been raised by employees have suitable actions been taken to address the employees concerns?	YES
More Info Any issues will have been addressed	
Question	Response
Have Safety Representatives been appointed?	Yes
More Info Richard Enticknap with Michael Supervising role	
Question	Response
Is there a Safety Committee?	N-A
More Info Not required	
Question	Response
If there are no Safety Representatives, are there arrangements for consulting employees directly?	Yes
More Info Employees are consulted face to face as and when required	
Question	Response
Extra Actions	
FIRST AID	
Subsection score 100%	(7 of 7)
Question	Response
Has an assessment been completed to confirm the suitability of current first aid arrangements?	Yes
More Info Carried out and and good provision	
Question	Response
Are current First Aid Arrangements suitable?	Yes
More Info Good provision in premises and works vehicles	

Question	Response
Are there arrangements in place for first aid box contents to be checked regularly and replacements ordered?	YES
More Info Both Richard and Michael will carry out the required checks monthly	
Question	Response
Are First Aiders provided with refresher training?	Yes
Question	Response
Are emergency wash stations provided at suitable locations?	Yes
More Info In the workshop	
Question	Response
Are there arrangements in place for eye wash bottles to be checked regularly and replacements obtained?	Yes
More Info Both Richard and Michael will carry out the required checks monthly	
Question	Response
If the assessment finds that a first-aid room is necessary, Is the room provided with the equipment described in the Approved Code of Practice?	Yes
More Info If required this can be provided	
Question	Response
Extra Actions	

RISK ASSESSMENT	
Subsection score 100%	(11 of 11)
Question	Response
Have all tasks been suitably risk assessed within the last 12 months?	YES
More Info Carried out by Richard and Michael	
Question	Response
When completing risk assessments were staff consulted?	YES
More Info For best practice	
Question	Response
Have all staff been made aware of the findings of these risk assessments?	YES
More Info Relevant staff will have been briefed	
Question	Response
Have risk assessments been completed for employees who fall into any vulnerable groups (e.g. new mothers, pregnant workers, employees under 18 etc.)	N-A---It-was-agreed-that-there-are-no-employees-who-currently-require-an-individual-Risk-Assessment--
More Info Not currently required	
Question	Response
Have all in house maintenance activities been subject to risk assessment and are safe systems of work in place?	Yes
Question	Response
Extra Actions	

TRAINING	
Subsection score 100%	(6 of 6)
Question	Response
Have all staff received Induction training?	Yes
More Info Provided	
Question	Response
Are all employees properly trained to a level that enables them to undertake their duties in a safe manner?	Yes
More Info As with regards the roles required	
Question	Response
Are all training and instruction recorded?	YES
More Info On employment record	
Question	Response
Have training needs (including safety training) for all employees been identified	YES
More Info If and when required	
Question	Response
Extra Actions	
WELFARE	
Subsection score 100%	(16 of 16)
Question	Response
Are there sufficient toilets, are they working, clean & tidy?	Yes
More Info In all premises	

Question	Response
Are soap and hand drying facilities available?	Yes
More Info In all premises	
Question	Response
Is hot and cold water available?	Yes
More Info In all premises	
Question	Response
Is drinking water available?	Yes
More Info In all premises	
Question	Response
Means of making a hot drink?	Yes
More Info In all premises	
Question	Response
Means of heating food?	Yes
More Info In designated premises	
Question	Response
Temperature: Is it reasonable?	Yes
More Info In designated premises	
Question	Response
Ventilation: Is it adequate?	Yes
More Info In designated premises	

Question	Response
Lighting: Is it suitable and sufficient?	Yes
More Info In designated premises	
Question	Response
Are employees able to take their rest breaks away from the workplace hazards?	Yes
More Info In designated areas	
Question	Response
Are toilets for use by women provided with sanitary disposal bins?	Yes
More Info provided	
Question	Response
Where necessary, are changing rooms available?	Yes
More Info In designated area for requirement	
Question	Response
Where necessary, are showers available?	N-A
More Info not required	
Question	Response
Are there suitable rest facilities for new and expectant mothers?	N-A
More Info Not currently required	
Question	Response
Are offices free from clutter?	Yes
More Info Well maintained and of good tidiness	

Question	Response
In offices, is there sufficient space between desks?	Yes
More Info Achieved	
Question	Response
Extra Actions	
SIGNS & NOTICES	
Subsection score 100%	(16 of 16)
Question	Response
Is a copy of the correct Health and Safety Law Poster displayed in a prominent position.	Yes-
More Info In designated premises	
Question	Response
Are First Aid notices located in areas which effectively communicate the First Aid arrangements to all employees.	Yes-
More Info In designated premises	
Question	Response
Are all Fire Exits suitably signed?	Yes
Question	Response
Are copies of the current Employers Liability Certificate displayed at suitable locations	Yes
More Info In designated premises	
Question	Response
Are Electric Shock Resuscitation Procedures Notices displayed in areas where there are risks of electric shock	Yes
More Info In designated premises	

Question	Response
Are Fire Action Notices displayed at suitable locations?	Yes
More Info In designated premises	
Question	Response
Are Fire Escape Routes and exits suitably signed?	Yes
Question	Response
Are copies of the Fire Emergency Evacuation Plan displayed at suitable locations?	Yes
More Info In designated premises	
Question	Response
Are signs explaining hazardous warning symbols displayed in areas where substances are used?	N-A
Question	Response
Are Safe Lifting Notices displayed in areas where persons are required to handle loads?	N-A
More Info not required	
Question	Response
Are Personal Protective Equipment signs displayed in areas where equipment must be worn?	Yes
More Info In good display along with briefing	
Question	Response
Are safety signs displayed, if there is a significant risk that can't be avoided or controlled in any other way?	Yes
More Info In designated premises	

Question	Response
Are fire assembly points clearly signed?	Yes
More Info In designated premises	
Question	Response
Are all fire doors suitably signed?	Yes
More Info In designated premises	
Question	Response
Are all fire escape routes suitably signed?	Yes
More Info In designated premises	
Question	Response
Are flammability zones suitably signed?	N-A
Question	Response
Extra Actions	
Lone Working	
Subsection score 100%	(3 of 3)
Question	Response
Does the organisation have procedures in place for addressing lone working?	Yes
More Info Mobile communication	
Question	Response
Have you clearly identified all those employees that lone work within your business?	Yes
More Info This will be managed by Richard	

Question	Response
Do you have a system in place to allow lone workers to communicate quickly and easily if in difficulty	Yes
More Info Prior briefing and mobile communication	
Question	Response
Extra Actions	
Work-Related Stress	
Subsection score 100%	(2 of 2)
Question	Response
Does the organisation have procedures in place for addressing work-related stress?	Yes
More Info Staff can approach the Management if required	
Question	Response
Has a risk assessment been undertaken to determine the level of risk from work related stress?	N-A
More Info Not required	
Question	Response
Extra Actions	

DRIVING

Section score 100%

(6 of 6)

DRIVING

Subsection score 100%

(6 of 6)

Question

Response

Have all vehicles used by employees, whilst at work, been assessed for their suitability?

Yes

More Info

All vehicles are selected for best use for the Town Council

Question

Response

Are employees who are expected to drive for work in good health?

Yes

More Info

Due to the nature of the works

Question

Response

Are the driving licences, of employees required to drive for work, subject to annual inspection at least annually?

Yes

More Info

Carried out

Question

Response

Are vehicles used by employees, whilst at work, properly maintained and MOT'd?

Yes

More Info

managed by Richard

Question

Response

When employees are required to make use of their own vehicles for work do they have suitable insurance in place?

N-A---Employees-are-not-required-or-expected-to-use-their-own-vehicles-for-business-use-beyond-commuting-to-and-from-work-

More Info

not required

Question	Response
Does the organisation have a written Driving Policy	Yes
More Info Briefed on induction	
Question	Response
Extra Actions	

OCCUPATIONAL HEALTH

Section score 100%

(10 of 10)

Health Surveillance

Subsection score 100%

(2 of 2)

Question

Response

Where risk assessments have identified that Health Surveillance is required to measure exposure to a specific hazard have all relevant staff been referred to a Occupational Health professional?

N-A

More Info

Not currently required for staff

Question

Response

Have all Occupational Health recommendations being properly implemented?

N-A

More Info

Not currently required for staff

Question

Response

Extra Actions

Hand Arm Vibration

Subsection score 100%

(4 of 4)

Question

Response

Have tools which may expose employees to Hand Arm Vibration been identified and recorded on a register?

Yes

More Info

Managed and monitored by Richard and Michael

Question

Response

Have these tools been properly assessed to determine the actual level of risk?

Yes

More Info

Managed and monitored by Richard and Michael

Question	Response
Have employees at / or potentially at risk from HAV's been assessed by an Occupational Health Professional?	N-A
More Info Not required	
Question	Response
Where employees use tools which could expose them to a risk of HAV's, is exposure time measured and properly controlled?	Yes
More Info Managed and monitored by Richard and Michael	
Question	Response
Extra Actions	
Noise	
Subsection score 100%	(4 of 4)
Question	Response
Has the exposure to Noise been considered as part of the Risk Assessment Process?	Yes
More Info Managed and monitored by Richard and Michael and Relevant PPE issued	
Question	Response
Where Noise levels are likely to be approach or exceed the Exposure Action Value has a detailed Noise Assessment been undertaken by a Competent person and the recommendations for the assessment fully implemented?	Yes
More Info Managed and monitored by Richard and Michael and Relevant PPE issued	

Question	Response
<p>If the Noise Assessment has identified that Hearing Protection is required to protect employees from Noise levels which can't otherwise be controlled, is the correct hearing protection available for employees to use and is this enforced?</p>	<p>Yes</p>
<p>More Info Relevant PPE issued</p>	
Question	Response
<p>Are employees who are likely to be exposed to high levels of noise subject to a suitable Health Surveillance programme?</p>	<p>N-A</p>
<p>More Info not required</p>	
Question	Response
<p>Extra Actions</p>	

WORK EQUIPMENT	
Section score 100%	(5 of 5)
WORK EQUIPMENT	
Subsection score 100%	(5 of 5)
Question	Response
Are all work equipment suitable for the work being undertaken?	Yes
More Info All work equipment is selected for its best use for the Town Council	
Question	Response
Where employees need specific training to operate any piece of work equipment, have all relevant employees had this training?	Yes
More Info if and when required , training is provided	
Question	Response
When purchasing new equipment are employee consulted to ensure that the equipment is suitable for the task?	Yes
More Info To ensure best use of new equipment for the needs of the Town Council	
Question	Response
Is work equipment subject to regular inspection and has all defective equipment been removed from use?	Yes
More Info Carried out by all staff	
Question	Response
Are storage areas secure, preventing unauthorised access to tools, chemical etc.?	Yes
More Info For safety and security	

Question	Response
Extra Actions	

BUILDINGS AND WORK ENVIRONMENT

Section score 100%

(43 of 43)

General

Subsection score 100%

(8 of 8)

Question

Response

Are buildings suitable for their intended purposes?

Yes

More Info

All buildings are suitable for their needs

Question

Response

Are buildings in a satisfactory state of repair?

Yes

More Info

In good repair

Question

Response

Are there arrangements in place for building defects to be repaired promptly?

Yes

More Info

Managed and monitored by Richard and Michael

Question

Response

Is there sufficient space for the tasks performed?

Yes

More Info

Achieved

Question

Response

Is there sufficient light for the tasks performed?

Yes

More Info

Achieved

Question

Response

Are adequate means of ventilation provided in all buildings?

Yes

More Info

Achieved

Question	Response
Are adequate means of heating provided (minimum temperature 16 degrees?)	Yes
More Info Achieved	
Question	Response
Has a no smoking / E- cigarettes policy been implemented?	Yes
More Info Briefed	
Question	Response
Extra Actions	
Floors	
Subsection score 100%	(6 of 6)
Question	Response
Are floor surfaces suitable for the intended purpose?	Yes
More Info Good efficient floor coverings installed	
Question	Response
Are floor surfaces free from slipping and tripping hazards?	Yes
More Info kept clean and clear as best as can be achieved	
Question	Response
Are edges and holes where a person might fall provided with suitable barriers?	N-A-Landlord-responsibility-
More Info not required	

Question	Response
Where necessary, are floors provided with suitable means of drainage?	Yes
More Info in the public toilets	
Question	Response
Are there arrangements in place to enable spillages to be cleaned up promptly?	Yes
More Info kept clean and clear as best as can be achieved	
Question	Response
Are floors cleaned at suitable intervals?	Yes
More Info kept clean and clear as best as can be achieved	
Question	Response
Extra Actions	
Mezzanine floors	
Subsection score 100%	(4 of 4)
Question	Response
Are mezzanine floors of sound construction and adequate strength?	Yes
More Info In the library	
Question	Response
Are the edges of mezzanine floors provided with suitable barriers to prevent falls of persons and objects?	Yes
More Info Good strength barriers installed	

Question	Response
Are gaps in fences (e.g. where goods are received) provided with suitable gates?	N-A
More Info not required	
Question	Response
Is there sufficient head room?	Yes
More Info Achieved	
Question	Response
Extra Actions	
Stairs	
Subsection score 100%	(5 of 5)
Question	Response
Are stairs of sound construction and free from hazards that could cause a person to trip or fall?	Yes
More Info Stairs in the relevant premises are of good construction	
Question	Response
Do all staircases have securely fixed handrails?	Yes
More Info Installed	
Question	Response
Is there sufficient headroom above all staircases?	Yes
More Info achieved	
Question	Response
Are all staircases adequately lit?	Yes
More Info achieved	

Question	Response
Are stair nosings secure to prevent slips	Yes
More Info Installed	
Question	Response
Extra Actions	
Doors and Gates	
Subsection score 100%	(6 of 6)
Question	Response
Are doorways of sufficient width, where necessary to allow the passage of wheelchair users?	Yes
More Info if and when required	
Question	Response
Are doors in corridors and doors that open out into corridors provided with vision panels?	Yes
More Info Installed	
Question	Response
Are sliding doors prevented from falling off their tracks?	N-A
More Info none installed	
Question	Response
Are upward opening doors provided with a mechanism to prevent them from falling back?	Yes
More Info Chain catch installed	

Question	Response
Are power operated doors provided with a sensitive edge, or detector, and trip device to stop or reverse the motion of the door when obstructed?	N-A
More Info none in use	
Question	Response
Can power operated doors in fire escape routes be opened if there is a power failure?	Yes
More Info Manual chain operation can be used	
Question	Response
Extra Actions	
Windows and Glazing	
Subsection score 100%	(5 of 5)
Question	Response
Are transparent walls, partitions, doors and door side panels made from a safety material or protected against breakage?	Yes
More Info of good construction	
Question	Response
Are transparent walls, partitions, doors and door side panels have caution signs to make them apparent.	Yes
More Info Signage and decals installed	
Question	Response
Can all opening windows be opened safely?	Yes
More Info Achieved	

Question	Response
Are windows prevented from opening into areas where persons could collide with them?	Yes
More Info Achieved	
Question	Response
Are safe systems of work in place for window cleaning?	Yes
More Info Managed by Richard / Michael	
Question	Response
Extra Actions	
Lifts	
Subsection score 100%	(9 of 9)
Question	Response
Are all lifts subject to statutory examinations every 6 months, with records available?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are service/maintenance agreements in place for all lifts?	Yes
More Info Managed by Richard / Michael for the lift engineer to carry out the required service/maintenance	
Question	Response
Are maximum load plates displayed in lift cars?	Yes
More Info Installed	
Question	Response
Do all lift cars have emergency alarms?	Yes
More Info Installed	

Question	Response
Has an emergency procedure for rescuing persons from a failed lift been prepared?	Yes
More Info Relevant staff have the awareness and procedural protocol	
Question	Response
Is the lift motor room kept locked when not in use?	Yes
More Info Good secured door	
Question	Response
Is a permit-to-work system operated for lift maintenance?	Yes
More Info This will be managed by Richard and the lift engineer	
Question	Response
Is there a rubber mat in front of the control panel?	Yes
More Info On the floor where required	
Question	Response
Is an "Electric Shock" notice displayed in the lift motor room?	Yes
More Info Installed	
Question	Response
Extra Actions	

FIRE SAFETY

Section score 82.4%

(28 of 34)

Fire Procedures

Subsection score 100%

(7 of 7)

Question

Response

Has a fire evacuation plan been prepared and communicated to all employees?

Yes

More Info

In relevant premises

Question

Response

Has a fire risk assessment been completed / reviewed in the last 12 months?

Yes

More Info

Carried out

Question

Response

Have fire wardens and deputies been appointed and trained?

Yes

More Info

In the Guildhall, designated staff are appointed and trained

Question

Response

Are there arrangements in place accounting for visitors and contractors in the event of a fire?

Yes

More Info

Sign-in and sign-out book , also visitors will be accompanied when on the premises if required

Question

Response

Where applicable, is there a process in place to ensure PEEPs evacuate safely in the event of an emergency?

N-A

More Info

Not currently required

Question	Response
Are all fire records up to date?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are fire drills been carried out in the last 6 months?	Yes
More Info Carried out in all differing premises	
Question	Response
Extra Actions	
Fire Equipment	
Subsection score 100%	(12 of 12)
Question	Response
Is the fire alarm tested on a weekly basis and can this be heard in all areas of the building?	Yes
More Info In the required premises, staff will carry out the required testing	
Question	Response
Is there a system for warning persons with hearing disabilities?	N-A
More Info Not currently required	
Question	Response
Has the responsible person made arrangements for the Fire Alarm System (if fitted) to be serviced by a competent person (50% every 6 months)?	Yes
More Info Managed by Richard / Michael	

Question	Response
Is emergency lighting checked by a nominated employee, at least monthly, to ensure that the red or green LED is illuminated demonstrating that the battery is charging properly?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are sprinkler system checks carried out as prescribed by the installer?	N-A
More Info Not required	
Question	Response
Is the power to the Emergency Lighting isolated at least every 12 weeks to ensure all units operate in the event of a power failure?	Yes
More Info Managed by Richard / Michael	
Question	Response
Is power to the fire alarm isolated at least every 12 weeks to ensure that the battery can operate all sounders?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are Fire Extinguishers checked by a nominated employee at least monthly?	Yes
More Info Managed by Richard / Michael	

Question	Response
Are Fire Extinguishers inspected and serviced by a competent engineer on an annual basis	Yes
More Info Managed by Richard / Michael for an engineer to attend and carry out the required servicing and inspection	
Question	Response
Does a competent person complete an annual discharge test for the batteries in the Emergency Lighting system?	Yes
More Info Managed by Richard / Michael	
Question	Response
Is the Fire Alarm Control Panel checked daily for faults?	Yes
More Info Carried out by relevant staff in each of the premises	
Question	Response
Are Fire Extinguishers located at suitable locations on each floor?	Yes
More Info In good locations	
Question	Response
Extra Actions	
Means of Escape	
Subsection score 100%	(6 of 6)
Question	Response
Are fire exits free to open and are these checked at least monthly by a nominated employee?	Yes
More Info Managed by Richard / Michael	

Question	Response
Do fire doors close properly without excessive gaps and are these checked on a regular basis by a competent employee?	Yes
More Info Well fitted	
Question	Response
Are all fire exits free from obstructions?	Yes
More Info Kept clear	
Question	Response
Are all fire doors kept closed?	Yes
More Info Good practice	
Question	Response
Are all fire escape routes of sufficient width and free from obstructions?	Yes
More Info Kept clear	
Question	Response
Do all fire exits open easily from the inside?	Yes
More Info Push-bar operation	
Question	Response
Extra Actions	

Fire Precautions	
Subsection score 33.3%	(3 of 9)
Question	Response
Are highly flammable liquids, LPGs, combustible gases and compressed gas cylinders stored according to regulatory requirements and suitably segregated?	Yes
More Info Stored as required for safety and security	
Question	Response
Are combustible materials stored away from heaters and light fittings?	Yes
More Info Good practice	
Question	Response
Are battery chargers located in areas with sufficient ventilation?	Yes
More Info Good ventilation is achieved	
Question	Response
Extra Actions	

GAS SAFETY

Section score 100%

(4 of 4)

Gas Safety

Subsection score 100%

(4 of 4)

Question

Response

Have all Gas Appliances been identified?

Yes

More Info

In relevant pre3mises

Question

Response

Are all Gas Appliances serviced by a competent (GAS SAFE Registered) engineer at least annually? If so when are appliances next due such a service?

Yes

More Info

Managed by Richard / Michael for an engineer to attend and carry out the required servicing

Question

Response

Is the gas cut-off valve readily accessible?

Yes

More Info

Known to the relevant staff members

Question

Response

Is a permit-to-work system operated for gas maintenance work?

Yes

More Info

If and when required , this will be agreed by Richard and the Gas Engineer

Question

Response

Extra Actions

LEGIONELLA

Section score 100%

(15 of 15)

Legionella

Subsection score 100%

(15 of 15)

Question

Response

Has an inventory been prepared of all taps, showers, hoses and cooling systems using evaporative condensers been compiled?

Yes

More Info

Managed by Michael

Question

Response

Have all elements of the water system or systems been traced (the layout of small simple systems are self evident more complicated systems may require a diagram)?

Yes

More Info

Managed by Michael

Question

Response

If the premises has any evaporative condensers or cooling towers has the presence of these been notified to the local authority in writing as required by the Notification of Cooling Towers and Evaporative Condenser Regulations 1992?

N-A

More Info

not in use

Question

Response

Are water systems maintained so that temperatures are below 20C or above 45C throughout the entire system (this normally requires Hot Water Storage above 60C)?

Yes

More Info

Checks carried out by Michael

Question	Response
Have any dead legs within the system been identified?	N-A-
More Info not required	
Question	Response
Is the water system and any associated installations regularly cleaned and sterilized?	Yes
More Info Managed by Michael /Richard	
Question	Response
Are shower heads dismantled, cleaned and descaled at least quarterly?	N-A---No-showers-
More Info not in use	
Question	Response
If required is testing for Legionella carried out at regular intervals?	Yes
More Info Managed by Michael /Richard	
Question	Response
Where temperature is used as a control are regular temperature checks carried out and recorded.	Yes
More Info Managed by Michael /Richard	
Question	Response
Are systems that are infrequently used flushed on a regular basis and is a record maintained of this activity.	Yes
More Info Managed by Michael /Richard	

Question	Response
Do records of temperature checks, flushing etc detail the identity of the item (e.g. tap, shower etc), checked, the date the checks were carried out, details of the person carrying out the check and any faults identified,	Yes
More Info Managed by Michael /Richard	
Question	Response
Where a temperature check fails is the system taken out of use immediately and not reinstated until the problem has been identified and rectified?	Yes
More Info if and when required	
Question	Response
Are records maintained which show that faults identified during checks have been rectified?	Yes
More Info Managed by Michael /Richard if and when required	
Question	Response
Does the organisation have a defined plan of action on what to do if a test returns positive for the presence of Legionella?	Yes
More Info Richard and Michael have the plan and will implement when required	
Question	Response
Are there facilities for the storage of outside clothing?	N-A
More Info Not required	
Question	Response
Extra Actions	

PERSONAL PROTECTIVE EQUIPMENT

Section score 100%

(4 of 4)

PERSONAL PROTECTIVE EQUIPMENT

Subsection score 100%

(4 of 4)

Question

Response

Where Risk Assessments and or COSHH Assessments have identified the need for employees to wear PPE has the suitability of the PPE been assessed?

Yes

More Info

Managed by Michael /Richard and the relevant PPE Issued

Question

Response

Have PPE risk assessments been reviewed in the last 2 years?

Yes

More Info

Carried out by Michael /Richard

Question

Response

Is PPE issued to employees free of charge?

Yes

More Info

As required and recorded

Question

Response

Where relevant PPE is issued to an employee, is this adequately recorded?

Yes

More Info

On employment /PPE issue record

Question

Response

Extra Actions

ELECTRICAL SAFETY	
Section score 100%	(10 of 10)
Electrical Safety	
Subsection score 100%	(10 of 10)
Question	Response
Has the fixed wiring been inspected by a competent (e.g. NICEIC registered) electrician with the last 5 years? ("Electrical Installation Condition Report")	Yes
More Info Carried out and report provided	
Question	Response
Have all remedial works, identified in the inspection, been resolved or are plans in place to do so?	Yes
More Info Managed by Michael	
Question	Response
Are all Portable Appliances and transportable electrical appliances recorded on a suitable inventory?	Yes
More Info Managed by Michael	
Question	Response
Are pre use checks undertaken by all users to identify defective plugs, wires etc.?	Yes
More Info Good practice	
Question	Response
Are formal visual inspections / Portable Appliance Testing undertaken by a competent employee?	Yes
More Info Managed by Michael	

Question	Response
Is all electrical maintenance work carried out by suitably qualified electricians?	Yes
More Info Arranged by Richard/ Michael as and when required	
Question	Response
Are switch rooms and control panels kept locked?	Yes
More Info For safety and security	
Question	Response
Is all electrical equipment isolated and locked off before electrical maintenance work commences?	Yes
More Info Arranged by Richard/ Michael as and when required arranged with the engineer	
Question	Response
Is a permit-to-work system operated for electrical maintenance work?	Yes
More Info Arranged by Richard/ Michael as and when required agreed with the engineer	
Question	Response
Is live electrical work carried out by trained and authorised persons only, with records available?	Yes
More Info Only suitably trained and qualified electricians will carry out the required works	
Question	Response
Extra Actions	

DISPLAY SCREEN EQUIPMENT

Section score 100%

(6 of 6)

Display Screen Equipment

Subsection score 100%

(6 of 6)

Question

Response

Have DSE users been identified and have they completed DSE User Self Assessments?

Yes

More Info

DSE Assessments carried out

Question

Response

Have all issues identified in the self- assessments been reviewed and actions taken?

Yes

More Info

All issues have been addressed

Question

Response

Are employees deemed to be DSE users able to request free eye tests? (

Yes

More Info

Briefed prior to the DSE assessment

Question

Response

Do employees take regular breaks working away from DSE?

Yes

More Info

Managed by themselves

Question

Response

Does the organisation have procedures in place for employees working from home?

N-A

More Info

Not currently required

Question	Response
Have all employees carried out a home-working risk assessment?	N-A
More Info Not currently required	
Question	Response
Extra Actions	

MANUAL HANDLING

Section score 100%

(8 of 8)

Manual Handling

Subsection score 100%

(8 of 8)

Question

Response

Have all significant Manual Handling Activities been assessed?

Yes

More Info

Identified by Richard / Michael

Question

Response

Is there an Action Plan in place for the implementation of additional risk reduction measures?

Yes

More Info

Reduction in loads/ Shared lifting, if required trolley of wheel-barrow

Question

Response

Have manual handling assessments been reviewed within the last 12 months?

Yes

More Info

Carried out by Richard/ Michael

Question

Response

Have all reported manual tasks incidents, injuries and hazards been adequately investigated?

N-A

More Info

No report of any accidents or incidents

Question

Response

Are control measures to reduce the risk of injuries reviewed after accidents have occurred?

N-A

More Info

No report of any accidents or incidents

Question	Response
Have people involved in organising, implementing and performing manual tasks been provided with adequate instruction and training?	Yes
More Info Trained and instructed in correct Manual handling techniques	
Question	Response
Have lifting or carrying heavy loads been eliminated or minimised by changing systems (eg mechanisation) or using different equipment (eg mechanical lifts and trolleys)?	Yes
More Info if and when required	
Question	Response
Are jobs and tasks organised so that workers have adequate breaks from sustained postures, repetitive movement and manual handling?	Yes
More Info Managed by all staff	
Question	Response
Extra Actions	

Other

Other Actions not included elsewhere

Question	Response
List any other actions identified that are not covered elsewhere in this report.	Following the walk around of the premises and buildings,it would be valuable to have all staff trained with regards Asbestos awareness, Relevant staff have updated Manual handling training , and due to some activities requiring breaking /digging ground, the staff would benefit from CAT & Genny Training
Question	Response
Extra Actions	

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