



HEALTH & SAFETY CHECK

As Health and Safety legislation is constantly reviewed and usually updated every six months then we should ensure that we help to keep our workplaces healthy and safe. There are also many commercial advantages related to compliance and we would be glad to discuss this with you.

By completing this questionnaire we are able to start to build a picture of your organisation and be better placed to show you how to improve your business.

If you have any questions regarding this Health and Safety questionnaire please contact:

Charlie Lack

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Please answer the following questions as accurately as possible to ensure we can recommend the best service for your business

	Yes	No
Do you have a Health & Safety policy and has it been reviewed within the last twelve months?		
Do you have an appointed competent person for Health and Safety?		
Has your competent person received any training in Health and Safety?		
Does your company take any external competent advice for Health and Safety?		
Do you have more than five people working within your organisation?		
Do you have more than thirty people working within your organisation?		
Do you employ any part time/temporary staff?		
Do you employ anyone who is under the age of sixteen?		
Do you employ any foreign workers?		
Do you consult with your staff on Health and Safety matters?		
Do you train your staff in your Health and Safety arrangements?		
Have your staff read and understood your Health and Safety policy?		
Do you display a Health and Safety at Work poster?		
Have you had a visit from your local Health and Safety officer within the last twelve months?		
Do you employ any sub contractors?		
If yes to the above question, do you have any formal Health and Safety vetting procedures in place?		
Does your business have more than one site that it trades from?		
Have you identified the hazards in your workplace?		
Have risk assessments and their subsequent required actions been adequately recorded?		
Do you have an accident book?		
Are all accidents/incidents recorded in this book?		
Do you understand your obligations under RIDDOR legislation?		
Do you have adequate arrangements for dealing with accidents/incidents?		
Do you have an adequate number of currently trained first aiders?		
Do you provide any first aid training for your staff?		
Do you have a record of the most recent fire assessment and the actions taken?		
Do you own your own premises?		
Do you have written emergency evacuation procedures?		
Do you have a record for when your fire alarm was last tested?		
Do you have a record of when your emergency lighting was last tested?		

Do you have a record of when your smoke alarms were tested?		
Do you have a record of your fire drills?		
Do you provide your staff with any fire safety training?		
Do you have adequate heating arrangements?		
Do you have adequate lighting?		
Do you have both ladies' and gentlemen's WC facilities?		
Do you have a separate kitchen or rest room?		
Do any of your staff use computers?		
Have you a record of their (workstation) risk assessments?		
Do you have a record of the last asbestos survey for your premises?		
Do you have a car park or yard?		
Do you have a certificate of PAT testing?		
Do clients, suppliers or members of the public visit your premises?		
Does anyone work alone in your premises?		
Does anyone travel on behalf of your business?		
Do you have any written safe working procedures or method statements?		
Are your staff required to lift or move heavy or bulky items?		
Do you provide any equipment for lifting or moving these objects?		
Do you provide manual handling training?		
Do your staff work at height e.g. kick stools, ladders or mechanised devices, scaffolding etc?		
Do you own any of the above or other equipment for working at height?		
Do you provide any training for your staff who work at height?		
Do you use any chemicals (cleaning/adhesives/paints etc) within your business?		
Have you obtained the technical data sheets for these chemicals?		
Have you a record of your CoSHH assessments?		
Do you provide your staff with any PPE and keep a record of this?		
Do you have arrangements in place to deal with stress at work?		
Do you have arrangements in place to deal with lone working?		
Are company vehicles used?		
Do you have adequate and current company insurance?		
Do you display your employer's liability certificate?		
Do you have a staff training policy?		
Do you provide in house staff training?		
Do you have a diary of review dates for your various Health and Safety arrangements?		
Do you have to comply with CDM regulations?		
Do you understand your duties under the CDM regulations?		



Are there any particular concerns/issues you would like our advice on?

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	Yes	No
Are you registered/accredited to Constructionline/CHAS/SAFEcontractor or any other body?		
Would you consider becoming a part of The Organisation for Responsible Business?		

Westminster Compliance provides a complete Health and Safety service including:

- Advice
- Policies
- Audits
- Compliance and legislation guidance
- Staff training
- Help with implementing Health and Safety Management Systems
- Help towards OHSAS 18001 accreditation

It is our aim to show companies how to save money and win more business whilst caring for their employees

This questionnaire has been completed by:

Contact Name:	Address:
Company Name:	Postcode:
Tel:	Fax:
E-mail:	

Please either email this to: charlie@westminstercompliance.co.uk

Fax to: 0843 532 0422

or post to: Westminster Compliance, 5 Elstree Way, Borehamwood, Herts, WD6 1SF
