



FREEPHONE: 0800 059 9112

EMAIL: admin@a1demolitionukltd.com

SAMPLE HEALTH & SAFETY AUDIT

AUDIT DATE: 23 rd 24 th June 2010		CONTRACTOR: xxxxxxx Limited.	
AUDIT LOCATION: Factory Premises xxxxxxx		ADDRESS: xxxxxxx	
		MAIN BUSINESS: Wholesale Confectionary Supplies	
1	Policy	Comments	
1.01	Is a Health and Safety Policy in Place?	1	General policy statement in place, there needs to be a full 3 part policy in place.
1.02	What form of distribution?	3	Policy statement is incorporated within induction procedure. Evidence of inductions available. Information booklet is issued to employees.
1.03	Signed by MD (up to date)?	2	Yes, new policy required.
1.04	Regularly updated to reflect new legalisation?	0	No
1.05	Clear responsibilities are defined (organisation)?	0	No
1.06	Clearly defines the business activities (arrangements)?	0	No
1.07	Is there a current Licence for Asbestos Removal?	2	Asbestos survey has been carried out. An asbestos register maybe required, survey currently not available, copy should be obtained.
SECTION 1 TOTAL SCORE		8	
2	Culture		
2.01	Is the Health and Safety Poster correctly displayed?	3	Yes
2.02	Is the Health and Safety Policy Statement displayed?	0	No
2.03	Any Health and Safety Information Notices?	0	No.
2.04	Are Health and Safety warning poster/signs displayed?	3	Signs displayed throughout.
2.05	Are Employees Consultations/Committees taking place?	3	Individual appraisals take place. Health and Safety meeting held monthly. Minutes recorded.
2.06	Employees information: Booklets/information cards etc.	3	Information booklets are issued at induction stage.
2.07	Are Safety Alerts issued?	1	1 Safety alert to date distributed to customers and staff, others to be produced, would recommend copies are posted on canteen information board.
2.08	Are employees aware of the policy and their responsibilities?	2	Made aware at induction and during training sessions. Policy should define responsibilities.
SECTION 2 TOTAL SCORE		15	
3	Accident Reporting / recording		
3.01	Are all accidents reported and recorded?	3	Accident book in place, accidents are recorded and when applicable reported to HSE
3.02	Is an annual report produced?	2	Accident stats circulated through meetings.

3.03	Is the Board of Directors aware of Statistics?	2	Yes see previous 3.02
3.04	Are accidents investigated?	3	By HR department
3.05	Are preventative measures introduced to policy and/or procedures following investigations?	2	Findings involve preventative measures and changes to work instructions, should also go into policy.
3.06	Are AFR/IFR on the increase?	2	Static's discussed at meetings. Burns are generally on the decrease.
3.07	Is Near Miss reporting undertaken and recorded?	2	Discussed within meetings, should be properly investigated to be proactive rather than reactive.
SECTION 3 TOTAL SCORE		16	
4	Information		
4.01	Has the Contractor access to Health and Safety advice?	3	Yes.
SECTION 4 TOTAL SCORE		3	
5	Safe Systems of work		
5.01	Is there a management system in operation (plan)?	3	Management and health & safety meetings.
5.02	Does the Safety Management System reflect the business?	2	Currently meetings are held inviting different employees to each meeting to help encourage a positive culture.
5.03	Are Method Statements available?	2	Work instructions are in the process of being produced for all activities. There is a lack of knowledge as to subcontractor requirements regarding method statements.
5.04	Does the Contractor use Permits to Work?	1	There are systems in place however they are not being followed, engineering appear to fail to implement safe systems properly. Example when iso-locking machinery before maintenance. Subcontractor frequently carryout works with no method statements or risk assessments.
5.05	Does the contractor conduct regular inspections of the work place?	3	Yes, there is recorded evidence within HR department.
5.06	Do the Directors/Senior Managers conduct Audits?	2	Database currently setup to identify immediate shortfalls, audits to follow in due course.
5.07	Is the Safety Management System regularly reviewed?	2	Currently reviewed at monthly meetings
5.08	Are Tool- Box -Talks being conducted and records kept?	0	Occasional toolbox talks need to be carried out with employees will help develop safe systems of work.
SECTION 5 TOTAL SCORE		15	
6	Assessments		
6.01	Risk assessments?	2	There are some risk assessments in place from previous H&S advisor, new risk assessments are currently being introduced.
6.02	Noise assessments?	2	Noise assessments are in place with records to some areas, not all areas complete. Assessments need to be conducted with calibrated machine. H&S advisor to continue assessments.

6.03	Manual Handling assessments?	2	Staff as had manual handling training, multiple different lifting aids available on site. New risk assessments include manual handling.
6.04	Display screen equipment assessments?	0	Currently no assessments in place.
6.05	COSHH assessments?	2	Data sheets are on file, COSHH assessments are incomplete. (Currently being addressed).
SECTION 6 TOTAL SCORE		8	
7	Training		
7.01	Has the contractor a Structured Training Programme?	3	There is a training matrix available; NVQ's are currently being conducted with some employees. Training is generally ongoing, food hygiene training conducted, manual Handling, first aid, fire marshal, forklifts, confined spaces etc.
7.02	Has the Contractor a means to identify training needs of ALL employees?	3	Training matrix.
7.03	Are training courses being conducted and records kept?	3	Records available.
7.04	Is training being conducted as needs dictate?	2	When required, there are some employees that have training needs outstanding.
SECTION 7 TOTAL SCORE		11	
8	Skills		
8.01	Are trade employees NVQ registered?	2	Some employees have NVQ's others are in the process of gaining NVQ's
8.02	Do employees Hold CPCs for Plant within scope?	3	Not applicable, Employees who use MEWP's have got training. Records available.
8.03	Do employees hold trade certificates for relevant skills e.g.CSCS scheme?	2	Some.
8.04	Is the Management sufficiently qualified?	1	Not adequately trained in health & safety
8.05	Are employees receiving 'On The Job Training'?	3	Yes
SECTION 8 TOTAL SCORE		11	
9	Plant & Equipment		
9.01	Is there a Health & Safety Policy on inspection and maintenance?	2	4 engineers employed, maintain and fix as needs dictate. No structured policy on inspection of plant and lifting equipment.
9.02	Are schedules available for regular maintenance?	2	In some areas
9.03	Are operatives conducting regular inspections?	3	Start up inspections, defects reported, engineering informed.
9.04	Are records available of inspections?	2	Some maintenance records. No records of ladder inspections or lifting equipment.
9.05	Are employees trained to use equipment, disc cutters etc?	3	Yes.
9.06	Is electrical equipment being P.A.T tested?	3	Yes
9.07	Is information available for safe use of plant equipment (manuals)?	3	Good information available.
SECTION 9 TOTAL SCORE		18	
10	Personal Protective Equipment		
10.01	Has the contractor a Policy on the provision of PPE?	3	Good provision of PPE in place.

10.02	Are employees consulted on the provision of PPE?	3	Yes.
10.03	Does the Safety Manager have a budget?	-	
10.04	Are records of PPE inspections available?	0	No, harnesses need inspection records, and thorough examinations.
10.05	Are records available of PPE issue?	0	No
	SECTION 10 TOTAL SCORE	6	
11	Environmental Issues		
11.01	Does the Contractor have an Environmental Policy and how do they manage environmental performance?	1	Basic statement in place. Needs improvement.
11.02	Does the Contractor have a certified Environmental Management System?	0	No
11.03	Has the company's environmental impacts been assessed?	3	Yes, updated by HR department.
11.04	Does the company maintain environmental training records?	1	Some, currently updating work instructions to all areas. Chemical manufacturers have visited site to conduct training.
11.05	Does the company have a waste reduction policy and/or procedures?	1	Waste compacted. No policy on recycling paper or waste segregation.
11.06	What procedures are in place to respond to environmental incidents and emergencies/crises?	2	Clean up procedures.
	SECTION 11 TOTAL SCORE	8	
12	Health Issues		
12.01	Are regular health surveillances being conducted e.g skin checks etc.?	2	As needs dictate.
12.02	Are pre-employment Medicals being conducted?	3	Pre employment medical questionnaires issued, medical as needs would dictate.
12.03	Are questionnaires being conducted for employees	3	Yes
12.04	Is audiometry being conducted and are records available?	0	No
12.05	Are 'Hours worked' records available?	3	Yes
	SECTION 12 TOTAL SCORE	11	
13	Fire & Emergency		
13.01	Does the contractor undertake 'Fire Assessments'?	3	Yes, and revised.
13.02	Are fire plans available for the Office?	3	Full fire plan in place.
13.03	Are fire inspections taking place?	2	Extinguishers annually. Recorded checks on fire call points and emergency lighting in place, not always maintained current.
13.04	Are emergency drills being conducted?	3	Good records available.
13.05	Are alarms inspected and tested?	3	Yes
13.06	Is fire fighting equipment available and inspected?	3	Yes
13.07	Are fire wardens appointed?	3	Yes
13.08	Are escape routes and assembly points signed?	3	Yes, multilingual
13.09	Are employees trained?	3	
	SECTION 13 TOTAL SCORE	26	
14	Management of other Contractors		
14.01	Does the contractor have procedures to pre-qualify other	0	Not currently in place.

	contractors?		
14.02	Does the Contractor have procedures in place to monitor other Contractors Health and Safety performance?	0	No
14.03	Are records available?	0	
14.04	Does the Contractor have procedures in place to co-ordinate contractors?	2	Engineering guide contractors on site
	SECTION 14 TOTAL SCORE	2	
15	First Aid		
15.01	Are employees trained as 'Full first Aiders'?	3	Yes, recently updated. Good numbers trained.
15.02	Are employees trained as 'Appointed Persons'?	3	Yes
15.03	Are first aid facilities available?	3	Yes
	SECTION 15 TOTAL SCORE	9	
16	Awards / Memberships		
16.01	Is the Contractor a member of any Health and Safety group?	0	No
16.02	Has the contractor achieved any Health and Safety Awards?	0	No
	SECTION 16 TOTAL SCORE	0	
17	Prosecution / Enforcement		
17.01	Has the Contractor been served with a Prohibition Notice, within the last 3 years? and was effective action taken on this?	3	No
17.02	Has the Contractor been served an Improvement Notice? and was effective action taken?	1	Yes an environmental issue resulting in effluent leakage, subcontractor works rectification, improved drainage system.
17.03	Is the Contractor facing an intended prosecution, and are effective remedies being undertaken?	3	No
17.04	Has the company been prosecuted or investigated over the last 3 years? Was effective action taken?	3	No
	SECTION 17 TOTAL SCORE	10	
	FINAL SCORE	177	MAXIMUM SCORE AVAILABLE 267

Remarks:

Over the past few months shortfalls are being identified and put on a database for remedial action, weaker areas appear to be engineering, inspection regimes need implementing and maintaining for plant, lifting equipment, ladders, harnesses, lanyards etc. Certificates of thorough examination need to be available on site and monitored to ensure they remain current for lifting equipment and accessories. There is a general lack of knowledge of the requirements that need to be in place. Engineering access all areas in their overalls which could lead to cross contamination. Procedures are not properly implemented with regards to iso-locking equipment during deep cleaning and maintenance. Equipment within production areas has been modified over the years with a lack of legislation knowledge which is resulting in unsafe systems of work, proposals for larger modifications such as adapting gantry areas should be reviewed to ensure compliance with health and safety legislation before works are carried out.

Subcontractors are not properly accessed for competence prior to works commencing on site. Work is often carried out by subcontractors without method statements, risk and COSHH assessments being available.

COSHH is not regularly updated. As a short term solution I have generalised COSHH into groups to ensure that employees have adequate information available when they require it. On a long term basis each safety data sheet will need to have a detailed COSHH assessment held back to back.

Storage of materials adjacent access routes both internal and external needs addressing

through risk assessment, ensuring that only the most stable items are stored adjacent access routes if other storage areas are not available. The height of some stacks need lowering to ensure adequate stability.

Internal pedestrian routes need improvement particularly in areas where plant and pedestrians have shared access through doorways.

All deliveries should be conducted under trained banksman (Cedar could offer banksman training during visits if required).

Storage of Highly flammable and flammable liquids on site needs review no more than 50 litres should be stored indoors as a rule. They should be stored in a secure vented area preferably out doors with signage and appropriate fire point. Similar to how LPG is currently stored on site (LPG needs signage and powder/foam extinguisher).

The building has no early warning devices to detect fires, reliance is purely upon employee discovery and raising alarm.

On a more positive note, general employee training is reasonably good the company is reasonably strong in areas such as manual handling and first aid training. Employees who operate forklifts and ped-ops have all received training, and there appear to be an ongoing training programme in place. I would recommend that toolbox talks are periodically conducted on relevant topics such as environmental issues, safe use of mobile plant, vehicle banksman etc. to refresh and increase knowledge (these normally last from 5 to 15minutes and could be conducted by Cedar during visits).

Fire and evacuation procedures are reasonably good with regular inspections of equipment and call points being conducted. Access routes are generally maintained obstruction free and are signed. There are trained fire marshals on site.

The site has good security arrangements, perimeter boundaries are secure, CCTV is in operation with electronic access to main entrances.

The welfare facilities are good and maintained to a high standard.

Production areas are well managed and employees are conscious of clearing spillages and generally adopt good housekeeping techniques.

All areas are being risk assessed at current from offices (display screen equipment etc.) to yard, production and welfare areas.

It appears that a positive health and safety culture is developing employees are willing to comply with health and safety requirements, and often input good suggestions.

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Legend:
0 point = Not in place
1 point = In place to a basic level and needs developing
2 points = Adequately in place
3 points = In place to a high standard

Name of person carrying out audit:	Signature:
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