

BSA Health and Safety Self Check List

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 members from needless exposure to risk? Could you demonstrate what steps you have taken even if something hasn't gone horribly wrong?

Complete this Health & Safety Check List to see how you are doing and don't worry – if you have a concern, just call BSA on 01483 467270 because we will probably have a practical solution for you.

Health and Safety Check List

1. Health and Safety Policy	Comments / Actions Required
Do we have a Health and Safety Policy signed by a senior person in the organisation?	
Was it reviewed and signed in the past 12 months	
Have we communicated the policy to our 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 we 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 our 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 our fire risk assessment?	
Are all staff aware of the location of our company accident log book?	
Do we have a copy of the poster "Health & Safety Law – What you should know" on display?	

3. First aid arrangements	
Have we carried out a first aid risk assessment?	
Do we have a first aid policy?	
Do we have a first aid kit that contains adequate items?	
Have we informed all staff of its location?	
Have we nominated an Appointed Person and/or a trained First Aider?	
Have we a record of all first aid training and is it up to date?	
Have we made their contact details available to all staff?	
4. Risk Assessments	
Have we 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?	
5. Fire safety	
Have we had a fire risk assessment carried out and is it regularly reviewed?	
Do we have a fire log book and is it up to date?	
Have we provided suitable fire extinguishers for our premises and are they regularly serviced with the results recorded in the fire log book?	
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 we have a fire alarm system and is it regularly serviced and maintained with the results recorded in the fire log book?	

Is the fire alarm tested weekly and the results recorded in the fire log book?	
Do we have a fire drill (at least annually) and are the results recorded in the fire log book?	
Have all staff been training in the action to be taken in the event of a fire?	
6. Injury reporting and accident book	
Do we have a policy and a procedure for reporting and investigating accidents at work?	
Do we have an accident book?	
Do staff know where the accident book is?	
Do we know how to report accidents under RIDDOR?	
7. Personal Protective Equipment (PPE)	
Do we have a PPE policy?	
Is PPE readily available?	
Do we keep records of PPE issue?	
8. Hazardous Substances	
Was the building constructed before 2000?	
Do we have an asbestos register and management plan?	
Has it been reviewed in the past year?	
Do we have a Legionella risk assessment for the building?	
Have identified maintenance tasks been carried out?	
Do we use any hazardous substances?	
Do we have a list of them?	
Do we have MSDS sheets for each of them?	
Have we carried out COSHH assessments for them?	
Have we 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 we have a procedure for dealing with spillages etc and have staff been trained in how to do this?	
9. Display Screen Equipment (DSE)	
Do we have a procedure for setting up workstations?	
Have all staff that are recognised DSE Users had their workstations assessed?	
Do we have a record of all DSE assessments?	
Have all staff who are DSE Users been trained in its use?	
10. Manual Handling	
Do we have a policy for manual handling?	
Have we trained all staff who carry out manual handling operations?	
Do we have a record of this training?	
Have we assessed all of the risks from manual handling operations?	
Do we have a record of these risk assessments?	
11. Policies for high risk groups of staff	
Do we 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 we have a record of this?	
12. Plant / Machinery	
Have all staff been trained on the plant / machinery that they use?	
Do we 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 we have a maintenance schedule for all plant / machinery?	
Do we 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 we have records of all "Thorough examinations"?	
Do we have a system in place for the formal checking of all pressurised equipment? e.g. Compressed air receivers etc.	
Do we have records of such checks?	
13. Records	
Do we keep records that denote the testing of portable electrical equipment (PAT)?	
Do we keep records of the testing of our electrical installations?	
Do we keep records of the maintenance and testing of all gas supplied equipment?	
Do we keep a record of any health surveillance reports for our staff?	
14. Housekeeping / Welfare	
Do we ensure that the workplace is kept free from clutter etc. and that items are properly stored away when not in use?	
Do we have suitable and sufficient welfare arrangements in place?	
Do we have a procedure for keeping it cleaned and maintained?	
15. Competent Health & Safety advice	
Have we appointed someone to provide competent health and safety advice?	
Is this detailed under "responsibilities" in our health and safety policy?	