

2011

HEALTH AND SAFETY AUDIT

Prepared For:

C. N. Perry MBA PgD CMIOSH AIIRSM RMaPS
HSM Safety Management
Tel : 0114 263 1329



Audit of:

Date:

Audit carried out by:

C. N. Perry MBA PgD CMIOSH AIIRSM RMaPS

HSM Safety Management

12 Highcliffe Court

Greystones Drive

Sheffield

S11 7JR

Tel:

0114 263 1329

Signed:



A handwritten signature in black ink, appearing to read 'C. N. Perry', is written over a horizontal dotted line.



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Executive Summary

SAMPLE



Actions

Action	Priority	Completed

SAMPLE



Audit Report

SAMPLE



AREA		Y/N		NOTES	Compliant
MODULE 1 : Policy & Statement					
1.1	Is it Displayed	Yes	No	Compliant if yes	
1.2	Is it displayed so all can read it?	Yes	No	Compliant if yes	
1.3	Is this easy for all to see?	Yes	No	Compliant if yes	
1.4	Is the Policy Signed ?	Yes	No	Compliant if yes	
1.5	Is the signatory a Director?	Yes	No	Compliant if yes	
1.6	Reviewed in last 12 months ?	Yes	No	Compliant if yes	
1.7	Is there a documented review procedure?	Yes	No	Compliant if yes	
1.8	Is there evidence that this procedure is followed, review log, report etc. ?	Yes	No	Compliant if yes	
1.9	Is the reviewer an employee or an external advisor?	Int	Ext	Compliant if assigned	
1.10	How are they qualified to review it?	(i) IOSH Managing Safely Yes		One of the qualifications (i) OR (ii) must be held to be compliant when internal. NEBOSH Diploma or higher for External (iii)	
	(ii) NEBOSH General Certificate Yes				
	(iii) NEBOSH Diploma 2 / NVQ 4 / PgD etc. Yes				
1.11	Policy brought to employees attention ?	Yes	No	Compliant if yes	
1.12	How?	Individual issue Yes	No	One must be assigned as "yes or other equal method detailed below to be compliant"	
	In Employee Handbook Yes	No			
	Displayed copy shown to them Yes	No			
	Other – Detail in the box to the right				
1.13	Signed for as issued above ?	Yes	No	Compliant if yes	



MODULE 2 : Organisation

2.1	Diagram / Chart present ?	Yes	No	Compliant if yes		
2.2	Are the names / roles correct	Yes	No	Compliant if yes		
2.3	Is this covered in the review	Yes	No	Compliant if yes		
2.4	Is this documented ?	Yes	No	Compliant if yes		
2.5	Responsibilities allocated and described ?	Yes	No	Compliant if yes		
2.6	Individual aware of their responsibilities	Yes	No	Compliant if yes		
2.7	How have they been made aware and is this documented ?	Yes	No	Compliant if yes		
2.8	Are they trained to undertake their responsibilities ?	Yes	No	Compliant if yes		
2.9	Is this training documented ?	Yes	No	Compliant if yes		
2.10	What qualification do they hold ?	IOSH Managing Safely	Yes		For managers duties unless 10 employees or less	
		NEBOSH General Certificate	Yes	N/A	For internal designated Competent Person – non compliant if not held N/A if external Competent Person	
		Supervising Safely (SSTS)	Yes		For supervisors unless 10 employees or less	
		Other	Yes		Detail:	
2.11	Competent Person(s) appointed and named	Yes	No	Compliant if yes. For internal competent persons option (i) is the minimum to be compliant. For external (ii) and (iii) must be Yes		
2.12	What qualification do they hold ?	(i) NEBOSH General Certificate	Yes	No	Minimum for internal Competent Person to be compliant	
		(ii) NEBOSH Diploma 2 / NVQ 4 / PgD	Yes	No	Must hold this level of qualification to be an external Competent Person compliant if yes	
		(iii) Member of IOSH and Chartered / full member of IIRSM	Yes	No	Must be professionally accredited. Compliant if yes	
2.13	Is this training documented and certificates provided?	Yes	No	Compliant if yes		



MODULE : 3 General Arrangements

3.1	Each area of work/activity addressed ?		Yes	No	Compliant if yes	
3.2	Is this included in the review ?		Yes	No	Compliant if yes	
3.3	Is this documented ?		Yes	No	Compliant if yes	
3.4	Brought to employees attention ?		Yes	No	Compliant if yes	
3.5	How ?	Individual issue	Yes	No	One must be assigned as "yes or other equal method detailed below to be compliant	
		In Employee Handbook	Yes	No		
		Displayed copy shown to them	Yes	No		
		Other – Detail in the box to the right				
3.6	Signed for as issued above ?		Yes	No	Compliant if Yes	

SAMPLE



MODULE 4 : Specific Arrangements

4.1 General / Task Risk Assessment						
4.1.1	Are Risk Assessments Produced ?	Yes	No	Compliant if yes		
4.1.2	Are these specific for the task and its place of execution ?	Yes	No	Compliant if yes		
4.1.3	Are these written fresh for each task and its place of execution ?	Yes	No	If no then 4.1.4 must be yes to be compliant If yes go to 4.1.7		
4.1.4	Are these based on a generic library ?	Yes	No	N/A	If yes then 4.1.5 must be yes to be compliant	
4.1.5	Are procedures in place to ensure that any generic Risk Assessments are made specific ?	Yes	No	N/A	Compliant if yes	
4.1.6	Are these procedures documented and evidence available to show this is complied with in practice	Yes	No	N/A	Risk Assessments must be available to show that they are made specific – Compliant if yes	
4.1.7	Who wrote the base library or the individual Risk Assessment	int	Ext	N/A	If internal must be yes to 4.1.8 (i) (ii) (iii) or (iv) if external must be yes to 4.1.8 (iv) note which then go to 4.10.9 then 4.1.10	
4.1.8	What qualification do they hold to write Risk Assessments ?	(i) SMSTS	Yes	No	Minimum for internal writer (option Certificate required)	
		(ii) IOSH Managing Safely			Minimum for internal writer (option) Certificate required	
		(iii) NEBOSH General Certificate			Minimum for internal writer (option) certificate required	
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			Yes	No
4.1.9	Certificate held?	Yes	No	Compliant if yes		
4.1.10	If externally produced are these internally signed off ?	Yes	No	Compliant if yes and signed off by one of the options 4.1.11 (i) (ii) (iii) or (iv) note which		
4.1.11	What qualification do they hold to sign off Risk Assessments ?	(i) SMSTS	Yes	No	N/A	Minimum for internal sign off (option) Certificate Required
		(ii) IOSH Managing Safely			N/A	Minimum for internal sign off (option) Certificate Required
		(iii) NEBOSH General Certificate			N/A	Minimum for internal sign off (option) Certificate Required
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			N/A	Option for internal sign off Certificate Required
		Other			Yes	No
4.1.12	Certificate held ?	Yes	No	N/A	Compliant if yes	



4.1.13	Brought to employees attention?	Yes	No	Compliant if yes		
4.1.14	How ?	Individual issue	Yes	No	One must be assigned as "yes or other equal method detailed below to be compliant"	
		In Employee Handbook	Yes	No		
		With Method Statement	Yes	No		
		Other – Detail in the box to the right				
4.1.15	Signed for as issued above	Yes	No	Compliant if yes		
4.1.16	Are Risk Assessments dated for their creation	Yes	No	Compliant if yes		
4.1.17	Are Risk Assessments dated for when due for review ?	Yes	No	N/A	Compliant if yes or N/A if short term work and not library assessment	
4.1.18	Are the Risk Assessments in date ?	Yes	No	Compliant if yes		
4.1.19	Is the review process documented and the person assigned aware of these duties?	Yes	No	N/A	Compliant if yes or N/A one of the options in 4.1.20 must be selected to be compliant	
4.1.20	What qualification do they hold to review Risk Assessments ?	(i) SMSTS	Yes	No	N/A	Minimum for internal review (option)
		(ii) IOSH Managing Safely			N/A	Minimum for internal review (option)
		(iii) NEBOSH General Certificate			N/A	Minimum for internal review (option)
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			N/A	Option for internal review
4.1.21	Certificate held ?	Yes	No	N/A	Compliant if yes	



4.2 COSHH Risk Assessments						
4.2.1	Are COSHH Risk Assessments Produced ?	Yes	No	N/A	If Yes go to 4.2.2 if N/A then go to Module 4.3	
4.2.2	Are these based on the Manufacturer's Datasheets ?	Yes	No		Compliant if yes	
4.2.3	Manufacturer's Datasheets the latest revisions?	Yes	No		Compliant if yes	
4.2.4	Who prepared the COSHH Risk Assessments ?	int	Ext		If internal must be yes to 4.2.5 (i) (ii) (iii) or (iv) if external must be yes to 4.2.5 (iv) note which then go to 4.2.7	
4.2.5	What qualification do they hold to write COSHH Risk Assessments ?	(i) SMSTS	Yes	No	Minimum for internal writer (option Certificate required	
		(ii) IOSH Managing Safely			Minimum for internal writer (option) Certificate required	
		(iii) NEBOSH General Certificate			Minimum for internal writer (option) certificate required	
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			Minimum for External writer Certificate Required	
4.2.6	Certificate held?	Yes	No		Compliant if yes	
4.2.7	Brought to employees attention?	Yes	No		Compliant if yes	
4.2.8	How ?	Individual issue	Yes	No	One must be assigned as "yes or other equal method detailed below to be compliant	
		In Employee Handbook	Yes	No		
		With Method Statement	Yes	No		
		Other – Detail in the box to the right				
4.2.9	Signed for as issued above	Yes	No		Compliant if yes	
4.2.10	Are COSHH Risk Assessments dated for their creation	Yes	No		Compliant if yes	
4.2.11	Are COSHH Risk Assessments dated for when due for review ?	Yes	No		Compliant if yes	
4.2.12	Are the COSHH Risk Assessments in date ?	Yes	No		Compliant if yes	
4.2.13	Are procedures in place to ensure that COSHH Risk Assessments are based on the current Manufacturer's Datasheet	Yes	No		Compliant if yes and 4.2.16 is also yes to verify this	
4.2.14	In this documented ?	Yes	No		Compliant if Yes	
4.2.15	Are the COSHH assessments reviewed ?	Yes	No		Compliant if yes	



4.2.16	Are the review procedures documented and evidence available to show this is complied with in practice	Yes	No	Compliant if yes	
4.2.17	Is the person assigned to review COSHH Assessments aware of these duties and is this documented ?	Yes	No	Compliant if yes one of the options in 4.2.18 must be selected to be compliant	
4.2.18	What qualification do they hold to review Risk Assessments ?	(i) SMSTS	Yes	No	Minimum for internal review (option)
		(ii) IOSH Managing Safely			Minimum for internal review (option)
		(iii) NEBOSH General Certificate			Minimum for internal review (option)
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			Option for internal review
4.2.19	Certificate held ?	Yes	No	Compliant if yes	
4.2.20	Are the COSHH Risk Assessments put with the chemicals concerned ?	Yes	No	Good practice is to also have the COSHH Risk Assessment with the chemical concerned.	
4.2.21	Are the Chemicals stored as identified in the COSHH Risk Assessment?	Yes	No	Compliant if yes	
4.2.22	Are Gasses stored in a locked cage, preferably outside (Take security into account)	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.2.23	Are the Flammables, paints and thinners limited to 50 litres maximum quantity ?	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.2.24	Are the Flammables stored in a metal lockable ventilated cupboard ?	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.2.25	Is a spill kit available if this is required ?	Yes	No	N/A	Compliant if yes unless N/A is selected.



4.3 Manual Handling						
4.3.1	Are Manual Handling Risk Assessments Produced ?	Yes	No	N/A	Compliant if yes or if N/A then go to Module 4.4	
4.3.2	Who prepared the Manual Handling Risk Assessments ?	int	Ext	If internal must be yes to 4.3.3 (i) (ii) (iii) or (iv) if external must be yes to 4.3.3 (iv) note which then go to 4.3.5		
4.3.3	What qualification do they hold to write Manual Handling Risk Assessments ?	(i) SMSTS	Yes	No	Minimum for internal writer (option Certificate required	
		(ii) IOSH Managing Safely			Minimum for internal writer (option) Certificate required	
		(iii) NEBOSH General Certificate			Minimum for internal writer (option) certificate required	
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD	Yes	No	Minimum for External writer Certificate Required	
4.3.4	Certificate held?	Yes	No	Compliant if yes		
4.3.5	If externally produced are these internally signed off ?	Yes	No	Compliant if yes and signed off by one of the options 4.3.6 (i) (ii) (iii) or (iv) note which		
4.3.6	What qualification do they hold to sign off Manual Handling Risk Assessments ?	(i) SMSTS	Yes	No	Minimum for internal sign off (option) Certificate Required	
		(ii) IOSH Managing Safely			Minimum for internal sign off (option) Certificate Required	
		(iii) NEBOSH General Certificate			Minimum for internal sign off (option) Certificate Required	
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			Option for internal sign off Certificate Required	
		Other	Yes	No	Detail:	MCIBSE – Professionally Qualified
4.3.7	Brought to employees attention?	Yes	No	Compliant if yes		
4.3.8	How ?	Individual issue	Yes	No	One must be assigned as "yes or other equal method detailed below to be compliant	
		In Employee Handbook	Yes	No		
		With Method Statement	Yes	No		
		Other – Detail in the box to the right				
4.3.9	Signed for as issued above	Yes	No	Compliant if yes		
4.3.10	Are Manual Handling Risk Assessments dated for their creation	Yes	No	Compliant if yes		
4.3.11	Are Manual Handling Risk Assessments dated for when due for review ?	Yes	No	Compliant if yes		



4.3.12	Are the Manual Handling Risk Assessments in date ?	Yes	No	Compliant if yes	
4.3.13	Are procedures in place to ensure that Manual Handling Risk Assessments are reviewed?	Yes	No	Compliant if yes	
4.3.14	Are these procedures documented and evidence available to show this is complied with in practice	Yes	No	Compliant if yes - proof	
4.3.15	Is the person assigned to review Manual Handling Risk Assessments aware of these duties and is this documented ?	Yes	No	Compliant if yes	
4.3.16	What qualification do they hold to review Manual Handling Risk Assessments ?	(i) SMSTS	Yes	No	Minimum for internal review (option)
		(ii) IOSH Managing Safely			Option for internal review
		(iii) NEBOSH General Certificate			Option for internal review
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			Option for internal review
4.3.17	Certificate held ?	Yes	No	Compliant if yes	
4.3.18	Is Manual Handling Training provided	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.3.19	Is this certified ? and certificates provided	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.3.20	Is Refresher Training Provided ?	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.3.21	Toolbox talk or similar technique used.?	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.3.22	Is this documented ?	Yes	No	N/A	Compliant if yes unless N/A is selected.
4.3.23	Evidence available to show this signed by recipients ?	Yes	No	N/A	Compliant if yes unless N/A is selected.



4.4 Vibration Risk Assessments						
4.4.1	Are Vibration Risk Assessments Produced ?	Yes	No	N/A	Compliant if yes or if N/A selected go to Module 4.5	
4.4.2	Are these based on the Vibration value provided in the Manufacturer's Datasheets ?	Yes	No		Compliant if yes	
4.4.3	Does the Vibration Risk Assessment identify the times to Action and Limit Value ?	Yes	No		Compliant if yes	
4.4.4	Does the Vibration Risk Assessment identify the need for Health Surveillance above the Action Value?	Yes	No		Compliant if yes	
4.4.5	Who prepared the Vibration Risk Assessments ?	int	Ext		If internal must be yes to 4.4.6 (i) (ii) (iii) or (iv) if external must be yes to 4.4.6 (iv) note which	
4.4.6	What qualification do they hold to write Vibration Risk Assessments ?	(i) SMSTS	Yes	No	Minimum for internal writer (option Certificate required)	
		(ii) IOSH Managing Safely			Minimum for internal writer (option) Certificate required	
		(iii) NEBOSH General Certificate			Minimum for internal writer (option) certificate required	
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD			Minimum for External writer Certificate Required	
4.4.7	Certificate held?	Yes	No		Compliant if yes	
4.4.8	Brought to employees attention?	Yes	No		Compliant if yes	
4.4.9	How ?	Individual issue	Yes	No	One must be assigned as "yes or other equal method detailed below to be compliant"	
		In Employee Handbook	Yes	No		
		With Method Statement	Yes	No		
		Other – Detail in the box to the right				
4.4.10	Signed for as issued above	Yes	No		Compliant if yes	
4.4.11	Is Health Surveillance undertaken ?	Yes	No	N/A	Compliant if yes or N/A if below action value	
4.4.12	Does this use the HSE form or an equal one for initial and annual review ?	Yes	No	N/A	Compliant if yes	
4.4.13	Does the person receiving the returned forms know to obtain Occupational Health advice if the returned forms identify evidence of Hand Arm Vibration Syndrome ?	Yes	No	N/A	Compliant if yes or N/A	



4.4.14	Are Records Kept ?	Yes	No	N/A	Compliant if yes	
4.4.16	Are the Vibration Risk Assessments Reviewed ?	Yes	No	N/A	Compliant if yes	
4.4.16	Are the review procedures documented and evidence available to show this is complied with in practice ?	Yes	No	N/A	Compliant if yes	
4.4.17	Is the review process documented and the person assigned aware of these duties?	Yes	No	N/A	Compliant if yes and one of the options in 4.4.18 must be selected to be compliant	
4.4.18	What qualification do they hold to review Vibration Risk Assessments ?	(i) SMSTS	Yes	No	N/A	Minimum for internal review (option)
		(ii) IOSH Managing Safely				Minimum for internal review (option)
		(iii) NEBOSH General Certificate				Minimum for internal review (option)
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD				Option for internal review
4.4.19	Certificate held ?	Yes	No	N/A	Compliant if yes	

SAMPLE



4.5 Display Screen Equipment						
4.5.1	Are Display Screen Equipment Workstation assessments carried out ?	Yes	No	N/A	Compliant if yes or if N/A selected go to Module 5	
4.5.2	Are these recorded and the records kept ?	Yes	No		Compliant if yes	
4.5.3	Does the Workstation Assessment identify a revision date ?	Yes	No		Compliant if yes	
4.5.4	Is a procedure in place to respond to any findings in the Workstation Assessment ?	Yes	No		Compliant if yes	
4.5.5	Is this procedure documented ?	Yes	No		Compliant if yes	
4.5.6	Are these actions recorded ?	Yes	No		Compliant if yes – proof required.	
4.5.7	Is the person to whom the Workstation Assessments are returned aware of their duty to take action based on the findings of the Workstation Assessment ?	Yes	No		Compliant if yes	
4.5.8	Is Health Surveillance Carried out ?	Yes	No		Required where the workstation user is defined as a “user” by the HSE definition	
4.5.9	Are records kept ?	Yes	No		Compliant if Yes	
4.5.10	Is the person to whom the completed Health Surveillance Questionnaires are returned Aware of their duties to obtain Occupational Health advice in the light of reported health problems?	Yes	No		Compliant if yes and proof provided.	
4.5.11	Documents provided	Yes	Yes		Compliant if Yes	



MODULE 5 : Personal Protective Equipment

5.1	Is Personal Protective Equipment Required ?		Yes	No	N/A	Go to 5.2 or if N/A selected go to Module 6	
5.2	Is Personal Protective Equipment freely provided without charge?		Yes	No	Compliant if yes – must be free		
5.3	Are procedures in place to ensure adequate stocks or timely delivery or availability?		Yes	No	Compliant if yes		
5.4	Is this procedure documented ?		Yes	No	Compliant if yes		
5.5	Are procedures in place to ensure recording of issue ?		Yes	No	Compliant if yes		
5.6	Is this procedure documented ?		Yes	No	Compliant if yes		
5.7	Are records of issue kept		Yes	No	Compliant if yes – proof required.		
5.8	Is the Personal Protective Equipment issued based on the requirements of Risk Assessments		Yes	No	Compliant if yes – check that the Risk Assessments in Module 4 do identify the PP required.		
5.9	Do employees know how to obtain replacement PPE ?		Yes	No	Compliant if yes		
5.10	Is this documented ?		Yes	No	Compliant if yes – proof required		
5.11	How ?	Individual issue	Yes	No	One must be assigned as “yes or other equal method detailed below to be compliant		
		In Employee Handbook	Yes	No			
		With Method Statement	Yes	No			
		Other – Detail in the box to the right					
5.12	Do employees know to report faulty or damaged PPE and have this replaced ?		Yes	No	Compliant if yes		
5.13	Is this documented		Yes	No	Compliant if yes – proof required		
5.14	How ?	Individual issue	Yes	No	One must be assigned as “yes or other equal method detailed below to be compliant		
		In Employee Handbook	Yes	No			
		With Method Statement	Yes	No			
		Other – Detail in the box to the right					
5.15	Are employees trained on the correct way to put on PPE ?		Yes	No	N/A	Compliant if Yes and 5.13 identifies how. If N/A go to 5.14	
5.16	How ?	Individual demonstration	Yes	No	One must be assigned as “yes or other equal method detailed below to be compliant		
		Diagram / Picture In Employee Handbook	Yes	No			
		Diagram / Picture With Method Statement	Yes	No			
		Other – Detail in the box to the right					
5.17	Is a place to store PPE made available ?		Yes	No	Compliant if yes - View		



MODULE 6 : First Aid & Accident Procedures

6.1	Is First Aid Cover provided appropriate for the numbers and the activities of the company?		Yes	No	N/A	if Yes – and 6.2, 6.3 and 6.4 completed and the numbers are correct. If there are no employees or all employed on site (contractor only) go to 6.11 on then Module 7					
6.2	Number of Employees		10		Enter number of employees. Offices and shops etc. are low risk. All other activities are high risk						
6.3	Type of activity – Hazard		Low	High	Low <25	Low 25 - 50	Low 50 +	High <25	High 25 - 50	High 50 +	These are minimum numbers
6.4	Type of First Aid Personnel	Appointed Person			1			1			
		Emergency First Aid at Work (EFAW)				1					
		First Aid at Work (FAW)					1 *		1	1 **	
* One additional for every 100 people ** One additional for every 50 people											
6.5	Are first aid boxes provided in appropriate locations ?		Yes	No	Compliant if yes						
6.6	Are procedures in place to ensure the first aid boxes are kept stocked ?		Yes	No	Compliant if yes						
6.7	Is this documented ?		Yes	No	Compliant if yes						
6.8	Is the person responsible for keeping the first aid boxes stocked aware of their duties ?		Yes	No	Compliant if yes						
6.9	Is an accident book freely available?		Yes	No	Compliant if Yes and 6.10 also yes						
6.10	Is this of the current type with removable records for secure filing ?		Yes	No	Compliant if yes						
6.11	Are procedures in place to ensure RIDDOR accidents are investigated ?		Yes	No	Compliant if yes						
6.12	Is this documented ?		Yes	No	Compliant if yes						
6.13	Is this a fully internal investigation or is the assistance of an external advisor sought		Full Int	Ext	If external advisors brought in go to 6.18, 6.19 and 6.20 if internal complete 6.14, 6.15, 6.16 and 6.17 then go to 6.20						
6.14	Is the person responsible for investigating accidents aware of their duties and trained if fully internal or knows how to contact the external advisor ?		Yes	No	N/A	Compliant if yes or N/A if external					
6.15	Is this documented		Yes	No	N/A	Compliant if yes or N/A if external					



6.16	What qualification do they hold to investigate accidents?	(i) SMSTS	Yes	No	N/A	Minimum for internal investigator (option) Certificate required	
		(ii) IOSH Managing Safely				Minimum for internal investigator (option) Certificate required	
		(iii) NEBOSH General Certificate	Preferred for internal investigator (option) certificate required				
		(iv) NEBOSH Diploma 2 / NVQ 4 / PgD	Yes	No		Optional Higher Level for Internal Investigator Certificate Required	
6.17	Certificate held?	Yes	No	N/A	Compliant if yes		
6.18	If an external advisor is used are they qualified to conduct Accident Investigations?	Yes	No	Must be yes unless Internal selected in 6.14, 6.15, 6.16			
6.19	What qualification do they hold to investigate accidents?	NEBOSH Diploma 2	Yes	No	N/A	Option	
		NVQ 4			N/A	Option	
		PgD	Yes	No	N/A	Option	
6.20	Certificate held ?	Yes	No	N/A	Compliant if yes		
6.21	Are procedures in place to ensure RIDDOR reportable accidents are reported ?	Yes	No	Compliant if yes and 6.19 also yes			
6.22	Is the person responsible for this aware of their duties and of the different types and reporting requirements of RIDDOR ?	Yes	No	Compliant if yes			
6.23	Is this documented	Yes	No	Compliant if yes			
6.24	Is a First Aid Room provided ?	Yes	No	N/A	Required in larger workplaces or where the risks are higher to allow for first aid treatment to be administered. Look for this when above 50 people employed on one site.		



MODULE 7 : Workplace

7.1	Is the workplace kept at or above the minimum temperature ?	Yes	No	N/A	Compliant if yes – judgement required. N/A If no workplace or home office complete 7.13 & 7.14 then go to Module 8	
7.2	Are there procedures in place to ensure the workplace is inspected regularly	Yes	No		Compliant if yes	
7.3	Is this procedure documented ?	Yes	No		Compliant if yes	
7.4	Is the person responsible for carrying out these inspections aware of their duties?	Yes	No		Compliant if yes and one of the qualifications below in 7.5 selected.	
7.5	What qualification do they hold to inspect the workplace ?	IOSH Managing Safely	Yes		For managers	
		NEBOSH General Certificate	Yes		For internal designated Competent Person	
		SSTS	Yes		For supervisors	
		Other	Yes		Detail: MCIBSE – Professionally qualified	
7.6	Certificate provided ?	Yes	No		Compliant if yes	
7.7	Does the procedure call for an external inspection to be carried out ?	Yes	No		if yes go to 7.8, 7.9 and 7.10 which must be completed to be compliant – if no then go to 7.11	
7.8	Is the person who carries out the external inspection qualified to do so ?	Yes	No	N/A	Compliant if yes and one of the qualification below in 7.9 is selected or N/A	
7.9	What qualification do they hold to carry out workplace inspections ?	NEBOSH General Certificate	Yes	No	N/A	
		NEBOSH Diploma 2 / NVQ 4 / PgD	Yes	No		
		Member of IOSH and Chartered / full member of IIRSM	Yes	No		
7.10	Certificate Provided ?	Yes	No	N/A	Compliant if yes or N/A	
7.11	Is the fixed electrical installation tested within the last 5 years	Yes	No		Compliant if yes	
7.12	NIC/EIC Certificates provided ?	Yes	No		Compliant if yes	
7.13	Are the portable electrical appliances PAT tested and in date	Yes	No		Compliant if yes	
7.14	Are the items labelled or a is a schedule provided	Yes	No		Compliant if yes	
7.15	Are Welfare facilities provided ?	Yes	No		Compliant if yes	
7.16	Are procedures in place to ensure these are kept clean and adequately stocked ?	Yes	No		Compliant if Yes	



7.17	Are these procedures documented ?	Yes	No	Compliant if yes			
7.18	Are records kept ?	Yes	No	Compliant if yes			
7.19	Are the numbers of toilets and wash basins sufficient for the numbers of Men and Women at work ?	Yes	No	Compliant if yes and the minimum quantities detailed below are met or exceeded			
7.20	Number of Men and Women at work	Men	Women	Enter here the numbers of men and women at work then in 7.1 the numbers of the relevant facilities. Compare with the table below for compliance where the facilities are for mixed use, refer to 7.22			
7.21	Facilities for Men	Toilets		Number	Toilets	Urinals	Washbasins
				1-15	1	1	1
		16-30		2	1	3	
		31-45		2	2	3	
		46-60		3	2	4	
61-75	3	3	5				
7.22	Facilities for Women or for mixed use	Toilets		Number	Toilets	Washbasins	
				1-5	1	1	
		6-25		2	2		
		26-50		3	3		
		51-75		4	4		
76-100	5	5					
7.23	Are they provided with hot and cold running water ?	Yes	No	Compliant if yes			
7.24	Are the facilities well lit ?	Yes	No	Compliant if yes			
7.25	Are the facilities ventilated ?	Yes	No	Compliant if yes			
7.26	Is soap or other hand cleanser provided	Yes	No	Compliant if yes			
7.27	Are means of drying the hands provided ?	Yes	No	Compliant if yes			
7.28	Is drinking water provided ?	Yes	No	Compliant if yes			
7.29	Is a seating area provided for the employees to take meal breaks with washing facilities provided nearby ?	Yes	No	Compliant if yes – seats should have back rests			
7.30	Are facilities in place to allow employees to heat food and to heat water for hot drinks ?	Yes	No	Compliant if yes			
7.31	Are showering facilities provided	Yes	No	N/A	Required for particularly dirty work – may be N/A or if Particularly dirty work compliant if yes		



MODULE 8 : Fire Precautions

8.1	Has the company documented fire precautions	Yes	No	N/A	Compliant if yes N/A If no office or home office then go to Module 9	
8.2	Fire Action signs in place in the workplace ?	Yes	No		Compliant if yes	
8.3	Is the muster point designated ?	Yes	No			
8.4	Are these brought to employees attention?	Yes	No		Compliant if yes	
8.5	How?				One must be assigned as "yes or other equal method detailed below to be compliant"	
	At Induction	Yes	No			
	In Employee Handbook	Yes	No			
	By Individual Issue	Yes	No			
	Other – Detail in the box to the right					
8.6	Signed for as issued above	Yes	No		Compliant if yes	
8.7	Responsible person appointed ?	Yes	No		Compliant if yes	
8.8	Is this person aware of their duties ?	Yes	No		Compliant if yes	
8.9	Is this documented ?	Yes	No		Compliant if yes	
8.10	Have fire Marshall(s) and Deputy(s) been appointed	Yes	No		Compliant if yes	
8.11	Are these people aware of their duties ?	Yes	No		Compliant if yes	
8.12	Have these people been trained or provided with sufficient information to allow them to carry out their duty safely ?	Yes	No		Compliant if yes	
8.13	How?				One must be assigned as "yes or other equal method detailed below to be compliant"	
	By Formal Training	Yes	No			
	By internal Training (documents required)	Yes	No			
	By issue of instructions	Yes	No			
	Other – Detail in the box to the right					
8.14	Proof of the training given held ?	Yes	No		Compliant if yes	
8.15	Fire Fighting Equipment in place ?	Yes	No		Compliant if yes	
8.16	Fire Fighting Equipment maintained ?	Yes	No		Compliant if yes	
8.17	Records Kept ?	Yes	No		Compliant if yes	
8.18	Timed Fire Evacuation Drills Held every 6 Months	Yes	No		Compliant if yes	
8.19	Records kept ?	Yes	No		Compliant if yes	



8.20	Emergency Lighting Provided	Yes	No	N/A	Compliant if 8.20 yes or if N/A go to 8.22
8.21	Is this tested ?	Yes	No		Compliant if yes
8.22	Records Kept ?	Yes	No	N/A	Compliant if yes
8.23	Fire Alarm System Or devices in place	Yes	No		Compliant if yes
8.24	Is this tested ?	Yes	No		Compliant if yes
8.25	Records Kept ?	Yes	No		Compliant if yes
8.26	Fire Detection System in place	Yes	No	N/A	Compliant if 8.26 yes or if N/A go to 8.29
8.27	Is this tested ?	Yes	No		Compliant if yes
8.28	Records Kept ?	Yes	No		Compliant if yes
8.29	Has a Fire Risk Assessment been carried out ?	Yes	No	N/A	Compliant if Yes If N/A then go to Module 9
8.30	Is the person who carried out the Fire Risk Assessment qualified to do so ?	Yes	No		Compliant if yes and one of the qualification below in 8.30 is selected
8.31	What qualification do they hold to carry out Fire Risk Assessments ?	NEBOSH Diploma 2	Yes	No	
		NVQ 4 / PgD	Yes	No	
		Professional Fire Safety Consultant	Yes	No	
8.32	Certificate Provided ?	Yes	No		Compliant if yes
8.33	Are procedures in place to review this ?	Yes	No		Compliant if yes
8.34	Are these procedures documented ?	Yes	No		Compliant if yes
8.35	Is the person who carries out the review of the Fire Risk Assessment qualified to do so ?	Yes	No		Compliant if yes and one of the qualification below in 8.35 is selected
8.36	What qualification do they hold to review Fire Risk Assessments ?	NEBOSH Diploma 2	Yes	No	
		NVQ 4 / PgD	Yes	No	
		Professional Fire Safety Consultant	Yes	No	
8.37	Certificate Provided ?	Yes	No		Compliant if yes



MODULE 9 : Asbestos Management

9.1	Do you own or rent your premises or are you in serviced offices ?	Serv	Own Rent	If Serviced go to 9.10 If Owned or rented continue	
9.2	Was the property built or refurbished before the year 2000	A	B	If after 2000 then go to 9.10 If before continue	
9.3	Have you had a Management Survey (or a previous type 2 Survey done ?	Yes	No	Compliant if yes	
9.4	Is this documented and the report held on the premises	Yes	No	Compliant if yes	
9.5	Where Asbestos has been identified are strategies in place to prevent this from harming any employee and from being accidentally disturbed ?	Yes	No	Compliant if yes	
9.6	Are these procedures documented ?	Yes	No	Compliant if yes	
9.7	Have these procedures been brought to employees attention ?	Yes	No	Compliant if yes – proof required	
9.8	How?			One must be assigned as "yes or other equal method detailed below to be compliant	
	Individual issue	Yes	No		
	In Employee Handbook	Yes	No		
	Specific Training	Yes	No		
	Other – Detail in the box to the right				
9.9	Signed for as issued above ?	Yes	No	Compliant if yes	
9.10	Do any of your employees work in an environment where they may encounter asbestos ?	Yes	No	If yes continue if no go to Module 10	
9.11	Have they received Asbestos Awareness Training ?	Yes	No	N/A	Compliant if yes
9.12	Are certificates held ?	Yes	No	N/A	Compliant if yes
9.13	Is annual refresher training carried out ?	Yes	No	N/A	Compliant if yes
9.14	Is this documented ?	Yes	No	N/A	Compliant if yes



MODULE 10 : Work Equipment

10.1	Do you use equipment which requires formal training to use safely ?	Yes	No	If yes then complete the relevant sub modules for the equipment used If no go to module 11	
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10.1 : Abrasive Wheels

10.1.1	Do you use abrasive Wheels	Yes	No	If yes continue if No then go to module 10.2	
10.1.2	Are those who use abrasive wheels trained in how to use them ?	Yes	No	Compliant if yes	
10.1.3	Is this training documented ?	Yes	No	Compliant if yes	
10.1.4	Is refresher training provided ?	Yes	No	Compliant if yes	
10.1.5	Is this documented ?	Yes	No	Compliant if yes	

10.2 : Mobile Alloy Access Towers

10.2.1	Do you use Mobile Alloy Access Towers ?	Yes	No	If yes continue if No then go to module 10.3	
10.2.2	Are those who use Mobile Alloy Access Towers trained to PASMA / CITB Standards ?	Yes	No	Compliant if yes	
10.2.3	Do the trained employees carry their cards and are the certificates held on file ?	Yes	No	Compliant if yes	
10.2.4	Are procedures in place to ensure that retraining is carried out as the cards expire ?	Yes	No	Compliant if yes	
10.2.5	Is this documented ?	Yes	No	Compliant if yes	

10.3 : Mobile Elevating Work Platform (MEWP)

10.3.1	Do you use Mobile Elevating Work Platforms ?	Yes	No	If yes continue if No then go to module 10.4	
10.3.2	Are those who use Mobile Elevating Work Platforms trained to IPAF / CITB Standards ?	Yes	No	Compliant if yes	
10.3.3	Do the trained employees carry their cards and are the certificates held on file ?	Yes	No	Compliant if yes	
10.3.4	Are procedures in place to ensure that retraining is carried out as the cards expire ?	Yes	No	Compliant if yes	
10.3.5	Is this documented ?	Yes	No	Compliant if yes	



10.4 : Work Equipment Inspection					
10.4.1	Do you have equipment which requires inspection ?	Yes	No	Office activities = No go to Module 10.5 All industrial = Yes	
10.4.2	Do you have procedures in place to ensure equipment is inspected ?	Yes	No	Compliant if yes	
10.4.3	Are these documented ?	Yes	No	Compliant if yes	
10.4.4	Do these include both your own equipment and any which you may hire ?	Yes	No	No Hire	Compliant if yes Ensure no hire is ticked if this is the case
10.4.5	Are the inspection sheets held on file ?	Yes	No	Compliant if yes - proof	

10.5 : Company Vehicles					
10.5.1	Do your employees drive company vehicles ?	Yes	No	If yes continue if no go to module 11	
10.5.2	Do you have a written policy for driving Company vehicles ?	Yes	No	Compliant if yes	
10.5.3	Is this documented ?	Yes	No	Compliant if yes	
10.5.4	Has this policy been brought to the employees' attention ?	Yes	No	Compliant if yes – proof required	
10.5.5	How?			One must be assigned as "yes or other equal method detailed below to be compliant"	
	Individual issue	Yes	No		
	In Employee Handbook	Yes	No		
	Other – Detail in the box to the right				
10.5.6	Signed for as issued above ?	Yes	No	Compliant if yes	
10.5.7	Do you require the employee to annually submit their license to be copied and held on file ?	Yes	No	Compliant if yes	
10.5.8	Records kept on file ?	Yes	No	Compliant if yes - proof	



MODULE 11 : Consultation with employees

11.1	Do you display the HSE Law poster ?	Yes	No	N/A	Compliant if yes or if home office then N/A
11.2	Is this filled in with the necessary details ?	Yes	No	N/A	Compliant if yes
11.3	Do You consult formally or informally with your employees ?	For	Info		If formally then go to 11.8 If informally compliant if below 15 employees go to 11.4 if response to this is no then NON compliant
11.4	Do employees know how to raise health and safety matters ?	Yes	No		Compliant if yes – proof required
11.5	How?				One must be assigned as “yes or other equal method detailed below to be compliant
	Individually	Yes	No		
	Through their line manager	Yes	No		
	Other – Detail in the box to the right				
11.6	Do you keep records of these informal meetings ?	Yes	No		Compliant if yes
11.7	Are these records on file ?	Yes	No		Compliant if yes – Now go to Module 12
11.8	Have representative(s) been chosen by the employees themselves either by consent or election ?	Yes	No	N/A	Compliant if yes
11.9	Do these employee(s) understand their role as a representative of their colleagues ?	Yes	No	N/A	Compliant if yes
11.10	Are procedures in place to ensure scheduled meetings are held and also that additional meetings may be called by either management or a representative if necessary ?	Yes	No	N/A	Compliant if yes
11.11	Are these documented ?	Yes	No	N/A	Compliant if yes -proof
11.12	Are minutes taken ?	Yes	No	N/A	
11.13	Are these kept on file ?	Yes	No	N/A	Compliant if yes -proof



MODULE 12.1 : Management of Contractors NOT CDM RELATED

12.1.1	Do you have procedures to manage those contractors you may employ to work on your premises ?	Yes	No	Compliant if yes
12.1.2	Are these procedures documented ?	Yes	No	Compliant if yes
12.1.3	Do they include checking the contractors competence ?	Yes	No	Compliant if yes
12.1.4	Is this done in writing by the use of an assessment form they must complete ?	Yes	No	Compliant if yes
12.1.5	Records held on file ?	Yes	No	Compliant if yes – proof required
12.1.6	Do you induct contractors onto your premises ?	Yes	No	Compliant if yes
12.1.7	Do you require them to sign as having received induction ?	Yes	No	Compliant if yes
12.1.8	Is this documented ?	Yes	No	Compliant if yes – proof required

MODULE 12.2 : Management of Contractors CDM RELATED

12.2.1	Do you have procedures to manage those contractors you employ to work on site as sub-contractors	Yes	No	N/A	Compliant if yes or go to Module 13 if N/A
12.2.2	Are these procedures documented ?	Yes	No	Compliant if yes	
12.2.3	Do they include checking the contractors competence ?	Yes	No	Compliant if yes	
12.2.4	Is this done in writing by the use of an assessment form they must complete ?	Yes	No	Compliant if yes	
12.2.5	Records held on file ?	Yes	No	Compliant if yes – proof required	



MODULE 13 : Preparation of Method Statements

13.1	Do you need to prepare Method Statements ?		Yes	No	If Yes continue it No then go to module 14	
13.2	Are there procedures in place to ensure the Method Statements are produced to a consistent template/format		Yes	No	Compliant if yes	
13.3	Do they contain the elements to detail a safe system of work ?		Yes	No	Compliant if yes	
13.4	Is this procedure documented ?		Yes	No	Compliant if yes	
13.5	Is the person responsible for writing Method Statements qualified to do so ?		Yes	No	Compliant if yes and one of the qualifications below in 13.6 selected.	
13.6	How ?	IOSH Managing Safely	Yes			
		NEBOSH General Certificate	Yes			
		SMSTS	Yes			
		Other	Yes	No	Detail	MCIBSE – Professionally Qualified
13.7	Certificate provided ?		Yes	No	Compliant if yes	
13.8	Are these signed by the employees who will work under them ?		Yes	No	Compliant if yes	
13.9	Are records kept of the signed copies ?		Yes	No	Compliant if yes - proof	

SAMPLE



MODULE 14 : Management of Construction Work (CDM)

14.1	Do you act as Principal Contractor as defined in the Construction (Design and Management) Regulations 2007 ?		Yes	No	If Yes continue it No then go to module 15	
14.2	Do you require the contractors under your control to produce Method Statements and accompanying Risk Assessments ?		Yes	No	Compliant if yes	
14.3	Do you have assessment procedures to ensure that they contain the elements to detail a safe system of work ?		Yes	No	Compliant if yes	
14.4	Is this procedure documented ?		Yes	No	Compliant if yes	
14.5	Is the person responsible for assessing Method Statements and associated Risk Assessments qualified to do so ?		Yes	No	Compliant if yes and one of the qualifications below in 14.6 selected.	
14.6	How ?	IOSH Managing Safely	Yes	No		
		NEBOSH General Certificate	Yes	No		
		SMSTS	Yes	No		
		NEBOSH Dipoma 2 NVQ 4, PgD	Yes	No		
14.7	Certificate provided ?		Yes	No	Compliant if yes	
14.8	Do you ensure that these are signed by those who will work under them ?		Yes	No	Compliant if yes	
14.9	Are records kept of the signed copies ?		Yes	No	Compliant if yes - proof	
14.10	Do you have procedures in place for setting people to work ?		Yes	No	Compliant if yes	
14.11	Are these procedures documented ?		Yes	No	Compliant if yes - proof	
14.12	Do you provide welfare facilities to CDM 2007 standards ?		Yes	No	Compliant if yes	
14.13	Do you have procedures to ensure that these are kept in good order throughout the works ?		Yes	No	Compliant if yes	
14.14	Are these procedures documented ?		Yes	No	Compliant if yes	
14.15	Are these documents held on file ?		Yes	No	Compliant if yes - proof	



14.16	Do you ensure emergency lighting is provided where required ?	Yes	No	Compliant if yes	
14.17	Do you ensure that this is tested ?	Yes	No	Compliant if yes - proof	
14.18	Do you provide 110v site power ?	Yes	No	Compliant if yes	
14.19	Do you ensure that this is tested ?	Yes	No	Compliant if yes	
14.20	Do you have procedures to ensure the site is maintained in a tidy and safe condition ?	Yes	No	Compliant if yes	
14.21	Are these procedures documented ?	Yes	No	Compliant if yes	
14.23	Documents on file ?	Yes	No	Compliant if yes - proof	
14.24	Do you have procedures for consulting with those who work on the site ?	Yes	No	Compliant if yes	
14.25	Are these procedures documented ?	Yes	No	Compliant if yes	
14.26	Documents on file ?	Yes	No	Compliant if yes - proof	
14.27	Do you have procedures to ensure that training is provided to all those on site ?	Yes	No	Compliant if yes	
14.28	Are these procedures documented ?	Yes	No	Compliant if yes	
14.29	Documents held on file ?	Yes	No	Compliant if yes - proof	
14.30	Do you have procedures to ensure that information is freely exchanged between all those involved in the project, whether professional team or contractor ?	Yes	No	Compliant if yes	
14.31	Are these procedures documented ?	Yes	No	Compliant if yes	
14.32	Documents held on file ?	Yes	No	Compliant if yes - proof	
14.33	Do you have procedures to prepare traffic management plans for the site	Yes	No	Compliant if yes	
14.34	Are these procedures documented	Yes	No	Compliant if yes	
14.35	Documents held on file ?	Yes	No	Compliant if yes - proof	
14.37	Do you have procedures to draw up emergency plans such as fire plans for the site	Yes	No	Compliant if yes	
14.38	Are these procedures documented ?	Yes	No	Compliant if yes	



14.39	Documents held on file ?	Yes	No	Compliant if yes - proof	
14.40	Are procedures in place to ensure the site is maintained secure ?	Yes	No	Compliant if yes	
14.41	Are these procedures documented ?	Yes	No	Compliant if yes	
14.42	Documents held on file ?	Yes	No	Compliant if yes - proof	
14.43	Are procedures in place to ensure signage is used to warn of construction activities and the required Personal Protective Equipment required to enter site ?	Yes	No	Compliant if yes	
14.44	Are these procedures documented ?	Yes	No	Compliant if yes	
14.45	Documents held on file ?	Yes	No	Compliant if yes - proof	

SAMPLE



Module 15 : Noise

15.1	Do your employees work in an industrial environment, a factory or a warehouse type environment with machinery ?	Yes	No	N/A	If yes continue If no or N/A go to 15.2	
15.2	Do your employees use hand or machine tools which are noisy ?	Yes	No	N/A	If no go to 15.3 Any use of drills, grinders, jigsaws etc. = Yes go to 15.3	
15.3	Do your employees work on a construction site ?	Yes	No	N/A	If no or N/A go to 15.4 then 15.5 For construction only go to 15.15	
15.4	Are your employees exposed to any kind of noise above that experienced in an office ?	Yes	No	N/A	If no or N/A the audit is complete	
15.5	Have you had a noise assessment of your premises undertaken ?	Yes	No	N/A	For industrial premises must be yes to be compliant. If N/A go to 15.12	
15.6	Was the person who provided you with a noise survey qualified ?	Yes	No	N/A	Must be qualified to NEBOSH Diploma 2, NVQ 4, PgD level to be compliant and preferably a member of IOSH / IIRSM	
15.7	Did the report presented conform to the HSE guidelines for what is to be considered an acceptable standards of such a report	Yes	No	N/A	Must be yes to be compliant.	
15.8	Is the report still current. All machinery and processes still the same with the same number of employees as when conducted and the environment also the same ?	Yes	No	N/A	Must be yes to be compliant If any of these parameters have changed the noise assessment is not valid and needs to be updated to be current	
15.9	Are there procedures in place to ensure that if required the report will be updated ?	Yes	No	N/A	Must be yes to be compliant.	
15.10	Are these Documented ?	Yes	No	N/A	Must be yes to be compliant.	
15.11	Is the person responsible for this aware of their duty ?	Yes	No	N/A	Must be yes to be compliant.	
15.12	Do you provide hearing protection as required, detailed in the report ?	Yes	No	N/A	Must be yes to be compliant	
15.13	Is the issue documented ?	Yes	No	N/A	Must be yes to be compliant – Proof required	
15.14	Have you designated hearing protection zones with correct signage as detailed in the report ?	Yes	No	N/A	Must be yes to be compliant – walk round and see if the signs are in place	
15.15	Do your Risk Assessments consider noise as a hazard ?	Yes	No		Must be yes to be compliant – proof required	
15.16	Do The Risk Assessments identify PPE as a control for the noise ?	Yes	No		Must be yes to be compliant – proof required	



15.17	Do you provide Hearing Protection suitable for use with the other legally required PPE on site ?	Yes	No	Must be yes to be compliant	
15.18	Is the issue documented ?	Yes	No	Must be yes to be compliant – proof required	

SAMPLE

