



## **CHASE Audit**

# **CHASE SMi 18001 Evaluation**

Example of a CHASE report

## **Assembly Area, Forfar**

This is dummy data

**Sam Smith**

**14 July 2005**

## Administration Details

**Location:** Assembly Area, Forfar  
**Date:** Thursday, 14 July, 2005  
**Reason:** Scheduled  
**Category:** Audit  
**Personnel:** David Hewitt (Audit team leader, Manager)  
Annie Hall (Auditee, Operator\Other)  
Dodgy Dave (Auditee, Supervisor)  
John Smith (Auditee, Manager)

**Other:** Weather was very hot and humid.

Audit commenced at 09:00 with 1 hour discussion with John Smith, manager of the site. This enabled me to fill in much of the background.

The on-site check commenced at 10:15 and continued until 15:45, with a break for lunch. At this point a thunderstorm curtailed the walk around the site. However, all of the key areas had been visited so it was not felt necessary to return the next day.

The last hour was spent talking to various members of staff.

The site visit was completed at 17:30.

## Executive Summary

The overall conclusion of the SMi audit is that health and safety is not managed as an integral part of the business.

The approach often lacks consistency, is reactive rather than pro-active and it is treated more as a specialist compliance and maintenance issue rather than a mainstream business issue.

The health and safety management system lacks several of the critical elements required for success in line with the Health and Safety Executive's HSG65.

These are Planning, Audit and Review.

Responsibility for health and safety is devolved to each Area Manager, and at the centre it is seen as a personnel and compliance issue. This can result in the Executive level being involved in specific single issues rather than taking a strategic perspective.

Health and safety is generally not seen as a high priority throughout the organisation and it ranks below cost in the view of most of the individuals involved. Although there is a measure for health and safety it has been recently relegated to a secondary measure, and this may have led to a perception by some that the measure is principally concerned with reducing costs rather than protecting people. This is unfortunate since there is an opportunity to position health and safety as a win-win issue in this context.

The SMi audit revealed that there are systems and procedures which are not being complied with. There is a need to reduce complexity by rationalising and modernising the approach.

Health and safety is often seen as a focus for conflict between management and workforce, rather than a common shared interest. There is a need to actively pursue partnership and improve education and encourage active involvement of the workforce, so that they can make a greater contribution to local performance. The company is subject to huge pressures on the regulatory and industrial relations fronts, so there are no clear "quick-fix" solutions. However HASTAM believes that there could be long term benefits from the sustained implementation of a clear and robust health and safety management system, led by the top team.

This approach has recently been put in place in some of the other sites covered in the current audit programme, and there are already signs of some good progress being made.

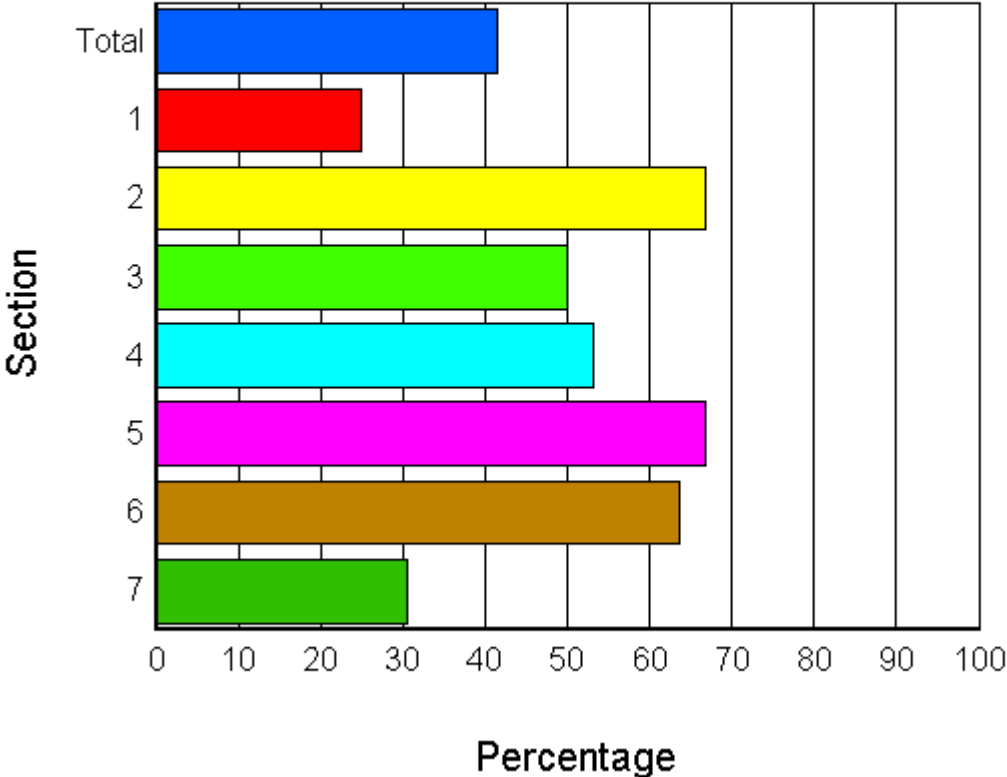
Full implementation of the existing management system is recommended as the first step, following which the system itself can be reviewed and improved to meet best practice.

Sufficient resources, organisation and a committed determination will be required if this programme is to have a chance of taking root and leading to successful outcomes.

### Percentage Scores for Individual Sections

Section	Score (%)
<b>Total CHASE SMi 18001</b>	<b>41%</b>
1 General Requirements	25%
2 OH&S Policy	67%
3 Planning	50%
4 Implementation and Operation	53%
5 Checking and Corrective Action	67%
6 Management Review	64%
7 Risk Assessment, RCSs and Workplace Precautions	30%

### Score Chart



## Discussion

**Section 1      General Requirements**

No consideration has been given to visitors and contractors on-site.

**Section 3      Planning**

The implementation plans for a number of aspects of the H&S Policy are vague and need considerable refinement, both in terms of what need to be done and also who is responsible.

**Section 3.1.1   Hazard Identification and Risk Assessment**

Fred's notes here

**Section 5      Checking and Corrective Action**

More extensive monitoring is required. The existing procedures are not sufficiently detailed and could leave several areas without adequate monitoring.

**Section 7.6    Danger Areas**

Danger areas have not been given sufficient consideration in this location. Managers need to consider the risks to their employees in several locations, as noted in the individual questions.

## Recommendations

Number	Recommendation	Priority	Due	Action By
Q 1.1	The location must take steps to accurately identify, and record, the boundaries of its OH&S management system.	2	21/06/2005	Factory Manager
Q 1.1	Ensure that the Environmental Management system is documented fully.	1	06/04/2005	Environment Manager
Q 1.1	Fred needs to identify, and record, the boundaries of its OH&S management system.	1	17/05/2006	Fred
Q 2.3	Temporary staff should receive a summary of the OH&S policy before beginning work on site.	1	13/12/2004	Human Resources Manager
S 3.1.2	Get a new copy of the company policy on Risk Control Measures.	1	22/06/2003	Depot Manager
Q 3.2.2.4	Legal requirements information needs to be gathered together in one place.	1	13/12/2004	Safety Adviser
Q 3.2.4.1	Include references to legislation in induction procedures and work instructions. Post changes to legislation on the site notice board.	2	15/02/2006	Depot Manager
Q 7.1.1.1	You must have a clear, written description of the workplace(s) for which you are responsible. A copy to be sent to head office.	1	06/03/2006	Dodgy Dave
Q 7.7.2.2	You must have effective arrangements for ensuring that risk assessments are carried out before new chemicals and substances are brought into your area of responsibility.	1	22/08/2003	J Jones
Q 7.8.3.13	Equipment used for the distribution of energy must be inspected and maintained at appropriate intervals?	1	13/12/2004	Joe

## Full Details of Answers

	Answer	Score
<b>Score for whole evaluation</b>		<b>41%</b>
<b>Section 1 General Requirements</b>		<b>25%</b>
<b>Question 1.1</b>		
Has the location accurately identified, and recorded, the boundaries of its OH&S management system?	Yes	100%
<b>Notes</b>	This is for notes and comments	
<b>Recommendation</b>	The location must take steps to accurately identify, and record, the boundaries of its OH&S management system.	
<hr/>		
<b>Question 1.1</b>		
Has the location accurately identified, and recorded, the boundaries of its OH&S management system?	Yes	100%
<b>Notes</b>	This is for notes and comments	
<b>Recommendation</b>	Ensure that the Environmental Management system is documented fully.	
<hr/>		
<b>Question 1.1</b>		
Has the location accurately identified, and recorded, the boundaries of its OH&S management system?	Yes	100%
<b>Notes</b>	This is for notes and comments	
<b>Recommendation</b>	Fred needs to identify, and record, the boundaries of its OH&S management system.	
<hr/>		
<b>Question 1.2</b>		
Overall operation. Has the location excluded from the OH&S management system any activity required for its overall operation?	Yes	0%
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<b>Question 1.3</b>		
OH&S of employees. Has the location excluded from the OH&S management system any activity that can impact on the OH&S of its employees?	Yes	0%
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<b>Question 1.4</b>		
OH&S of other interested parties. Has the location excluded from the OH&S management system any activity that can impact on the OH&S of interested parties (other than employees)?	Not answered	0%
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	<b>Answer</b>	<b>Score</b>
<b>Section 2 OH&amp;S Policy</b>		<b>67%</b>
<b>Question 2.1</b>		
Is an up to date copy of the written OH&S Policy available at the location?	Yes	100%
<b>Question 2.2</b>		
Have the contents of the OH&S Policy been communicated to all employees?	No	0%
<b>Question 2.3</b>		
Have the contents of the OH&S Policy been communicated to all relevant interested parties?	Yes	100%
<b>Recommendation</b>	Temporary staff should receive a summary of the OH&S policy before beginning work on site.	

	Answer	Score
<b>Section 3 Planning</b>		<b>50%</b>
<b>Sub-section 3.1 Planning for Hazard Identification, Risk Assessment &amp; Control</b>		50%
<b>Sub-section 3.1.1 Hazard Identification and Risk Assessment</b>		0%
Is an up to date copy of the written procedure on identifying hazards and assessing risks available at the location?	No	
<b>Sub-section 3.1.2 Risk Control Measures</b>		100%
Is an up to date copy of the written procedure on risk control measures available at the location?	Yes	
<b>Recommendation</b>	Get a new copy of the company policy on Risk Control Measures.	
<b>Question 3.1.2.1</b>		
Is the location complying with all of the requirements of the written procedure on risk control measures?	Yes	100%
<b>Sub-section 3.2 Legal and Other OH&amp;S Requirements</b>		31%
<b>Sub-section 3.2.1 Written Procedure - Legal and Other OH&amp;S Requirements</b>		0%
Is an up to date copy of the written procedure on identifying and accessing legal and other OH&S requirements available at the location?	Yes	
<b>Question 3.2.1.1</b>		
Is the location complying with all of the requirements of the written procedure on identifying and assessing legal and other OH&S requirements?	No	0%
<b>Sub-section 3.2.2 Legal Requirements</b>		25%
Is there a list of the OH&S legal requirements which apply to the location?	Yes	
<b>Question 3.2.2.1</b>		
Is the list of the OH&S legal requirements which apply to the location up to date?	Yes	100%
<b>Question 3.2.2.2</b>		
Is the nature of the location's production and/or services adequately taken into account in maintaining the list of applicable OH&S legal requirements?	No	0%
<b>Question 3.2.2.3</b>		
Are the results from hazard identification and risk assessment procedures adequately taken into account in maintaining the list of applicable OH&S legal requirements?	No	0%
<b>Question 3.2.2.4</b>		
Is there an up to date record of where in the location particular OH&S legal requirements apply?	No	0%
<b>Recommendation</b>	Legal requirements information needs to be gathered together in one place.	
<b>Sub-section 3.2.3 Other OH&amp;S Requirements</b>		0%
Is there a list of other OH&S requirements which apply to the organisation?	Yes	

	<b>Answer</b>	<b>Score</b>
<b>Question 3.2.3.1</b>		
Is the list of other OH&S requirements which apply to the location up to date?	No	0%
<b>Question 3.2.3.2</b>		
Is the nature of the location's production and/or services adequately taken into account in maintaining the list of other OH&S requirements?	No	0%
<b>Question 3.2.3.3</b>		
Are the results from hazard identification and risk assessment procedures adequately taken into account in maintaining the list of other applicable OH&S requirements?	No	0%
<b>Question 3.2.3.4</b>		
Is there an up to date record of where in the location other OH&S requirements apply?	No	0%
<b>Sub-section 3.2.4 Communication of Requirements</b>		<b>75%</b>
<b>Question 3.2.4.1</b>		
Employees - OH&S legislation. Are there effective arrangements for communicating appropriate information on OH&S legal requirements to all employees who require such information?	Yes	100%
<b>Recommendation</b>	Include references to legislation in induction procedures and work instructions. Post changes to legislation on the site notice board.	
<b>Question 3.2.4.2</b>		
Interested parties - OH&S legislation. Are there effective arrangements for communicating appropriate information on other OH&S requirements to all relevant interested parties?	No	0%
<b>Question 3.2.4.3</b>		
Employees - other OH&S requirements. Are there effective arrangements for communicating appropriate information on other OH&S requirements to all employees who require such information?	Yes	100%
<b>Question 3.2.4.4</b>		
Interested parties - other OH&S requirements. Are there effective arrangements for communicating appropriate information on other OH&S requirements to all relevant interested parties?	Yes	100%
<b>Sub-section 3.3 Objectives</b>		<b>54%</b>
<b>Sub-section 3.3.1 Objectives for Functions</b>		<b>54%</b>
<b>Question 3.3.1.1</b>		
Is there an adequate written specification of the functions within the location which will have separate OH&S objectives?	Yes	100%
<b>Question 3.3.1.2</b>		
Do all relevant functions have written OH&S objectives?	Yes	100%
<b>Question 3.3.1.3</b>		
Are all of the function OH&S objectives quantified where practicable?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 3.3.1.4</b>		
Has adequate account been taken of OH&S legal requirements in drawing up the functions' OH&S objectives?	Poor	0%
<b>Question 3.3.1.5</b>		
Has adequate account been taken of other OH&S requirements in drawing up the functions' OH&S objectives?	No	0%
<b>Question 3.3.1.6</b>		
Has adequate account been taken of function's hazards and risks in drawing up the functions' OH&S objectives?	Yes	100%
<b>Question 3.3.1.7</b>		
Has adequate account been taken of the functions' technological options in drawing up the functions' OH&S objectives?	Yes	100%
<b>Question 3.3.1.8</b>		
Has adequate account been taken of financial requirements in drawing up the functions' OH&S objectives?	No	0%
<b>Question 3.3.1.9</b>		
Has adequate account been taken of operational requirements in drawing up the functions' OH&S objectives?	No	0%
<b>Question 3.3.1.10</b>		
Has adequate account been taken of business requirements in drawing up the functions' OH&S objectives?	Yes	100%
<b>Question 3.3.1.11</b>		
Has adequate account been taken of the views of interested parties in drawing up the functions' OH&S objectives?	Yes	100%
<b>Question 3.3.1.12</b>		
Are all functions' OH&S objectives consistent with the OH&S policy?	Yes	100%
<b>Question 3.3.1.13</b>		
Are all functions' OH&S objectives consistent with a commitment to continual improvement?	No	0%
<b>Sub-section 3.3.2 Objectives for Levels</b>		54%
<b>Question 3.3.2.1</b>		
Is there an adequate written specification of the levels within the location which will have separate OH&S objectives?	Yes	100%
<b>Question 3.3.2.2</b>		
Do all relevant levels have written OH&S objectives?	Yes	100%
<b>Question 3.3.2.3</b>		
Are all of the OH&S objectives at all levels quantified where practicable?	No	0%
<b>Question 3.3.2.4</b>		
Has adequate account been taken of OH&S legal requirements in drawing up the OH&S objectives at all levels?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 3.3.2.5</b>		
Has adequate account been taken of other OH&S requirements in drawing up the OH&S objectives at all levels?	Yes	100%
<b>Question 3.3.2.6</b>		
Has adequate account been taken of hazards and risks in drawing up the OH&S objectives at all levels?	Yes	100%
<b>Question 3.3.2.7</b>		
Has adequate account been taken of the technological options in drawing up the OH&S objectives at all levels?	No	0%
<b>Question 3.3.2.8</b>		
Has adequate account been taken of financial requirements in drawing up the OH&S objectives at all levels?	Yes	100%
<b>Question 3.3.2.9</b>		
Has adequate account been taken of operational requirements in drawing up the OH&S objectives at all levels?	Yes	100%
<b>Question 3.3.2.10</b>		
Has adequate account been taken of business requirements in drawing up the OH&S objectives at all levels?	No	0%
<b>Question 3.3.2.11</b>		
Has adequate account been taken of the views of interested parties in drawing up the OH&S objectives at all levels?	No	0%
<b>Question 3.3.2.12</b>		
Are all OH&S objectives at all levels consistent with the OH&S policy?	Yes	100%
<b>Question 3.3.2.13</b>		
Are all OH&S objectives at all levels consistent with a commitment to continual improvement?	No	0%
<b>Sub-section 3.4 OH&amp;S Management Programme(s)</b>		<b>67%</b>
Is there a written management programme (or programmes) for achieving OH&S objectives?	Yes	
<b>Question 3.4.1</b>		
Are all OH&S objectives for all functions dealt with adequately in the management programme (or programmes)?	No	0%
<b>Question 3.4.2</b>		
Are all OH&S objectives for all levels dealt with adequately in the management programme (or programmes)?	Yes	100%
<b>Question 3.4.3</b>		
Are the designated responsibility and authority for achieving OH&S objectives dealt with adequately in the management programme (or programmes)?	No	0%
<b>Question 3.4.4</b>		
Are the means by which OH&S objectives will be achieved dealt with adequately in the management programme (or programmes)?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 3.4.5</b>		
Are the timescales within which OH&S objectives will be achieved dealt with adequately in the management programme (or programmes)?	Yes	100%
<b>Question 3.4.6</b>		
Where there are changes in the location's activities is the management programme (or programmes) amended as necessary?	No	0%
<b>Question 3.4.7</b>		
Where there are changes in the location's products is the management programme (or programmes) amended as necessary?	Yes	100%
<b>Question 3.4.8</b>		
Where there are changes in the location's services is the management programme (or programmes) amended as necessary?	Yes	100%
<b>Question 3.4.9</b>		
Where there are changes in the location's operating conditions is the management programme (or programmes) amended as necessary?	Yes	100%

	Answer	Score
<b>Section 4 Implementation and Operation</b>		<b>53%</b>
<b>Sub-section 4.1 Structure and Responsibility</b>		55%
<b>Sub-section 4.1.1 Demonstrated Commitment</b>		0%
<b>Question 4.1.1.1</b>		
Do all those with management responsibility demonstrate their commitment to the continual improvement of OH&S performance?	No	0%
<b>Sub-section 4.1.2 Roles, Responsibilities and Authorities</b>		67%
<b>Question 4.1.2.1</b>		
Manage - defined. Are the roles, responsibilities and authorities of those who manage activities having an effect on the location's OH&S risks defined and documented?	Yes	100%
<b>Question 4.1.2.2</b>		
Manage - communicated. Are the roles, responsibilities and authorities of those who manage activities having an effect on the location's OH&S risks communicated to them?	No	0%
<b>Question 4.1.2.3</b>		
Perform - defined. Are the roles, responsibilities and authorities of those who perform activities having an effect on the location's OH&S risks defined and documented?	Yes	100%
<b>Question 4.1.2.4</b>		
Perform - communicated. Are the roles, responsibilities and authorities of those who perform activities having an effect on the location's OH&S risks communicated to them?	No	0%
<b>Question 4.1.2.5</b>		
Verify - defined. Are the roles, responsibilities and authorities of those who verify activities having an effect on the location's OH&S risks defined and documented?	Yes	100%
<b>Question 4.1.2.6</b>		
Verify - communicated. Are the roles, responsibilities and authorities of those who verify activities having an effect on the location's OH&S risks communicated to them?	Yes	100%
<b>Sub-section 4.1.3 Management Appointee</b>		0%
<b>Question 4.1.3.1</b>		
Are all employees aware of the identity of the management appointee?	No	0%
<b>Sub-section 4.1.4 Resources</b>		67%
<b>Question 4.1.4.1</b>		
Implementation. Does management provide the resources essential for the implementation of the OH&S management system?	Yes	100%
<b>Question 4.1.4.2</b>		
Control. Does management provide the resources essential for the control of the OH&S management system?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 4.1.4.3</b>		
Improvement. Does management provide the resources essential for the improvement of the OH&S management system?	Yes	100%
<b>Sub-section 4.2 Training, Awareness and Competence</b>		58%
<b>Sub-section 4.2.1 Written Procedure - Training, Awareness and Competence</b>		0%
Is an up to date copy of the written procedure on training, awareness and competence available at the location?	Yes	
<b>Question 4.2.1.1</b>		
Is the location complying with all of the requirements of the written procedure on training, awareness and competence?	No	0%
<b>Sub-section 4.2.2 Training</b>		63%
<b>Sub-section 4.2.2.1 Written Procedure - OH&amp;S Training</b>		75%
<b>Question 4.2.2.1.1</b>		
Are different levels of responsibility adequately taken into account in all OH&S training?	Yes	100%
<b>Question 4.2.2.1.2</b>		
Are different levels of ability adequately taken into account in all OH&S training?	Yes	100%
<b>Question 4.2.2.1.3</b>		
Are different levels of literacy adequately taken into account in all OH&S training?	No	0%
<b>Question 4.2.2.1.4</b>		
Are different levels of risk adequately taken into account in all OH&S training?	Yes	100%
<b>Sub-section 4.2.2.2 Training Implementation</b>		50%
<b>Question 4.2.2.2.1</b>		
Is there an adequate list of which employees should receive OH&S training, and the nature of the OH&S training to be received?	No	0%
<b>Question 4.2.2.2.2</b>		
Have all employees received appropriate OH&S training?	Yes	100%
<b>Question 4.2.2.2.3</b>		
Is there an adequate list of which interested parties (other than employees), should receive OH&S training, and the nature of the OH&S training to be received?	No	0%
<b>Question 4.2.2.2.4</b>		
Have interested parties, other than employees, received appropriate OH&S training?	Yes	100%
<b>Sub-section 4.2.3 Awareness</b>		50%
<b>Question 4.2.3.1</b>		
Is there an adequate list of OH&S awareness requirements for all employees, and other interested parties?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 4.2.3.2</b>		
Do all employees meet the OH&S awareness requirements?	Yes	100%
<b>Question 4.2.3.3</b>		
Is there an adequate list of OH&S awareness requirements for all employees, and other interested parties?	No	0%
<b>Question 4.2.3.4</b>		
Do all interested parties, other than employees, meet the OH&S awareness requirements?	Yes	100%
<b>Sub-section 4.2.4 Competence</b>		67%
<b>Question 4.2.4.1</b>		
Is there an up to date record of all tasks which may impact on OH&S in the workplace?	Yes	100%
<b>Question 4.2.4.2</b>		
Have the required competences been identified and recorded for all tasks which may impact on OH&S in the workplace?	No	0%
<b>Question 4.2.4.3</b>		
Is there an adequate list of which employees require particular O&S competences?	Yes	100%
<b>Question 4.2.4.4</b>		
Do all employees meet the OH&S competence requirements?	No	0%
<b>Question 4.2.4.5</b>		
Is there an adequate list of which interested parties (other than employees), require particular O&S competences?	Yes	100%
<b>Question 4.2.4.6</b>		
Do all interested parties, other than employees, meet the OH&S competence requirements?	Yes	100%
<b>Sub-section 4.3 Consultation and Communication</b>		50%
<b>Sub-section 4.3.1 Written Procedure - Consultation and Communication</b>		100%
Is an up to date copy of the written procedure on consultation and communication available at the location?	Yes	
<b>Question 4.3.1.1</b>		
Is the location complying with all of the requirements of the written procedure on consultation and communication?	Yes	100%
<b>Sub-section 4.3.2 Implementation - Consultation and Communication</b>		40%
<b>Question 4.3.2.1</b>		
Is communication with all relevant employees implemented adequately?	No	0%
<b>Question 4.3.2.2</b>		
Is communication with all interested parties (other than employees) Implemented adequately?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 4.3.2.3</b>		
Is the involvement all relevant employees in OH&S issues implemented adequately?	No	0%
<b>Question 4.3.2.4</b>		
Is consultation with all relevant employees in OH&S issues implemented adequately?	Yes	100%
<b>Question 4.3.2.5</b>		
Is representation for all relevant employees in OH&S issues implemented adequately?	No	0%
<b>Sub-section 4.4 Documentation</b>		N/A
<b>Sub-section 4.5 Document and Data Control</b>		44%
<b>Sub-section 4.5.1 Written Procedure - Document and Data Control</b>		100%
Is an up to date copy of the written procedure on document and data control available at the location?	Yes	
<b>Question 4.5.1.1</b>		
Is the location complying with all of the requirements of the written procedure on document and data control?	Yes	100%
<b>Sub-section 4.5.2 Implementation - Document and Data Control</b>		38%
<b>Question 4.5.2.1</b>		
Is there an adequate list of the OH&S documents required by OHSAS 18001?	Yes	100%
<b>Question 4.5.2.2</b>		
Is there an adequate list of the OH&S data required by OHSAS 18001?	No	0%
<b>Question 4.5.2.3</b>		
Are all necessary documents approved for adequacy by authorised personnel?	No	0%
<b>Question 4.5.2.4</b>		
Are all necessary data approved for adequacy by authorised personnel?	Yes	100%
<b>Question 4.5.2.5</b>		
Are the arrangements for keeping documents and data up to date implemented adequately?	No	0%
<b>Question 4.5.2.6</b>		
Are the arrangements for ensuring that documents and data are available to those who need them implemented adequately?	Yes	100%
<b>Question 4.5.2.7</b>		
Are the arrangements for withdrawing obsolete documents and data implemented adequately?	No	0%
<b>Question 4.5.2.8</b>		
Are the arrangements for archiving documents and data implemented adequately?	No	0%
<b>Sub-section 4.6 Operational Control</b>		67%

	<b>Answer</b>	<b>Score</b>
<b>Sub-section 4.6.1 Design Procedure</b>		
Is an up to date copy of the written procedure on design available at the location?	Yes	0%
<b>Question 4.6.1.1</b>		
Is the location complying with all of the requirements of the written procedure on design?	No	0%
<b>Sub-section 4.6.2 Preparation of Work Procedures</b>		
		100%
Is an up to date copy of the written procedure on preparation of work procedures available at the location?	Yes	
<b>Question 4.6.2.1</b>		
Is the location complying with all of the requirements of the written procedure on preparation of work procedures?	Yes	100%
<b>Sub-section 4.6.3 "Imported" Risks</b>		
		100%
Is an up to date copy of the written procedure on "imported" risks available at the location?	Yes	
<b>Question 4.6.3.1</b>		
Is the location complying with all of the requirements of the written procedure on "imported" risks?	Yes	100%
<b>Sub-section 4.7 Emergency Preparedness and Response</b>		
		0%
Is an up to date copy of the written procedure on emergency preparedness and response available at the location?	Yes	
<b>Question 4.7.1</b>		
Is the location complying with all of the requirements of the written procedure on emergency preparedness and response?	No	0%

	Answer	Score
<b>Section 5 Checking and Corrective Action</b>		<b>67%</b>
<b>Sub-section 5.1 Performance Measuring and Monitoring</b>		<b>62%</b>
<b>Sub-section 5.1.1 Written Procedure - Performance Measuring and Monitoring</b>		<b>0%</b>
Is an up to date copy of the written procedure on performance measuring and monitoring available at the location?	Yes	
<b>Question 5.1.1.1</b>		
Is the location complying with all of the requirements of the written procedure on performance measuring and monitoring?	No	0%
<b>Sub-section 5.1.2 Monitoring Performance</b>		<b>67%</b>
<b>Question 5.1.2.1</b>		
OH&S objectives. Are there effective arrangements for monitoring the extent to which the location meets its OH&S objectives?	No	0%
<b>Question 5.1.2.2</b>		
OH&S management programme(s). Are there effective arrangements for monitoring the extent to which the location meets its OH&S management programme(s)?	Yes	100%
<b>Question 5.1.2.3</b>		
Operational criteria. Are there effective arrangements for monitoring the extent to which the location meets its operational criteria?	No	0%
<b>Question 5.1.2.4</b>		
Applicable legislation. Are there effective arrangements for monitoring the extent to which the location meets the requirements of applicable legislation?	Yes	100%
<b>Question 5.1.2.5</b>		
Other OH&S requirements. Are there effective arrangements for monitoring the extent to which the location meets other OH&S requirements?	Yes	100%
<b>Question 5.1.2.6</b>		
Is the monitoring of accidents the subject of effective arrangements?	Yes	100%
<b>Question 5.1.2.7</b>		
Is the monitoring of ill health the subject of effective arrangements?	No	0%
<b>Question 5.1.2.8</b>		
Is the monitoring of incidents (including near misses) the subject of effective arrangements?	Yes	100%
<b>Question 5.1.2.9</b>		
Is the monitoring of functional evidence of deficient OH&S performance (other than accidents, ill health and incidents) the subject of effective arrangements?	Yes	100%
<b>Sub-section 5.1.3 OH&amp;S Monitoring Equipment</b>		<b>67%</b>
<b>Question 5.1.3.1</b>		
Is the identification of the need for OH&S monitoring equipment the subject of effective arrangements?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 5.1.3.2</b>		
Is the calibration of OH&S monitoring equipment the subject of effective arrangements?	Yes	100%
<b>Question 5.1.3.3</b>		
Is the maintenance of OH&S monitoring equipment the subject of effective arrangements?	No	0%
<b>Sub-section 5.2 Accidents etc and Corrective and Preventive Action</b>		71%
<b>Sub-section 5.2.1 Accidents, Incidents and Non-conformances</b>		100%
<b>Question 5.2.1.1</b>		
Is the handling of accidents, incidents and non-conformances the subject of effective arrangements?	Yes	100%
<b>Question 5.2.1.2</b>		
Is the mitigation of the consequences of accidents, incidents and non-conformances the subject of effective arrangements?	Yes	100%
<b>Question 5.2.1.3</b>		
Is the investigation of accidents, incidents and non-conformances the subject of effective arrangements?	Yes	100%
<b>Sub-section 5.2.2 Corrective and Preventive Action</b>		50%
<b>Question 5.2.2.1</b>		
Is the installation and completion of corrective actions the subject of effective arrangements?	No	0%
<b>Question 5.2.2.2</b>		
Is confirming the effectiveness of actions the subject of effective arrangements?	Yes	100%
<b>Question 5.2.2.3</b>		
Is risk assessment prior to implementation of actions the subject of effective arrangements?	Yes	100%
<b>Question 5.2.2.4</b>		
Are requirements for changes to documentation the subject of effective arrangements?	No	0%
<b>Sub-section 5.3 Records and Record Management</b>		67%
<b>Sub-section 5.3.1 Written Procedure - Records and Record Management</b>		100%
Is an up to date copy of the written procedure on records and record management available at the location?	Yes	
<b>Question 5.3.1.1</b>		
Is the location complying with all of the requirements of the written procedure on records and record management?	Yes	100%
<b>Sub-section 5.3.2 Implementation - Records and Record Management</b>		63%
<b>Question 5.3.2.1</b>		
Does the location have an adequate range of OH&S records?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 5.3.2.2</b>		
Are all OH&S records legible?	No	0%
<b>Question 5.3.2.3</b>		
Are all OH&S records identifiable?	Yes	100%
<b>Question 5.3.2.4</b>		
Are all OH&S records traceable to the activities involved?	No	0%
<b>Question 5.3.2.5</b>		
Is the ready retrievability of OH&S records ensured by adequate storage and maintenance?	Yes	100%
<b>Question 5.3.2.6</b>		
Is protection against damage and deterioration of OH&S records ensured by adequate storage and maintenance?	No	0%
<b>Question 5.3.2.7</b>		
Is loss of OH&S records prevented by adequate storage and maintenance?	Yes	100%
<b>Question 5.3.2.8</b>		
Are all OH&S records retained for appropriate periods of time?	Yes	100%
<b>Sub-section 5.4 Audit</b>		69%
<b>Sub-section 5.4.1 Written Procedure - Audit</b>		100%
Is an up to date copy of the written procedure on audit available at the location?	Yes	
<b>Question 5.4.1.1</b>		
Is the location complying with all of the requirements of the written procedure on audit?	Yes	100%
<b>Sub-section 5.4.2 Audit Programme</b>		75%
Is there a written programme of audits?	Yes	
<b>Question 5.4.2.1</b>		
Is the audit programme based on the results of risk assessments of the location's activities?	Yes	100%
<b>Question 5.4.2.2</b>		
Is the audit programme based on the results of previous audits?	No	0%
<b>Question 5.4.2.3</b>		
Are internal and external audits dealt with, as appropriate, in the audit programme?	Yes	100%
<b>Question 5.4.2.4</b>		
Is the audit programme up to date?	Yes	100%
<b>Sub-section 5.4.3 Last Audit</b>		63%
Has the organisation's headquarters' function been audited?	Yes	

	<b>Answer</b>	<b>Score</b>
<b>Question 5.4.3.1</b>		
Planned arrangements. Did the last audit include an adequate determination of whether the OH&S management system conformed with planned arrangements?	No	0%
<b>Question 5.4.3.2</b>		
OHSAS 18001 requirements. Did the last audit include an adequate determination of whether the written OH&S management system conformed with OHSAS 18001 requirements?	Yes	100%
<b>Question 5.4.3.3</b>		
Implementation. Did the last audit include an adequate determination of the extent to which the OH&S management system had been implemented?	No	0%
<b>Question 5.4.3.4</b>		
Maintenance. Did the last audit include an adequate determination of the extent to which the OH&S management system had been maintained?	Yes	100%
<b>Question 5.4.3.5</b>		
OH&S policy. Did the last audit include an adequate determination of the extent to which the OH&S management system was effective in meeting the organisation's OH&S policy?	Yes	100%
<b>Question 5.4.3.6</b>		
OH&S objectives. Did the last audit include an adequate determination of the extent to which the OH&S management system was effective in meeting the organisation's OH&S objectives?	Yes	100%
<b>Question 5.4.3.7</b>		
Review. Did the last audit include an adequate review of the results of the previous audit?	No	0%
<b>Question 5.4.3.8</b>		
Were the results of the last audit provided to management?	Yes	100%

	Answer	Score
<b>Section 6 Management Review</b>		<b>64%</b>
<b>Sub-section 6.1 Last Management Review</b>		<b>64%</b>
Are the management at this location required to carry out management reviews?	Yes	
<b>Question 6.1.1</b>		
Did an appropriate range of the location's management take part in the last management review?	Yes	100%
<b>Question 6.1.2</b>		
Was an adequate range of data considered at the last management review?	No	0%
<b>Question 6.1.3</b>		
Policy. Was adequate consideration given to the possible need for changes to the OH&S policy during the last management review?	Yes	100%
<b>Question 6.1.4</b>		
Objectives. Was adequate consideration given to the possible need for changes to the OH&S objectives during the last management review?	No	0%
<b>Question 6.1.5</b>		
Other elements. Was adequate consideration given to the possible need for changes to other elements of the OH&S management system during the last management review?	Yes	100%
<b>Question 6.1.6</b>		
Was the continuing suitability of the OH&S management system as a whole considered in sufficient detail at the last management review?	Yes	100%
<b>Question 6.1.7</b>		
Was the continuing adequacy of the OH&S management system as whole considered in sufficient detail at the last management review?	Yes	100%
<b>Question 6.1.8</b>		
Was the continuing effectiveness of the OH&S management system as a whole considered in sufficient detail at the last management review?	Yes	100%
<b>Question 6.1.9</b>		
Was adequate account taken of the organisation's commitment to continual improvement in the course of the last management review?	No	0%
<b>Question 6.1.10</b>		
Was the last management review adequately documented?	No	0%
<b>Question 6.1.11</b>		
Was the time period between the last management review, and the last but one management review appropriate?	Yes	100%

	Answer	Score
<b>Section 7 Risk Assessment, RCSs and Workplace Precautions</b>		<b>30%</b>
<b>Sub-section 7.1 Workplaces</b>		84%
<b>Sub-section 7.1.1 Assessment of Workplace Risks</b>		100%
<b>Question 7.1.1.1</b>		
Have you a clear, written description of the workplace(s) for which you are responsible?	Yes	100%
<b>Notes</b> No description available.		
<b>Recommendation</b> You must have a clear, written description of the workplace(s) for which you are responsible. A copy to be sent to head office.		
<b>Question 7.1.1.2</b>		
Do you have effective arrangements for assessing all of the risks associated with the physical attributes of the workplace(s) for which you are responsible?	Yes	100%
<b>Sub-section 7.1.2 Physical Aspects of the Workplace</b>		88%
<b>Question 7.1.2.1</b>		
Are all enclosed workplaces sufficiently well ventilated?	Yes	100%
<b>Question 7.1.2.2</b>		
Is a reasonable temperature maintained in all indoor workplaces during working hours?	Yes	100%
<b>Question 7.1.2.3</b>		
Do all workplaces have suitable and sufficient lighting?	Yes	100%
<b>Question 7.1.2.4</b>		
Do all your staff have suitable workstations at which to work?	Yes	100%
<b>Question 7.1.2.5</b>		
Do all workplaces have sufficient space to allow the free movement of people?	Yes	100%
<b>Question 7.1.2.6</b>		
Are all floors and traffic routes of sound construction?	Yes	100%
<b>Question 7.1.2.7</b>		
Are there effective arrangements to segregate pedestrians and vehicles?	Yes	100%
<b>Question 7.1.2.8</b>		
Do you have effective arrangements to prevent falls of people and materials from height?	No	0%
<b>Sub-section 7.1.3 Welfare Facilities</b>		83%
<b>Question 7.1.3.1</b>		
Do toilet and washroom facilities meet the requirements of current legislation?	Yes	100%
<b>Question 7.1.3.2</b>		
Are toilet and washroom facilities cleaned and maintained regularly?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.1.3.3</b>		
Are facilities for eating meals provided separate from work areas?	Yes	100%
<b>Question 7.1.3.4</b>		
Is an adequate supply of drinking water provided?	No	0%
<b>Question 7.1.3.5</b>		
Are adequate rest facilities provided?	Yes	100%
<b>Question 7.1.3.6</b>		
Are rest facilities arranged to enable people to use them without experiencing the discomfort of tobacco smoke?	Yes	100%
<b>Sub-section 7.1.4 Housekeeping</b>		67%
<b>Question 7.1.4.1</b>		
Are there adequate written standards describing the requirements for housekeeping?	No	0%
<b>Question 7.1.4.2</b>		
Do you clearly allocate responsibilities for maintaining housekeeping standards?	Yes	100%
<b>Question 7.1.4.3</b>		
Are all parts of your workplace(s) clean and in good repair?	Yes	100%
<b>Sub-section 7.2 Work Equipment</b>		86%
<b>Sub-section 7.2.1 Assessment of Work Equipment Risks</b>		80%
<b>Question 7.2.1.1</b>		
Is there an up to date inventory of all work equipment in your area of responsibility?	Yes	100%
<b>Question 7.2.1.2</b>		
Do you have effective arrangements for keeping records of the location of all work equipment?	No	0%
<b>Question 7.2.1.3</b>		
Do you have effective arrangements for identifying all regulations and other statutory requirements or standards which apply to the work equipment?	Yes	100%
<b>Question 7.2.1.4</b>		
Do you have effective arrangements to identify the competence requirements for the use of work equipment?	Yes	100%
<b>Sub-section 7.2.2 Control of Work Equipment</b>		86%
<b>Question 7.2.2.1</b>		
Is someone nominated to ensure that only suitable work equipment is purchased, leased or hired?	Yes	100%
<b>Question 7.2.2.2</b>		
Is work equipment stored in a manner which will maintain its condition?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.2.2.3</b>		
Is there an adequate system to control the issue and holding of work equipment?	Yes	100%
<b>Question 7.2.2.4</b>		
Where appropriate, are there arrangements to ensure that work equipment is issued only to competent, authorised staff?	Yes	100%
<b>Question 7.2.2.5</b>		
Are pre-issue and post-return checks carried out to ensure that work equipment is fit for purpose?	No	0%
<b>Question 7.2.2.6</b>		
Is all work equipment suitable for the purpose for which it is used?	Yes	100%
<b>Sub-section 7.2.3 Tests, Maintenance etc of Work Equipment</b>		75%
<b>Question 7.2.3.1</b>		
Is someone nominated to ensure that work equipment is tested and inspected as required?	No	0%
<b>Question 7.2.3.2</b>		
Have all requirements for the testing and inspection of work equipment been met?	Yes	100%
<b>Question 7.2.3.3</b>		
Where applicable, is a register kept of the maintenance and repair requirements of work equipment?	Yes	100%
<b>Question 7.2.3.4</b>		
Do you have effective arrangements for the safe maintenance and repair of work equipment?	Yes	100%
<b>Sub-section 7.2.4 Workplace Precautions for Work Equipment</b>		100%
<b>Question 7.2.4.1</b>		
Are there effective safe systems of work in place for the use of work equipment?	Yes	100%
<b>Question 7.2.4.2</b>		
Do you have effective arrangements for ensuring that staff are aware of the safe systems of work?	Yes	100%
<b>Question 7.2.4.3</b>		
Do you have effective arrangements for checking at appropriate intervals that staff comply with safe systems of work?	Yes	100%
<b>Question 7.2.4.4</b>		
Where appropriate, are there permit to work procedures for work equipment?	Yes	100%
<b>Question 7.2.4.5</b>		
Do you have effective arrangements for ensuring that staff are aware of permit to work procedures?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.2.4.6</b>		
Do you have effective arrangements for checking at appropriate intervals that staff comply with permit to work procedures?	Yes	100%
<b>Question 7.2.4.7</b>		
Do you have effective arrangements for providing relevant information and instruction to staff who use work equipment?	Yes	100%
<b>Question 7.2.4.8</b>		
Are there effective arrangements to ensure that only authorised personnel use work equipment?	Yes	100%
<b>Question 7.2.4.9</b>		
Are all your staff competent to use the work equipment required for their jobs?	Yes	100%
<b>Question 7.2.4.10</b>		
Is personal protective equipment for use with work equipment issued as appropriate?	Yes	100%
<b>Question 7.2.4.11</b>		
Are your staff aware of all the requirements to use personal protective equipment when using work equipment?	Yes	100%
<b>Question 7.2.4.12</b>		
Do you have effective arrangements for checking at appropriate intervals that staff comply with requirements to use personal protective equipment?	Yes	100%
<b>Sub-section 7.2.5 Supervision of Work Equipment Use</b>		75%
<b>Question 7.2.5.1</b>		
Do you have effective arrangements for assessing the requirements for supervision of staff using work equipment?	Yes	100%
<b>Question 7.2.5.2</b>		
Are your staff aware of requirements to work under supervision when using work equipment?	Yes	100%
<b>Question 7.2.5.3</b>		
Do you have effective arrangements for periodically checking that staff comply with requirements to work under supervision?	No	0%
<b>Question 7.2.5.4</b>		
Is all supervision of work equipment use carried out by personnel competent in such supervision?	Yes	100%
<b>Sub-section 7.2.6 Machinery Guarding and Controls</b>		84%
<b>Question 7.2.6.1</b>		
Do you have effective arrangements to assess the need for guarding?	Yes	100%
<b>Question 7.2.6.2</b>		
Do you have effective arrangements for re-assessing guarding requirements at appropriate intervals?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.2.6.3</b>		
Do you have effective arrangements for actively encouraging staff to report difficulties encountered with guards?	Yes	100%
<b>Question 7.2.6.4</b>		
Are staff instructed never to operate a machine without the guard correctly in place?	Yes	100%
<b>Question 7.2.6.5</b>		
Do you have effective arrangements for the inspection of guards at appropriate intervals?	Yes	100%
<b>Question 7.2.6.6</b>		
Do you have effective arrangements for the routine maintenance of guards?	No	0%
<b>Question 7.2.6.7</b>		
Do you have effective arrangements for retaining records of failures of safeguard and machine components, and their causes?	Yes	100%
<b>Question 7.2.6.8</b>		
Fixed guards - access to hazard points. Does inspection and maintenance of fixed guards ensure that access to hazard points is impossible for all persons when the guard is fitted?	No	0%
<b>Question 7.2.6.9</b>		
Fixed guards - fastenings. Does inspection and maintenance of fixed guards ensure that all fastenings are secured in position and free from excessive wear?	Yes	100%
<b>Question 7.2.6.10</b>		
Fixed guards - removal. Are there arrangements to ensure that all reasons for guard removal are known and covered, where necessary, by safe working practices?	Yes	100%
<b>Question 7.2.6.11</b>		
Interlock guards - safeguard opening. Does inspection and maintenance of interlock guards ensure that the machine cannot start with the guard even partially open?	Yes	100%
<b>Question 7.2.6.12</b>		
Interlock guards - safeguard opening. Does inspection and maintenance of interlock guards ensure that the safeguard cannot be opened to a point where hazardous access is possible?	Yes	100%
<b>Question 7.2.6.13</b>		
Interlock guards - evidence of tampering. Does inspection and maintenance of interlock guards ensure that evidence of tampering with guards is detected?	No	0%
<b>Question 7.2.6.14</b>		
Interlock guards - defects, damage or wear. Does inspection and maintenance of interlock guards ensure that there are no defects, damage or wear in the safeguard mechanism, or in machine components, which affect the integrity of the interlock?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.2.6.15</b>		
Interlock guards - over-ride. Are there appropriate arrangements to ensure that all bona fide reasons to over-ride the interlock are known and covered by systems of work?	Yes	100%
<b>Question 7.2.6.16</b>		
Trip devices - evidence of tampering. Does inspection and maintenance of trip devices ensure that evidence of tampering is detected?	No	0%
<b>Question 7.2.6.17</b>		
Trip devices - stop machine. Does inspection and maintenance of trip devices ensure that, when the trip device is activated, a machine stops before anyone could be injured?	Yes	100%
<b>Question 7.2.6.18</b>		
Trip devices - defects, damage or wear. Does inspection and maintenance of trip devices ensure that there are no defects, damage or wear in the trip device mechanism, or in the machine components, which affect the integrity of the trip device?	Yes	100%
<b>Question 7.2.6.19</b>		
Adjustable guards - correct adjustment. Does inspection and maintenance of adjustable guards ensure that they are correctly adjusted to provide the best practicable protection?	Yes	100%
<b>Question 7.2.6.20</b>		
Adjustable guards - ease of adjustment. Does inspection and maintenance of adjustable guards ensure that adjustment is possible without undue effort?	Yes	100%
<b>Question 7.2.6.21</b>		
Adjustable guards - visibility. Does inspection and maintenance of adjustable guards ensure that visibility (where necessary) through the guards is adequate?	Yes	100%
<b>Question 7.2.6.22</b>		
Adjustable guards - evidence of tampering. Does inspection and maintenance of adjustable guards ensure that evidence of tampering is detected?	Yes	100%
<b>Question 7.2.6.23</b>		
Adjustable guards - defects, damage or wear. Does inspection and maintenance of adjustable guards ensure that there are no defects, damage or wear which affect the integrity of the guard?	Yes	100%
<b>Question 7.2.6.24</b>		
Emergency stops. Are there sufficient numbers of conveniently sited and clearly marked emergency stops?	Yes	100%
<b>Question 7.2.6.25</b>		
Emergency stops. Do you have effective arrangements for ensuring that emergency stops are tested regularly?	Yes	100%
<b>Sub-section 7.3 Display Screen Equipment</b>		93%
Is DSE equipment used in your area of responsibility?	Yes	
<b>Sub-section 7.3.1 Assessment of DSE Risks</b>		83%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.3.1.1</b>		
Have all DSE workstations in your area of responsibility been identified?	Yes	100%
<b>Question 7.3.1.2</b>		
Have all DSE users and operators been identified?	Yes	100%
<b>Question 7.3.1.3</b>		
Have all users and operators completed a self-assessment questionnaire?	Yes	100%
<b>Question 7.3.1.4</b>		
Have risk assessments of all workstations used by operators and users been carried out?	No	0%
<b>Question 7.3.1.5</b>		
Are all risk assessments carried out by competent personnel?	Yes	100%
<b>Question 7.3.1.6</b>		
Do you have effective arrangements to ensure that all workstation risk assessments are reviewed at appropriate intervals?	Yes	100%
<b>Sub-section 7.3.2 Control of DSE Risks</b>		100%
<b>Question 7.3.2.1</b>		
Are the risks associated with the use of workstations reduced to the lowest level reasonably practicable?	Yes	100%
<b>Question 7.3.2.2</b>		
Do all workstations used by operators and users meet, as a minimum, the requirements of the Schedule to the DSE Regulations?	Yes	100%
<b>Question 7.3.2.3</b>		
Are the work routines of all users designed such that appropriate breaks or changes of activity are included?	Yes	100%
<b>Question 7.3.2.4</b>		
Are all users and operators provided with relevant information on the risks and control measures associated with the operation of DSE?	Yes	100%
<b>Question 7.3.2.5</b>		
Are all users and operators provided with adequate training in the use of any workstation which they may be required to use?	Yes	100%
<b>Question 7.3.2.6</b>		
Are all users and operators provided with adequate information and training following substantial modifications of a workstation upon which they may be required to work?	Yes	100%
<b>Question 7.3.2.7</b>		
Are there effective arrangements for the provision of free eye and eyesight tests, at appropriate intervals, for all users?	Yes	100%
<b>Question 7.3.2.8</b>		
Are there effective arrangements for the cost of corrective appliances to be born by the user's employer?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.3.2.9</b>		
Do you have effective arrangements for monitoring the effectiveness of the workplace precautions for DSE use at appropriate intervals?	Yes	100%
<b>Sub-section 7.4 Vehicles</b>		84%
<b>Sub-section 7.4.1 Driving of Vehicles</b>		84%
Are any of your staff required to drive vehicles at work?	Yes	
<b>Question 7.4.1.1</b>		
Do you have effective arrangements for identifying the qualifications and driver suitability requirements for the driving of all of your vehicles?	Yes	100%
<b>Question 7.4.1.2</b>		
Do you have effective arrangements for maintaining a register of staff qualifications and suitability to drive specific vehicles?	Yes	100%
<b>Question 7.4.1.3</b>		
Do you have effective arrangements for ensuring that all drivers are competent and retrained and recertificated at the appropriate intervals where necessary?	Yes	100%
<b>Question 7.4.1.4</b>		
Is any non-legislative driver training carried out?	No	0%
<b>Question 7.4.1.5</b>		
Do you have effective arrangements for ensuring that vehicles are operated only by qualified and authorised staff?	Yes	100%
<b>Question 7.4.1.6</b>		
Do you have effective arrangements for ensuring that drivers do not exceed safe hours of driving?	Yes	100%
<b>Question 7.4.1.7</b>		
Do you have effective arrangements for ensuring that all drivers have the necessary insurance cover?	Yes	100%
<b>Question 7.4.1.8</b>		
Do you have effective arrangements for making an annual check of driver licences to identify any penalties which might affect insurance cover?	Yes	100%
<b>Question 7.4.1.9</b>		
Are your drivers aware of the reporting requirements following a road traffic accident?	Yes	100%
<b>Question 7.4.1.10</b>		
Do you have effective arrangements for encouraging your drivers to report other incidents such as near misses?	Yes	100%
<b>Question 7.4.1.11</b>		
Do you have effective arrangements for ensuring that the correct fuel is used?	Yes	100%
<b>Question 7.4.1.12</b>		
Do you have effective arrangements for ensuring that all drivers are made aware of changes in all relevant legislation?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.4.1.13</b>		
Do you have effective arrangements to control the use of mobile phones while driving?	No	0%
<b>Question 7.4.1.14</b>		
Do drivers, or other appropriate staff, carry out daily running checks on all vehicles?	Yes	100%
<b>Question 7.4.1.15</b>		
Are all necessary checks carried out on all vehicles at appropriate intervals?	Yes	100%
<b>Question 7.4.1.16</b>		
Are all vehicles maintained at the required frequency?	Yes	100%
<b>Question 7.4.1.17</b>		
Are all vehicles tested at the required frequency?	Yes	100%
<b>Question 7.4.1.18</b>		
Are good standards of ventilation maintained in vehicle refuelling and battery recharging areas?	Yes	100%
<b>Question 7.4.1.19</b>		
Are sources of heat excluded from refuelling and battery recharging areas?	No	0%
<b>Sub-section 7.4.2 Vehicle Maintenance</b>		83%
Is the area responsible for maintenance of vehicles?	Yes	
<b>Question 7.4.2.1</b>		
Do you have effective arrangements for identifying all regulations or other statutory requirements applying to vehicle maintenance work?	Yes	100%
<b>Question 7.4.2.2</b>		
Are vehicle maintenance activities the subject of written safe systems of work?	Yes	100%
<b>Question 7.4.2.3</b>		
Are all safe systems of work based on a suitable and sufficient risk assessment of the relevant tasks?	Yes	100%
<b>Question 7.4.2.4</b>		
Are all relevant staff aware of the safe systems of work?	Yes	100%
<b>Question 7.4.2.5</b>		
Do you have effective arrangements for checking at appropriate intervals that staff comply with safe systems of work?	No	0%
<b>Question 7.4.2.6</b>		
Are all maintenance activities carried out by competent, authorised personnel?	Yes	100%
<b>Question 7.4.2.7</b>		
Are daily running checks covered by a maintenance register for each vehicle?	Yes	100%

	Answer	Score
<b>Question 7.4.2.8</b>		
Are safety inspections covered by a maintenance register for each vehicle?	Yes	100%
<b>Question 7.4.2.9</b>		
Is routine maintenance covered by a maintenance register for each vehicle?	Yes	100%
<b>Question 7.4.2.10</b>		
Are reported faults covered by a maintenance register for each vehicle?	Yes	100%
<b>Question 7.4.2.11</b>		
Are repairs covered by a maintenance register for each vehicle?	Yes	100%
<b>Question 7.4.2.12</b>		
Are vehicle records kept for at least three years?	No	0%
<b>Sub-section 7.4.3 Vehicle Movements, Loading and Unloading</b>		85%
Are there vehicle movements, unloading or loading in your area?	Yes	
<b>Question 7.4.3.1</b>		
Are safe entry and exit points for vehicles clearly identified where appropriate?	Yes	100%
<b>Question 7.4.3.2</b>		
Are vehicle routes clearly identified for drivers and pedestrians?	Yes	100%
<b>Question 7.4.3.3</b>		
Are all vehicle routes suitable for the type and flows of traffic?	Yes	100%
<b>Question 7.4.3.4</b>		
Do you have effective arrangements for the maintenance of vehicle routes?	Yes	100%
<b>Question 7.4.3.5</b>		
Are all vehicle traffic routes designed to ensure the safety of pedestrians?	No	0%
<b>Question 7.4.3.6</b>		
Are appropriate crossing points provided for pedestrians where necessary?	Yes	100%
<b>Question 7.4.3.7</b>		
Are road signs provided which comply with current legislation?	Yes	100%
<b>Question 7.4.3.8</b>		
Are speed signs clearly displayed at appropriate locations?	Yes	100%
<b>Question 7.4.3.9</b>		
Where vehicle parking spaces are provided, are they adequate and clearly marked?	Yes	100%
<b>Question 7.4.3.10</b>		
Where vehicles reverse, are there effective arrangements to ensure safety during the activity?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.4.3.11</b>		
Are loading and unloading areas designated?	No	0%
<b>Question 7.4.3.12</b>		
Are arrangements made for the supervision of loading and unloading?	Yes	100%
<b>Question 7.4.3.13</b>		
Are goods for loading or unloading packaged and labelled in accordance with current legislation?	Yes	100%
<b>Sub-section 7.5 Manual Handling</b>		91%
Are manual handling operations carried out in the area of responsibility?	Yes	
<b>Question 7.5.1</b>		
Do you have effective arrangements for identifying all manual handling operations carried out in your area of responsibility?	Yes	100%
<b>Question 7.5.2</b>		
Are there effective arrangements to assess whether there is a risk of injury associated with the identified manual handling activities?	Yes	100%
<b>Question 7.5.3</b>		
Are there effective arrangements for avoiding, so far as reasonably practicable, manual handling operations which involve a risk of injury?	No	0%
<b>Question 7.5.4</b>		
Are there effective arrangements for the detailed assessment of the risks associated with manual handling operations which cannot be avoided?	Yes	100%
<b>Question 7.5.5</b>		
Are all manual handling risk assessments carried out by competent personnel?	Yes	100%
<b>Question 7.5.6</b>		
Are the risks associated with manual handling operations reduced to the lowest level reasonably practicable?	Yes	100%
<b>Question 7.5.7</b>		
Are all manual handling risk assessments reviewed at appropriate intervals?	Yes	100%
<b>Question 7.5.8</b>		
Do you have effective arrangements for providing appropriate information or training to staff engaged in manual handling operations which involve a risk of injury?	Yes	100%
<b>Question 7.5.9</b>		
Are your staff aware of their duties associated with manual handling operations?	Yes	100%
<b>Question 7.5.10</b>		
Where loads must be handled manually, do you have effective arrangements for monitoring your staff at appropriate intervals for their continuing suitability and health?	Yes	100%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.5.11</b>		
Do you have effective arrangements for checking at appropriate intervals the continuing effectiveness of manual handling risk control measures?	Yes	100%
<b>Sub-section 7.6 Danger Areas</b>		57%
<b>Sub-section 7.6.1 Danger Areas - General</b>		75%
Are there any danger areas in your area of responsibility?	Yes	
<b>Question 7.6.1.1</b>		
Do you have effective arrangements for identifying all danger areas in your area of responsibility?	Yes	100%
<b>Question 7.6.1.2</b>		
Are suitable and sufficient risk assessments undertaken prior to any entry into, or work in, danger areas?	No	0%
<b>Question 7.6.1.3</b>		
Do your staff use safe systems of work when entering into, or working in, a danger area?	Yes	100%
<b>Question 7.6.1.4</b>		
Do you have effective arrangements for checking at appropriate intervals that safe systems of work are known and followed by those entering or working in danger areas?	Yes	100%
<b>Question 7.6.1.5</b>		
Do your staff use permit to work procedures, as appropriate, when entering or working in a danger area?	Yes	100%
<b>Question 7.6.1.6</b>		
Do you have effective arrangements for checking at appropriate intervals that permit to work procedures are known and followed by those entering or working in danger areas?	Yes	100%
<b>Question 7.6.1.7</b>		
Do you have effective arrangements for designing safe systems of work for any new tasks which could involve risks?	No	0%
<b>Question 7.6.1.8</b>		
Are all staff who enter danger areas competent in the procedures required?	Yes	100%
<b>Question 7.6.1.9</b>		
Are adequate emergency and rescue procedures in place at all times that staff are in danger areas?	Yes	100%
<b>Question 7.6.1.10</b>		
Is an adequate communication system maintained with those inside the danger area at all times staff are inside the danger area?	Yes	100%
<b>Question 7.6.1.11</b>		
Is inadvertent access by other personnel to danger areas prevented?	Yes	100%

	Answer	Score
<b>Question 7.6.1.12</b>		
Do you have effective arrangements for reviewing safe systems of work and permit to work procedures at appropriate intervals to check their effectiveness for work in danger areas?	No	0%
<b>Sub-section 7.6.2 Confined Spaces</b>		33%
Are there any confined spaces in your area of responsibility?	Yes	
<b>Question 7.6.2.1</b>		
Do you have effective arrangements for identifying all confined spaces in your area of responsibility?	Yes	100%
<b>Question 7.6.2.2</b>		
Is the need to work in confined spaces avoided where reasonably practicable?	Yes	100%
<b>Question 7.6.2.3</b>		
Where it is not reasonably practicable to avoid work in a confined space, are there suitable and sufficient assessments of the risks associated with entering and working in the space?	Yes	100%
<b>Question 7.6.2.4</b>		
Are there effective arrangements for the design of safe systems of work for entry into and work in confined spaces?	No	0%
<b>Question 7.6.2.5</b>		
Do the safe systems of work cover all of the risks identified in the risk assessment?	No	0%
<b>Question 7.6.2.6</b>		
Are there effective arrangements to ensure that permit to work systems are used where necessary?	No	0%
<b>Question 7.6.2.7</b>		
Are suitable and sufficient emergency and rescue arrangements in place at all times that staff are in a confined space?	No	0%
<b>Question 7.6.2.8</b>		
Is work in confined spaces carried out only by suitable, competent, personnel?	No	0%
<b>Question 7.6.2.9</b>		
Do all staff involved in confined space work receive relevant briefing prior to work commencing?	No	0%
<b>Sub-section 7.7 Chemicals and Substances</b>		0%
<b>Sub-section 7.7.1 Control of Substances</b>		0%
<b>Question 7.7.1.1</b>		
Do you have effective arrangements for identifying the chemicals and substances in your area of responsibility?	No	0%
<b>Question 7.7.1.2</b>		
Is there an inventory of all substances and chemicals which might be flammable, explosive, toxic, corrosive, irritant or hazardous in other ways?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.7.1.3</b>		
Does the hazardous substance inventory include lists of all the names by which each substance is known in the area of responsibility?	No	0%
<b>Question 7.7.1.4</b>		
Does the hazardous substance inventory include details of quantities, locations and approved uses of substances?	No	0%
<b>Question 7.7.1.5</b>		
Do you have effective arrangements for keeping the hazardous substances inventory up to date?	No	0%
<b>Question 7.7.1.6</b>		
Are material safety data sheets which comply with appropriate legislation held for all substances?	No	0%
<b>Question 7.7.1.7</b>		
Do you have effective arrangements for identifying all Regulations or other statutory requirements which apply to chemicals and substances used in your area of responsibility?	No	0%
<b>Sub-section 7.7.2 Risk Assessment</b>		0%
<b>Question 7.7.2.1</b>		
Have all tasks and processes in which hazardous chemicals and substances are present been the subject of a suitable and sufficient risk assessment?	No	0%
<b>Question 7.7.2.2</b>		
Do you have effective arrangements for ensuring that risk assessments are carried out before new chemicals and substances are brought into your area of responsibility?	No	0%
<b>Recommendation</b>	You must have effective arrangements for ensuring that risk assessments are carried out before new chemicals and substances are brought into your area of responsibility.	
<b>Question 7.7.2.3</b>		
Is a permanent record of the assessment kept where a significant risk was identified?	No	0%
<b>Question 7.7.2.4</b>		
Have all the risk assessments been carried out by persons competent in this work?	No	0%
<b>Question 7.7.2.5</b>		
Are there effective arrangements for ensuring that risk assessments on the use of chemicals and substances are reviewed at appropriate intervals?	No	0%
<b>Sub-section 7.7.3 Risk Control Systems and Workplace Precautions</b>		0%
<b>Question 7.7.3.1</b>		
Are there effective arrangements for the elimination of hazardous substances where reasonably practicable?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.7.3.2</b>		
If elimination is not practicable, is there a procedure to ensure that control measures other than the use of personal protective equipment are considered?	No	0%
<b>Question 7.7.3.3</b>		
Have the most appropriate workplace precautions been identified for each type of chemical and substance?	No	0%
<b>Question 7.7.3.4</b>		
Have the most appropriate workplace precautions been implemented for each type of chemical and substance?	No	0%
<b>Question 7.7.3.5</b>		
Are there effective arrangements for the regular inspection and maintenance of workplace precautions provided?	No	0%
<b>Question 7.7.3.6</b>		
Are clearly defined safe systems of work for use of all hazardous substances laid down?	No	0%
<b>Question 7.7.3.7</b>		
Do you have effective arrangements for ensuring that staff are competent in safe systems of work with hazardous substances?	No	0%
<b>Question 7.7.3.8</b>		
Do you have effective arrangements for checking at appropriate intervals that safe systems of work for use of substances are followed by your staff?	No	0%
<b>Question 7.7.3.9</b>		
Do you have effective arrangements to inform your staff of hazardous substances present in their workplace?	No	0%
<b>Question 7.7.3.10</b>		
Do you have effective arrangements for ensuring that non-employees are not exposed to hazardous substances?	No	0%
<b>Question 7.7.3.11</b>		
Are all storage areas for substances suitable?	No	0%
<b>Question 7.7.3.12</b>		
Are there effective arrangements for the assessment and control of any risks posed by waste disposal?	No	0%
<b>Sub-section 7.8 Electricity and Other Energy Sources</b>		0%
<b>Sub-section 7.8.1 Control of Electricity and Other Energy Sources</b>		0%
<b>Question 7.8.1.1</b>		
Do you have effective arrangements for maintaining an up to date inventory of all energy sources in your area of responsibility?	No	0%
<b>Question 7.8.1.2</b>		
Do you have effective arrangements for identifying all statutory requirements and advisory publications which apply to the input and output energy sources in your area of responsibility?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.8.1.3</b>		
Does the energy inventory contain comprehensive information on the hazards associated with the energy sources listed?	No	0%
<b>Sub-section 7.8.2 Risk Assessment</b>		0%
<b>Question 7.8.2.1</b>		
Have all tasks in which energy sources are used or present been the subject of a risk assessment?	No	0%
<b>Question 7.8.2.2</b>		
Are risk assessments carried out before new energy sources are to be used or changes are to be made to their use in existing tasks?	No	0%
<b>Question 7.8.2.3</b>		
Have all the risk assessments on the use or presence of energy sources adequately taken into account input, stored and output energy sources?	No	0%
<b>Question 7.8.2.4</b>		
Have all the risk assessments for tasks in which energy sources are used or present been carried out by persons competent in this work?	No	0%
<b>Question 7.8.2.5</b>		
Do you have effective arrangements for ensuring that risk assessments on the use or presence of energy sources are reviewed at appropriate intervals?	No	0%
<b>Sub-section 7.8.3 Risk Control Systems for Electricity and Other Energy Sources</b>		0%
<b>Question 7.8.3.1</b>		
Are safe systems of work for tasks involving energy sources used in your area of responsibility?	No	0%
<b>Question 7.8.3.2</b>		
Do the safe systems of work include formal permit to work procedures, where appropriate?	No	0%
<b>Question 7.8.3.3</b>		
Do you have effective arrangements for checking compliance with systems for work with energy sources at appropriate intervals?	No	0%
<b>Question 7.8.3.4</b>		
Do you have effective arrangements for ensuring staff are competent for work with energy sources?	No	0%
<b>Question 7.8.3.5</b>		
Do you have effective arrangements for ensuring that staff are provided with appropriate personal protective equipment for work with energy sources?	No	0%
<b>Question 7.8.3.6</b>		
Do you have effective arrangements for informing all staff of the hazards of energy sources?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.8.3.7</b>		
Do you have effective arrangements for encouraging to staff to report defects identified in electrical and other equipment?	No	0%
<b>Question 7.8.3.8</b>		
Do you have effective arrangements for the withdrawal of damaged electrical and other equipment from use?	No	0%
<b>Question 7.8.3.9</b>		
Do you have effective arrangements to manage personal electrical equipment brought to work by staff?	No	0%
<b>Question 7.8.3.10</b>		
Are there alarm systems to warn of problems with equipment which generates, stores, supplies or distributes energy?	No	0%
<b>Question 7.8.3.11</b>		
Are alarm systems inspected and tested at appropriate intervals to check that they are in good working order?	No	0%
<b>Question 7.8.3.12</b>		
Is equipment used for storage of energy inspected and maintained at appropriate intervals?	No	0%
<b>Question 7.8.3.13</b>		
Is equipment used for the distribution of energy inspected and maintained at appropriate intervals?	No	0%
<b>Recommendation</b>	Equipment used for the distribution of energy must be inspected and maintained at appropriate intervals?	
<b>Question 7.8.3.14</b>		
Is equipment used for the conversion of energy inspected and maintained at appropriate intervals?	No	0%
<b>Question 7.8.3.15</b>		
Is equipment used for the disposal of wastes arising from energy use inspected and maintained at appropriate intervals?	No	0%
<b>Sub-section 7.8.4 Side Effects of Energy Use</b>		0%
<b>Question 7.8.4.1</b>		
Are undesirable temperature extremes arising from energy use effectively monitored and controlled?	No	0%
<b>Question 7.8.4.2</b>		
Are fire and explosion hazards arising from energy use effectively monitored and controlled?	No	0%
<b>Question 7.8.4.3</b>		
Is glare arising from energy use effectively monitored and controlled?	No	0%
<b>Question 7.8.4.4</b>		
Are the effects of non-visible radiation arising from energy use effectively monitored and controlled?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.8.4.5</b>		
Is corrosion arising from energy use effectively monitored and controlled?	No	0%
<b>Question 7.8.4.6</b>		
Are wear and tear arising from energy use effectively monitored and controlled?	No	0%
<b>Question 7.8.4.7</b>		
Is noise arising from energy use effectively monitored and controlled?	No	0%
<b>Question 7.8.4.8</b>		
Is vibration arising from energy use effectively monitored and controlled?	No	0%
<b>Sub-section 7.9 Noise</b>		0%
Are any of the staff for whom you are responsible exposed to harmful levels of noise.	Yes	
<b>Sub-section 7.9.1 Risk Assessments of Noise</b>		0%
<b>Question 7.9.1.1</b>		
Do you have effective arrangements for identifying all noise sources in your area of responsibility?	No	0%
<b>Question 7.9.1.2</b>		
Do you have effective arrangements for identifying all the sources of noise to which your staff may be exposed outside your area of responsibility?	No	0%
<b>Question 7.9.1.3</b>		
Do you have effective arrangements for identifying all statutory requirements and advisory publications which apply to the control of noise at work?	No	0%
<b>Question 7.9.1.4</b>		
Have noise assessments been carried out by competent personnel where staff are likely to be exposed to a daily personal noise dose of 85dB(A) or more?	No	0%
<b>Question 7.9.1.5</b>		
Do you have effective arrangements for retaining records of all noise assessments?	No	0%
<b>Sub-section 7.9.2 Risk Control for Noise</b>		0%
<b>Question 7.9.2.1</b>		
Has the risk of damage to hearing from exposure to noise been reduced to the lowest level reasonably practicable?	No	0%
<b>Question 7.9.2.2</b>		
Do you have effective arrangements for providing suitable hearing protection, upon request, to staff who are likely to be exposed to a daily personal noise dose of more than 85dB(A) but less than 90dB(A)?	No	0%
<b>Question 7.9.2.3</b>		
Do you have effective arrangements for providing suitable information, instruction and training for all staff who are likely to be exposed to a daily personal noise dose of 85dB(A) or more?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.9.2.4</b>		
Where staff are likely to be exposed to a daily personal noise dose of 90dB(A) or more, do you have effective arrangements for reducing the noise exposure as far as reasonably practicable by means other than hearing protection?	No	0%
<b>Question 7.9.2.5</b>		
Have ear protection zones been established in all situations where exposure cannot be reduced to less than 90dB(A)?	No	0%
<b>Question 7.9.2.6</b>		
Are all ear protection zones properly signed?	No	0%
<b>Question 7.9.2.7</b>		
Are there effective arrangements to prevent personnel entering ear protection zones unless they are wearing suitable hearing protection?	No	0%
<b>Question 7.9.2.8</b>		
In areas where exposure cannot be reduced to below 90dB(A), is hearing protection which takes the level of noise exposure to below 85db(A) provided for staff?	No	0%
<b>Question 7.9.2.9</b>		
Do you have effective arrangements to ensure that staff wear hearing protection when necessary?	No	0%
<b>Question 7.9.2.10</b>		
Do you have effective arrangements for checking at appropriate intervals that staff wear hearing protection when required?	No	0%
<b>Question 7.9.2.11</b>		
Do you have effective arrangements for taking appropriate action if staff do not wear the required hearing protection?	No	0%
<b>Sub-section 7.10 Fire</b>		0%
<b>Sub-section 7.10.1 Fire Prevention Arrangements</b>		0%
<b>Question 7.10.1.1</b>		
Has a fire risk assessment been undertaken for all of your area of responsibility?	No	0%
<b>Question 7.10.1.2</b>		
Is there a fire plan for your area of responsibility which identifies the location of all flammable and hazardous materials?	No	0%
<b>Question 7.10.1.3</b>		
Are there effective arrangements to ensure that your area of responsibility meets the terms of a fire certificate, if issued?	No	0%
<b>Question 7.10.1.4</b>		
Do you have effective arrangements for identifying changes in your area of responsibility which may affect the fire certificate?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.10.1.5</b>		
Do you have effective arrangements for communicating information on changes in your area of responsibility to the person responsible for the fire certificate?	No	0%
<b>Question 7.10.1.6</b>		
Are all staff instructed in fire prevention measures?	No	0%
<b>Question 7.10.1.7</b>		
Have all personnel with specific responsibilities for fire prevention been adequately trained?	No	0%
<b>Question 7.10.1.8</b>		
Are there effective arrangements to control unwanted heat?	No	0%
<b>Question 7.10.1.9</b>		
Are there effective arrangements to control unwanted fuel sources?	No	0%
<b>Question 7.10.1.10</b>		
Are there effective arrangements to separate heat and fuel sources?	No	0%
<b>Question 7.10.1.11</b>		
Are there effective arrangements to control out of hours working practices which may create fire risks?	No	0%
<b>Question 7.10.1.12</b>		
Are there effective security arrangements within your area of control?	No	0%
<b>Question 7.10.1.13</b>		
Do you have effective arrangements for periodically checking the fire prevention arrangements in your area of responsibility?	No	0%
<b>Question 7.10.1.14</b>		
Do you have effective arrangements for taking appropriate action when weaknesses in the fire prevention arrangements are identified?	No	0%
<b>Sub-section 7.10.2 Fire Detection and Alarm Systems</b>		0%
<b>Question 7.10.2.1</b>		
Are there suitable means of fire detection in your area of responsibility?	No	0%
<b>Question 7.10.2.2</b>		
Are all fire detection systems tested at appropriate intervals?	No	0%
<b>Question 7.10.2.3</b>		
Are all fire detection systems serviced at appropriate intervals?	No	0%
<b>Question 7.10.2.4</b>		
Does your area of responsibility have suitable means of warning in the event of fire?	No	0%
<b>Question 7.10.2.5</b>		
Do you have effective arrangements for ensuring that the means of warning can be recognised by all staff?	No	0%

	Answer	Score
<b>Question 7.10.2.6</b>		
Are all fire alarm systems tested at appropriate intervals?	No	0%
<b>Question 7.10.2.7</b>		
Are all fire alarm systems serviced at appropriate intervals?	No	0%
<b>Sub-section 7.10.3 Fire Fighting</b>		0%
<b>Question 7.10.3.1</b>		
Is there adequate fire fighting equipment in your area of responsibility?	No	0%
<b>Question 7.10.3.2</b>		
Is the provision of fire fighting equipment to the standard specified in the fire certificate or identified as required by the fire risk assessment?	No	0%
<b>Question 7.10.3.3</b>		
Is all fire fighting equipment correctly located?	No	0%
<b>Question 7.10.3.4</b>		
Is all fire fighting equipment inspected and tested at appropriate intervals?	No	0%
<b>Question 7.10.3.5</b>		
Is all fire fighting equipment serviced at appropriate intervals?	No	0%
<b>Question 7.10.3.6</b>		
Are records of inspection, testing and servicing of fire fighting equipment retained?	No	0%
<b>Question 7.10.3.7</b>		
Are there adequate signs to identify all fire fighting equipment?	No	0%
<b>Question 7.10.3.8</b>		
Are appropriate personnel trained in fire fighting?	No	0%
<b>Question 7.10.3.9</b>		
Is refresher training for fire fighting personnel provided at appropriate intervals?	No	0%
<b>Question 7.10.3.10</b>		
Do you have effective arrangements for instructing your staff not to fight fires unless they are suitably trained, the fire is small and it is safe to tackle the fire?	No	0%
<b>Sub-section 7.10.4 Evacuation of Premises</b>		0%
<b>Question 7.10.4.1</b>		
Does your area of responsibility have an adequate evacuation procedure for use in the event of fire?	No	0%
<b>Question 7.10.4.2</b>		
Does the fire evacuation procedure ensure all persons in the area can be accounted for?	No	0%
<b>Question 7.10.4.3</b>		
Have all staff been made aware of the fire evacuation procedure?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.10.4.4</b>		
Are there effective arrangements for the evacuation of all contractors and visitors?	No	0%
<b>Question 7.10.4.5</b>		
Has the fire evacuation procedure been practised within the past 12 months or within the time scale set by the fire certificate, whichever is the shorter?	No	0%
<b>Question 7.10.4.6</b>		
Do you have effective arrangements for taking appropriate action when weaknesses in the arrangements for evacuation in the event of fire are identified?	No	0%
<b>Question 7.10.4.7</b>		
Are there adequate signs to identify the courses of action to be taken and the means of escape in the event of a fire?	No	0%
<b>Sub-section 7.11 Contractors and Visitors</b>		0%
<b>Sub-section 7.11.1 Preparation for Contractors</b>		0%
<b>Question 7.11.1.1</b>		
Do you have effective arrangements for identifying all statutory and other obligations for contractors working in your area of responsibility?	No	0%
<b>Question 7.11.1.2</b>		
Are contractors required to submit risk assessments and associated risk control systems and workplace precautions, where relevant, prior to starting work?	No	0%
<b>Question 7.11.1.3</b>		
Do you have effective arrangements for carrying out risk assessments on activities to be carried out by contractors in your area of responsibility?	No	0%
<b>Question 7.11.1.4</b>		
Do the risk assessments take adequate account of the risks created by the interaction of contractors' activities and the normal activities of your staff?	No	0%
<b>Question 7.11.1.5</b>		
Are your organisation's health and safety rules and procedures and their application to contractors activities discussed with contractors prior to work commencing?	No	0%
<b>Question 7.11.1.6</b>		
Are contractors required to attend appropriate induction training prior to commencing work?	No	0%
<b>Question 7.11.1.7</b>		
Are hazards created by contractors which are likely to affect your staff discussed with contractors in advance of work commencing?	No	0%
<b>Question 7.11.1.8</b>		
Are hazards created by your staff which are likely to affect contractors discussed with contractors in advance of work commencing?	No	0%

	Answer	Score
<b>Question 7.11.1.9</b>		
Are responsibilities for health and safety clearly allocated in writing prior to the commencement of work?	No	0%
<b>Sub-section 7.11.2 Control of Contractors</b>		0%
<b>Question 7.11.2.1</b>		
Do you have effective arrangements for maintaining an up to date record of all contractors working in your area of responsibility?	No	0%
<b>Question 7.11.2.2</b>		
Is there a competent contact nominated for all contractors?	No	0%
<b>Question 7.11.2.3</b>		
Are there effective arrangements for notifying contractors of all the relevant risks and risk control measures in your area of responsibility?	No	0%
<b>Question 7.11.2.4</b>		
Do you have effective arrangements for identifying appropriate risk control measures for all the significant risks associated with the activities of contractors?	No	0%
<b>Question 7.11.2.5</b>		
Do all contractors work under a permit to work system where appropriate?	No	0%
<b>Question 7.11.2.6</b>		
Do you have effective arrangements for informing staff in charge of areas in which contractors are working of the presence of the contractors?	No	0%
<b>Question 7.11.2.7</b>		
Do you have effective arrangements for checking the activities of contractors at appropriate intervals?	No	0%
<b>Question 7.11.2.8</b>		
Where weaknesses in the safety performance of contractors are identified, do you have effective arrangements for taking appropriate action?	No	0%
<b>Sub-section 7.11.3 Visitors</b>		0%
<b>Question 7.11.3.1</b>		
Do you have effective arrangements for identifying all statutory and other obligations to all visitors?	No	0%
<b>Question 7.11.3.2</b>		
Do you have effective arrangements for maintaining an up to date record of all visitors present in your area of responsibility?	No	0%
<b>Question 7.11.3.3</b>		
Do you have effective arrangements for providing all visitors with relevant health and safety information?	No	0%
<b>Question 7.11.3.4</b>		
Where applicable, is instruction given to familiarise visitors with relevant procedures?	No	0%
<b>Question 7.11.3.5</b>		
Are there effective arrangements for the control of all visitors?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.11.3.6</b>		
Where applicable, are visitors issued with suitable PPE?	No	0%
<b>Sub-section 7.12 Construction and Maintenance of Structures</b>		0%
<b>Question 7.12.1</b>		
Do you have effective arrangements for identifying all regulations, other statutory requirements and standards applying to construction work carried out in your area of responsibility?	No	0%
<b>Question 7.12.2</b>		
Where construction work is notifiable, are local authorities, the HSE, and other statutory authorities provided with the appropriate notifications?	No	0%
<b>Question 7.12.3</b>		
Are suitable and sufficient risk assessments carried out prior to the preparation of method statements and health and safety plans for construction and maintenance of structures?	No	0%
<b>Question 7.12.4</b>		
Are surveys carried out before commencing construction or maintenance of structures?	No	0%
<b>Question 7.12.5</b>		
Are there written safe systems of work for all existing construction and maintenance of structures involving significant risks to health and safety?	No	0%
<b>Question 7.12.6</b>		
Do you have effective arrangements to ensure that safe systems of work are known and followed by all staff?	No	0%
<b>Question 7.12.7</b>		
Do you have effective arrangements for supervision and monitoring of construction and maintenance of structures?	No	0%
<b>Question 7.12.8</b>		
Are all construction and maintenance workers provided with information, instruction and training in the hazards and workplace precautions related to the area in which the work is to be carried out?	No	0%
<b>Question 7.12.9</b>		
Are all construction and maintenance workers provided with appropriate PPE?	No	0%
<b>Question 7.12.10</b>		
Do you have effective arrangements for checking at appropriate intervals that construction and maintenance workers use the appropriate PPE?	No	0%
<b>Question 7.12.11</b>		
Where maintenance work is required outside normal working hours, are arrangements made to cover emergencies and first aid?	No	0%
<b>Sub-section 7.13 First Aid</b>		0%
<b>Question 7.13.1</b>		
Is there adequate first aid provision in your area of responsibility?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.13.2</b>		
Is adequate first aid provision made for off site staff, including staff using vehicles off site?	No	0%
<b>Question 7.13.3</b>		
Do all staff know how to contact their First Aider(s) and Appointed Person(s)?	No	0%
<b>Question 7.13.4</b>		
Are First Aiders trained and re-qualified as necessary?	No	0%
<b>Question 7.13.5</b>		
Are Appointed Persons trained in emergency first aid?	No	0%
<b>Question 7.13.6</b>		
Are first aid boxes checked at appropriate intervals and kept re-stocked?	No	0%
<b>Question 7.13.7</b>		
Are first aid boxes kept clean and clearly visible?	No	0%
<b>Question 7.13.8</b>		
Do all staff know the location of first aid boxes?	No	0%
<b>Question 7.13.9</b>		
Is there ready access to a medical centre if the need arises?	No	0%
<b>Sub-section 7.14 Personal Protective Equipment</b>		0%
<b>Question 7.14.1</b>		
Do you have effective arrangements for identifying the correct personal protective equipment for all the tasks in your area of responsibility?	No	0%
<b>Question 7.14.2</b>		
Do you have effective arrangements for assessing the suitability of PPE used in all activities requiring it?	No	0%
<b>Question 7.14.3</b>		
Do you have effective arrangements for reviewing all processes and activities regularly to re-assess the need for personal protective equipment?	No	0%
<b>Question 7.14.4</b>		
Do you have effective arrangements for regularly re-assessing the use of all PPE with the aim of replacing it with preferred workplace precautions?	No	0%
<b>Question 7.14.5</b>		
Where applicable, is sufficient, appropriate PPE supplied to meet all identified needs?	No	0%
<b>Question 7.14.6</b>		
Are all staff provided with adequate instruction, information and training in the correct use of PPE?	No	0%
<b>Question 7.14.7</b>		
Do you have effective arrangements for checking at appropriate intervals that PPE is used at all times that it is required?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.14.8</b>		
Are there effective arrangements to ensure compatibility of PPE where more than one item of PPE is used?	No	0%
<b>Question 7.14.9</b>		
Are all relevant staff instructed in the procedure to be used to replace lost or damaged PPE?	No	0%
<b>Question 7.14.10</b>		
Is PPE readily available for all staff who require it?	No	0%
<b>Question 7.14.11</b>		
Is routine maintenance of all relevant PPE carried out to ensure that it continues to perform to the required specification?	No	0%
<b>Question 7.14.12</b>		
Is cleaning of PPE carried out at appropriate intervals?	No	0%
<b>Question 7.14.13</b>		
Is all PPE stored correctly when not in use?	No	0%
<b>Sub-section 7.15 Health</b>		0%
<b>Question 7.15.1</b>		
Is there an up to date record of all the health hazards in your area of responsibility?	No	0%
<b>Question 7.15.2</b>		
Where appropriate, does the record of health hazards contain information on the statutory requirements associated with the health hazards listed?	No	0%
<b>Question 7.15.3</b>		
Have all significant risks associated with health hazards been identified and documented?	No	0%
<b>Question 7.15.4</b>		
Have all health hazards been the subject of a risk assessment?	No	0%
<b>Question 7.15.5</b>		
Have all the risk assessments for health hazards identified all the requirements for health surveillance and medical examinations?	No	0%
<b>Question 7.15.6</b>		
Have all the risk assessments for health hazards been carried out by persons competent in this work?	No	0%
<b>Question 7.15.7</b>		
Do you have effective arrangements for identifying appropriate workplace precautions for all the significant risks associated with health hazards?	No	0%
<b>Question 7.15.8</b>		
Are health surveillance and medical examinations used, where necessary, to monitor health hazards?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.15.9</b>		
Do you have effective, documented checks on the continuing effectiveness of workplace precautions for health hazards?	No	0%
<b>Question 7.15.10</b>		
Is there a systematic programme for upgrading the workplace precautions used for health hazards?	No	0%
<b>Question 7.15.11</b>		
Do you have effective arrangements for ensuring that risk assessments on health hazards are repeated at appropriate intervals?	No	0%
<b>Question 7.15.12</b>		
Do you have effective arrangements for ensuring that risk assessments on health hazards are carried out before changes are made?	No	0%
<b>Question 7.15.13</b>		
Do you have effective arrangements for general health promotion in your area of responsibility?	No	0%
<b>Question 7.15.14</b>		
Is there ready access to an occupational health physician if the need arises?	No	0%
<b>Question 7.15.15</b>		
Is there ready access to an occupational hygienist if the need arises?	No	0%
<b>Sub-section 7.16 Emergencies</b>		0%
<b>Question 7.16.1</b>		
Has a risk assessment been undertaken to identify all foreseeable events which should be covered by emergency procedures?	No	0%
<b>Question 7.16.2</b>		
Have emergency procedures for all such emergencies been produced?	No	0%
<b>Question 7.16.3</b>		
Have sufficient competent personnel been appointed to implement the emergency procedures?	No	0%
<b>Question 7.16.4</b>		
Are the roles and responsibilities of personnel nominated to implement emergency procedures clearly set out in writing?	No	0%
<b>Question 7.16.5</b>		
Are the contents of all emergency procedures kept up to date?	No	0%
<b>Question 7.16.6</b>		
Are the contents of all emergency procedures made known to all personnel in your area of responsibility?	No	0%
<b>Question 7.16.7</b>		
Is the effectiveness of all emergency procedures checked by carrying out appropriate emergency drills?	No	0%

	<b>Answer</b>	<b>Score</b>
<b>Question 7.16.8</b>		
Do you have effective arrangements for taking appropriate action if weaknesses in the emergency procedures are identified?	No	0%

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**Report created on 09/03/2006**