

BASELINE HEALTH & SAFETY ASSESSMENT

It is the intention of this baseline health & safety assessment to aid businesses in identifying whether they are at risk from enforcement action, prosecution, etc. for breaches in health & safety and fire safety law. If any of the answers are NO, you will need to take appropriate action to address the risk. If you would like to know what you will need to do to comply, for a free consultation, please contact Mark Hinchliffe on 0796 401 8792.

HEALTH & SAFETY

1. Does your business / organisation have five or more employees?

If you have more than five employees' you have a legal duty under the Health & Safety at Work etc. Act 1974 and its regulations, to prepare a written health & safety policy statement and have appropriate documentation in place (e.g. risk assessments, safe systems of work, etc). and bring them to the attention of your employees.

YES NO

2. If YES, is your Health & Safety Policy current and up to date?

The Health & Safety at Work etc. Act requires employers to prepare and revise as often as may be appropriate the health & safety policy. The policy must reflect the organisations current business structure, health & safety arrangements and function.

YES NO

3. Does your business / organisation display a 'Health & Safety Law' poster.

Health & Safety Information for Employees Regulations requires employers to either display a 'Health & Safety Law' poster in a prominent position in each workplace or provide each worker with a copy of the equivalent leaflet outlining health and safety laws. In April 2009, the posters and leaflets were changed and organisations have up until April 2014 to update them or supply their employees with the new leaflets.

YES NO

4. Have you undertaken general risk assessments for all work related activities?

The Management of Health & Safety at Work Regulations requires every employer to make a suitable and sufficient assessment of health & safety risks to employees and other persons who may be exposed to risks due to their work activities.

YES NO

5. If YES, are you satisfied that the general risk assessments meet the requirement for being suitable and sufficient?

The level of detail in a risk assessment should be proportionate to the risk and be appropriate to the nature of the activity. Reasonable steps must taken to sources and utilise information, such as relevant legislation, guidance, manufacturers' instructions / manuals etc. This may require assistance from specialist advisers.

YES NO

6. Have you undertaken specific risk assessment for display screen equipment; manual handling; control of hazardous substances; personal protective equipment?

If work activities involve the use of computers or other DSE equipment; require lifting and carrying operations; exposure to chemicals, substances or biological agents; or the requirement to wear personal protective equipment, the general risk assessment will not be deemed sufficient and specific risk assessments must be completed and actioned accordingly.

YES NO

7. Do you have formalised safety rules, safe system of work, method statements, etc?

There is a legal requirement to have procedures in place to manage situation that may present serious and imminent danger to health & safety. In addition, employees must be provided with appropriate information and instructions on the risks and the preventive and protective measures put in place for their safety.

YES NO

8. Do you have a first aid box and designated first aider?

There is a legal requirement under the First Aid at Work Regulations to have suitable provision for first aid. The level of competence required for first aiders is based on the findings of the risk assessments.

YES NO

9. Have you employees undertaken suitable health & safety training to ensure they are competent to work safely?

The Management of Health & Safety at Work Regulations requires employers to provide their employees with adequate health and safety training- including induction and refresher training.

YES NO

FIRE SAFETY

10. Has 'responsible persons' been identified and given designated fire safety duties?

The prime responsibility for fire safety falls on the employer / owner / controller of a workplace. They are responsible, either on their own or with other responsible persons to reduce the risks from fire and make sure that everyone on their premises, or nearby, can escape safely if there is a fire.

YES NO

11. Has a fire safety risk assessment being carried out on your premises?

There is a legal requirement to carry out a fire safety risk assessment on all work premises and identifying suitable fire safety control measures that will avoid / reduce the risks. It must be noted that failure to undertake a fire safety risk assessment could result in enforcement action being taken by the Fire & Rescue Service.

YES NO

12. Are there sufficient fire safety signs displayed throughout the premises?

The Health & Safety Signs & Signal Regulations requires fire safety signage to be sited within the premises. They must identify what to do in case of fire, identify fire equipment and direct persons to the nearest fire exit.

YES NO

13. Are the fire extinguishers, alarm systems, emergency lighting regularly maintained?

There is a legal requirement to ensure all equipment provided for fire safety is suitable, properly maintained and where required tested. In addition, maintenance & testing records must be kept.

YES NO

14. Are fire drills practised regularly?

The employer must provide employees with appropriate information, instruction and training, including what to do in the event of a fire. Fire drills should be undertaken at least once per year and appropriate records kept.

YES NO