**Health and Safety Audit Questionnaire**

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| **Company Name** |  |
| **Company Address** |  |
| **Employee Numbers** |  |
| **Completed By** |  |
| **Date** |  |

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| **Health and Safety Policy** | **Yes** | **No** | **Comments** |
| Do you have a Health and Safety Policy? |  |  |  |
| Does the policy include all arrangements? |  |  |  |
| Has the policy been understood by all members of your staff? |  |  |  |

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| **Fire Controls** | **Yes** | **No** | **Comments** |
| Does your workplace have Emergency Lighting?  Is it tested?  Are records of the testing available? |  |  |  |
| * Do you have the appropriate Fire Extinguishers in place? * Are they wall mounted or on stands? * Are employees trained in their use? * Is the training carried out by an approved supplier? * Are they tested regularly by a competent person? |  |  |  |
| Is there a Fire Alarm for the premises?  If not, what method of warning is used? |  |  |  |

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| Does the business have an emergency evacuation plan in place?  Are all employees aware of it? |  |  |  |
| Are building evacuations i.e. fire drills carried out at least twice yearly? |  |  |  |
| Do you have a known fire assembly point?  Is it signposted? |  |  |  |
| Do you have a Fire Risk Assessment for your building? |  |  |  |
| Do you have designated Fire Wardens on-site? |  |  |  |

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| **Electricity** | **Yes** | **No** | **Comments** |
| Do you have a Five-Year fixed wiring certificate? |  |  |  |
| Are all portable electrical appliances properly tested? |  |  |  |
| Do you visually inspect electrical items including all extension leads and cables on a regular basis? |  |  |  |
| Do you use an approved electrician for all electrical work? |  |  |  |

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| **Chemicals** | **Yes** | **No** | **Comments** |
| Are all flammable chemicals and substances separated from all others and stored securely? |  |  |  |
| Have COSHH Assessments been carried out for all chemicals and substances classified as being Hazardous on the pictogram? |  |  |  |
| Do you use the correct PPE when handling/using chemicals? |  |  |  |
| Have employees who regularly use chemicals had sufficient training in COSHH? |  |  |  |
| Have employees who use chemicals signed to say they understand the information on the COSHH Assessments? |  |  |  |

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| **DSE** | **Yes** | **No** | **Comments** |
| Has a DSE Assessment been carried out for all users of Display Screen Equipment? |  |  |  |
| Does the assessment include the chair, monitor, keyboard, mouse and workstation? |  |  |  |

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| **Tools and Machinery** | **Yes** | **No** | **Comments** |
| Are guarding and safety devices in place? |  |  |  |
| Are start/stop switches clearly marked and easily reached? |  |  |  |
| Are safe operating procedures available? |  |  |  |
| Are Lockout/Tagout Procedures available? |  |  |  |
| Have operators had sufficient training in the operation of the machine? |  |  |  |
| Are manufacturer’s manuals available for all machinery? |  |  |  |

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| **Risk Assessment** | **Yes** | **No** | **Comments** |
| Are Risk Assessments available for all machinery and all hazards in the workplace? |  |  |  |
| Are the Risk Assessments regularly reviewed? |  |  |  |
| Have all employees signed to say they have read and understand the hazards attached to all operations? |  |  |  |
| Do any new machines or processes receive the correct Risk Assessment criteria? |  |  |  |

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| **Hygiene** | **Yes** | **No** | **Comments** |
| Are all washrooms and toilets clean and tidy? |  |  |  |
| Is hot and cold water available?  Are barrier creams and soap available? |  |  |  |

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| **First Aid/ Accidents** | **Yes** | **No** | **Comments** |
| Do you have trained First Aiders on site? |  |  |  |
| Are the names of the First Aiders posted on company notice boards? |  |  |  |
| Do you have well stocked First Aid kits on site? |  |  |  |
| Are ALL accidents recorded and investigated? |  |  |  |
| Are all accidents reported to the correct person i.e., manager, supervisor? |  |  |  |
| Are all accidents entered into an accident book or electronic management system? |  |  |  |
| Is the concept of RIDDOR understood by all management and supervision? |  |  |  |
| Are accident trends investigated and analysed? |  |  |  |