

Health & Safety Audit/Gap Analysis

Client Name: The Ivers Parish Council

Date: 27th January 2025

Health & Safety Gap Analysis

Company:	The Ivers Parish Council
Address:	45B High Street, Iver, SL0 9ND
Date completed:	27 th January 2025
Gap analysis carried out by:	Stefan Semanco CertIOSH dipNEBOSH AMIIAI
Persons accompanying the visit:	Nicole McCaig – Deputy clerk, facilities and events Jeremy Day – Deputy clerk, open spaces and highways

Description of Site:

The Ivers Parish Council estate consists of the head office location on Iver High Street, several Council pavilions located throughout the parish. There are nine public open spaces which the parish council is responsible for, including three children play areas with playground equipment and outdoor gym equipment. The parish council also looks after the St Peter's graveyard.

The head office is the main hub for the administrative offices and contains several meeting rooms. This is a ground floor office building with a loft area for storage. Its construction is brick with several stud walls internally separating the offices and other admin areas and welfare facilities.

The two pavilions can be hired by the public for various parties, activities and events. The pavilions are brick buildings with large open area for meetings and parties. They contain welfare areas and small kitchenettes.

Two nature reserves are also maintained and looked after by the parish council staff throughout the year.

There is also a workshop, which is the main hub for the operational staff. This one contains a small workshop, welfare facilities, including showers and storage facilities for equipment and materials. The workshop is constructed from bricks and has several compartments within it.

Up to 10 staff (full and part-time) are employed by the parish council.

Risk Rating Key:

REDGap identified/action required

AMBERIn progress/further work pending

GREENCompliant/no action required

Safety Policy and Insurance		Notes	Risk Rating	Timescale for Action
Is there a Health and Safety policy in place?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	A formal health and safety policy is currently not in place and needs to be developed.		3 months
If yes, has the Health and Safety policy been reviewed by the Managing Director/CEO of the business, signed, and dated?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	No. The health and safety policy statement of intent needs to be signed and dated by the most senior person within the organisation to give the overall policy document authority.		3 months
Is there Employers' Liability Insurance in place?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	In place and valid.		
If so, is the Employers' Liability Certificate on display, and is it in date?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	In date and displayed on the notice boards.		
Accident, Incident Reporting, and Investigation		Notes	Risk Rating	Timescale for Action
Is there a procedure for reporting and recording work related accidents and near miss incidents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Accident books are located in the main office and the workshop. All incidents are recorded and stored in a head office once the reports are completed.		

Are all employees aware of this procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Are Senior Management aware of the need to report some incidents as a RIDDOR Incident?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Yes, the head clerk has the responsibility to report RIDDOR incidents to HSE.		
Are Senior Management aware of the RIDDOR Criteria and how to report a RIDDOR incident to the Health and Safety Executive (HSE)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The head clerk is aware of the requirements and reporting routes.		
Is the Accident Book easy to find, and after asking a selection of employees, were they able to show you the Accident Book's location?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Accident books are located in various places. Various entries confirm the staff are aware of the location of the accident book. It should be considered to digitalise the incident reporting process.		
Is there a procedure for investigating accidents, and are findings from the investigation implemented?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	The procedure has not been evidenced, although the majority of incidents so far have been very minor and would not warrant a full-scale investigation. The investigation procedure should be outlined in the H&S policy.		3 months
Are accident statistics analysed and any trends actioned upon?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	The accident statistics are not being analysed due to the very small number of incidents recorded. Incident trends analysis may not be meaningful with such low number of incidents recorded.		

Health and Safety Consultation	Notes	Risk Rating	Timescale for Action
Are all employees consulted on any health and safety changes in the business? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Regular team meetings take place face-to-face, although these should be formalised.		3 months
Are there any appointed or elected health and safety representatives in the workplace? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	There is a direct representation in the workplace.		
Is there a health and safety committee in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No H&S committee in place.		
Does a health and safety meeting take place on a regular basis and are the minutes displayed to all staff? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Regular team meetings should have a formal agenda, where health and safety topics would be included. The meeting minutes should be compiled and communicated to staff.		3 months
Risk Assessment and Hazard Reporting	Notes	Risk Rating	Timescale for Action
Is there a procedure for staff to report hazards? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Verbally and through WhatsApp group.		
Have tasks been assessed for the risk of injury and ill health to people? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Head office and pavilions - general, fire and legionella risk assessments are in place. There are no formal risk assessments in place for the tasks and activities conducted by the operational staff. All tasks and activities need to be risk assessed formally		3 months

		to mitigate the risks and ensure legal compliance.		
Are risk assessments documented and communicated to all employees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	The general, fire and legionella risk assessments are documented, not the activities and tasks risk assessments. All completed risk assessments should be effectively communicated to relevant staff, potentially displayed on the relevant notice boards.		3 months
Have the risk assessments been reviewed whilst persons are completing the task assessed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	The tasks and activities risk assessments are not in place. (as above)		3 months
Have all risk assessments been reviewed by a competent person at least annually, or if the task or building has changed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The existing general risk assessments are being reviewed annually - Nicole McCaig. The legionella and the fire risk assessments are reviewed every 2 years.		
New and Expectant Mothers		Notes	Risk Rating	Timescale for Action
Has a New and Expectant Mothers risk assessment been completed for any persons that are pregnant or have recently given birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Has this risk assessment been reviewed on a regular basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			

Is a private room available where persons can breastfeed/express milk with a refrigerator to store milk? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	This would be arranged as and when required.		
Employing Young Persons	Notes	Risk Rating	Timescale for Action
Are there individual risk assessments in place for any employees aged under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Has information, training and supervision been provided to ensure that the young person's awareness has been increased towards safety? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Health and Safety Training	Notes	Risk Rating	Timescale for Action
Are staff inductions undertaken and recorded? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Induction training to be provided to all staff and regularly refreshed.		3 months
Have training needs been identified and all staff trained to an acceptable level for the task they are completing in the workplace? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Training needs analysis should be undertaken.		3 months
Is there a training matrix in place, and is it updated on a regular basis? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Training matrix should be developed and updated regularly.		3 months
Have staff been trained in emergency incident procedures, and is this recorded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All staff are emergency first aid at work trained and all staff are fire marshals.		

		The first aid and the fire marshal trainings are being refreshed 3-yearly. Emergency evacuation drills are conducted 6-monthly.		
Health and Safety of Visitors		Notes	Risk Rating	Timescale for Action
Is there a visitors' book, and are visitors signed in and out of the business?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Visitors' book should be compiled and kept up to date.		1 month
Is there a visiting procedure to ensure visitors are aware of what to do in an emergency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Adequate information should be provided to all visitors during the sign in procedure.		1 month
Is there PPE in place for visitors if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	None required.		
Personal Protective Equipment (PPE)		Notes	Risk Rating	Timescale for Action
Have the PPE requirements identified from risk assessments been implemented to ensure that appropriate PPE is selected and provided?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Adequate PPE is provided to all operational staff, although it has not been formally risk assessed. The tasks and activities risk assessments would be able to highlight the needs for specific PPE.		3 months
Are employees trained in the correct use, storage, maintenance, and replacement of PPE?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	The induction training for the operational staff could highlight the process for the PPE management.		3 months

Is there a receipt process in place for tracking PPE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	There should be a formalised receipt process for the items of PPE by the staff, which would confirm all staff received all relevant PPE.		1 month
When completing this review are all staff wearing the correct PPE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Not evidenced as all ops staff were away from base.		
Employing Agency and Temporary Staff	Notes	Risk Rating	Timescale for Action
Are all agency and temporary staff given a site health and safety induction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Some agency staff are employed in the busy spring and summer months, although this is not a common practice. No induction training is provided to the agency staff, which should be rectified.		3 months
Are all agency and temporary staff suitably trained and supervised? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	There is no evidence that the agency staff are adequately trained for the tasks and activities undertaken. Only trained and competent agency staff should be employed.		3 months
Are all agency and temporary staff provided with the appropriate PPE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The agency is required to provide all relevant PPE.		

Disability Discrimination Compliance		Notes	Risk Rating	Timescale for Action
Have reasonable adjustments been made within the premises in consideration of disability and discrimination issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	No adjustments necessary as the site is fully accessible		
In the event of a disability or injury has a Personal Emergency Evacuation Plan (PEEP) been implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	PEEPs are completed as and when required.		
Fire and Emergency Arrangements		Notes	Risk Rating	Timescale for Action
Is there an Emergency Procedure in place, and has this been reviewed in the last 12 months?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Action notices are located near the call points and the fire emergency procedure is in place and plan of the premises is drawn to a good standard.		
Has a Fire Risk Assessment been completed in the last 12 months by a competent person?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	16/01/2024. Completed 2-yearly. In-house review is done annually. All recommendations from the most recent fire risk assessment have been actioned.		
Was the last fire drill documented and was it completed in the last 6 months?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Are there nominated personnel who are Fire Marshal trained?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All staff have completed fire marshal training. Nominated fire marshals are displayed on the notice board.		

Are all employees aware of who the Fire Marshals are? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Nominated fire marshals are displayed on the notice board.		
Have the Fire Extinguishers been serviced in the last 12 months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	March 2024.		
Has the Fire Alarm been tested once a week and documented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Yes, good standard.		
Has the Emergency Lighting been tested once a month and documented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Good standard.		
Has the Fire Alarm been serviced by a competent person in the last 6 months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4.12.2024 Conducted 6-monthly.		
Has the Emergency Lighting been serviced by a competent person in the last 12 months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	14.04.2024		
First Aid	Notes	Risk Rating	Timescale for Action
Is/are the first aid kit's levels of stock checked monthly and documented? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	First aid kits are checked 6-monthly in the head office. A regular formal inspection of all first aid kits should be undertaken.		1 month
Are all first aid boxes clearly marked and identifiable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Each building and in all vans.		

Is there an accident book in place which is GDPR compliant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Kept in the head office in lockable filing cabinets.		
Are all trained First Aiders identified on a notice board? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All staff are trained in the emergency first aid at work. The nominated first aiders are displayed on the notice board.		
Do all First Aid staff hold a valid First Aid certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Are copies of the certificates held by the company? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Are there adequate numbers of trained First Aiders to cover shift work and holiday periods? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Welfare and the Working Environment	Notes	Risk Rating	Timescale for Action
Are checks of the working environment completed and any defects noted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	A system of regular formal workplace inspections should be completed using a relevant checklist.		3 months
Is there a sufficient number of toilets, wash basins, washing materials available to ensure coverage of all staff? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Good standard.		
Building Services	Notes	Risk Rating	Timescale for Action
Have the fuse boxes, gas meters, stop taps and other services been identified and marked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All are identified on the fire plan. Good standard.		

Is there information available for the above services for the Emergency Services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Suitable grab bags containing all relevant information are in place.		
Has an Electrical Installation Check been completed in the last 5 years, and have all the actions been completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	February 2022. Remedial works have been carried out - although the remedial works report is not available. This should be requested and made available upon request.		1 month
Has a Gas Safe check been completed by a competent person, and all actions completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All gas boilers were Gas Safe checked on 6 th January 2025. Contractors have not provided the relevant paperwork yet.		
Has the Air Conditioning been serviced annually by a competent person, and all actions completed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Has Portable Appliance Testing (PAT) been completed at appropriate periods? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Conducted annually. Last PAT in March 2024.		
Is there a PAT register in place? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	PAT stickers on all equipment. No register.		
Has all kitchen extraction been cleaned by a competent person as per TR19 Regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	None in place. Domestic kitchenettes only.		
Glazing and Windows	Notes	Risk Rating	Timescale for Action
Is there adequate lighting in the workplace? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The lighting, both natural and artificial is suitable throughout.		

Is there provision for the cleaning of all glazed areas? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The head office windows are being cleaned 6-8 weekly.		
Workplace Signage	Notes	Risk Rating	Timescale for Action
Does all workplace signage comply with BS EN ISO 7010? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Is the signage placed in the correct areas to be meaningful? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
The Provision, Use and Maintenance of Work Equipment	Notes	Risk Rating	Timescale for Action
Have sufficient information, instruction and training been provided to employees, and is this documented? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Adequate information, instruction and training should be provided to all staff on the use of relevant items of work equipment and machinery.		3 months
Have employees been instructed not to use any piece of equipment they are not trained to use? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Verbal instruction. Safe systems of work for the use of equipment and machinery should be created, documented and effectively communicated to all relevant staff. Training on the SSOWs should be in place and regularly refreshed.		3 months
Is all equipment maintained as per manufacturer's guidance, and is a record of maintenance in place? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Pre- and post-work checks are being conducted visually by the staff.		3 months

	<p>All workplace equipment and machinery should be regularly inspected by a competent staff member and such inspections documented.</p> <p>Stand and sit on mowers are serviced by contractor annually (and repaired as and when necessary).</p>		
Control of Flammable Substances	Notes	Risk Rating	Timescale for Action
<p>Has a risk assessment completed for the use and storage of flammable substances on the premises? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>No COSHH risk assessments are in place, although the control of flammable substances has been outlined in the fire risk assessment.</p> <p>COSHH risk assessments for the flammable and harmful substances should be completed.</p>		3 months
<p>Have control measures and safe systems been identified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p>	<p>Some basic controls in place. Some fuel is locked in the external compound with some other chemicals.</p> <p>Formal COSHH risk assessments should be compiled.</p> <p>Slowly moving to electric.</p>		3 months

Has relevant training and information been provided to appropriate staff? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All relevant staff working with flammable and other hazardous substances should receive adequate training.		3 months
If relevant, has a DSEAR Risk Assessment been completed by a competent person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Not required.		
Compressed Air/Pressure Systems	Notes	Risk Rating	Timescale for Action
Is there a relevant safe system of work in place for use of the compressor/pressure system? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Has the compressor been serviced and examined by a competent person, and is this documented? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Lifting Equipment and Lifting Operations (LOLER)	Notes	Risk Rating	Timescale for Action
Are there procedures to ensure that the equipment/accessories are: <ul style="list-style-type: none"> • Suitable for the task in hand? • Of adequate strength and stability? • Positioned and installed safely? • Marked with the Safe Working Load? • Properly maintained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	None in place.		
Are lifting operations planned and appropriately supervised? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			

Is the LOLER Examination completed on all lifting equipment carried out at appropriate intervals and documented? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Is maintenance work completed and documented? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Are slings and hoists stored in a dry and tidy environment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Working at Height	Notes	Risk Rating	Timescale for Action
Has a risk assessment been completed for any tasks requiring working at height, and, if applicable, emergency and rescue procedures? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All working at height activities need to be adequately risk assessed to mitigate risks from these.		3 months
Has a safe system of work been developed for all working at height activities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Suitable safe systems of work need to be developed and effectively communicated to all relevant staff who may be required to conduct work at height activities.		3 months
Have all employees been given sufficient training, instruction, and information? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All employees who may be required to work at height need to receive suitable work at height training.		3 months
Is all equipment used for working at height suitable for the task and been appropriately inspected, serviced, and examined by a competent person? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Basic visual pre-use checks are completed by the users, although these are not documented as such.		3 months

	A system of regular formal height access equipment should be in place.		
Where appropriate, has personal fall protection equipment been provided and maintained, and used with suitable anchor points? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Is each piece of access equipment uniquely marked to aid maintenance procedures? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Height access equipment should be marked to assist with the inspection process.		1 month
Are all persons checking the access equipment appropriately trained and records retained? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Staff are experienced, although no evidence of formal training. Relevant training needs to be provided to staff required to check the access equipment.		3 months
Slips, Trips and Falls	Notes	Risk Rating	Timescale for Action
Has a Slips, Trips and Falls risk assessment been completed for any tasks? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	The slips and trips are a part of the generic risk assessments, although not the task risk assessments. Risk assessments for tasks and activities need to contain the slips and trips hazards.		3 months
Is the lighting in place sufficient for any tasks being completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Is housekeeping of an acceptable standard? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Are all floor surfaces level and in good condition? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Forklift Trucks	Notes	Risk Rating	Timescale for Action
Have suitable risk assessments been carried out for the use of forklift trucks, and have control measures been implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Are all person driving the forklift trucks trained and authorised in accordance with the Approved Code of Practice on Rider Operated Lift Trucks, and records retained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Are daily pre-use checks completed on each forklift in use, and records retained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Have all forklifts been serviced, and LOLER examined by a competent person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Is there a risk assessment in place for the charging of the batteries or changing of the LPG bottle? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Do all persons working in the forklift's environment have the correct PPE, and are all areas well-lit to ensure good visibility? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			

Occupational Driving	Notes	Risk Rating	Timescale for Action
Have all drivers of company vehicles had their driving licences checked in the last 12 months? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Annually.		
Do all drivers who drive on company business have business insurance, and has this been checked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The work vans are a part of fleet insurance.		
Is there an occupational driving risk assessment in place, and have all drivers read and understood this? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Occupational driving risk assessment needs to be conducted for the use of vans and any relevant private vehicles.		3 months
Racking Storage Systems and Mezzanine Floors	Notes	Risk Rating	Timescale for Action
Are all racking and mezzanine floors designed and installed by a competent person? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Is the racking checked on a regular basis by a trained member of staff, and records retained? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Is the racking inspected on an annual basis by an Independent Racking Inspector, and the report in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Is the Safe Working Load displayed on all racking and mezzanine flooring? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			

Is there suitable edge protection, firefighting equipment, and emergency lighting in place on the mezzanine floor? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Manual Handling	Notes	Risk Rating	Timescale for Action
Have all manual handling tasks been identified and risk assessed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Manual handling risk assessments for all relevant tasks and activities need to be compiled.		3 months
Where possible, have manual handling tasks been eliminated or reduced to an acceptable level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Yes, although this needs to be formalised through a risk assessment.		3 months
Have all staff received suitable training and instruction, and records retained? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All relevant staff need to receive suitable manual handling training, and this needs to be refreshed regularly.		3 months
Display Screen Equipment	Notes	Risk Rating	Timescale for Action
Have all users of display screen equipment been assessed and is this completed annually? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	DSE risk assessment need to be compiled by all DSE users.		3 months
Are all users trained in the use and setting up of equipment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All DSE users need to receive adequate training on their DSE set up.		3 months
Is there a working from home checklist in place, if applicable? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Despite working from home taking place, no checklist is available. Working from home		3 months

	checklist needs to be developed and completed by all home workers.		
Stress in the Workplace?	Notes	Risk Rating	Timescale for Action
Is there a Stress in the Workplace Policy in place? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	A stress in the workplace policy needs to be developed and effectively communicated to all staff.		3 months
Are Managers/Supervisors trained in identifying stress in employees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	No formal training, although the management is working closely with staff and an open-door policy is in place.		3 months
Aggression in the Workplace	Notes	Risk Rating	Timescale for Action
Is there a Violence and Aggression in the Workplace Policy and Risk Assessment in place? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	The policy needs to be developed. The pavilion generic risk assessment contains the aggression and violence hazards and controls, due to a possibility of consumption of alcohol by hirers.		3 months
Has a procedure for reporting bullying, harassment and violence in the workplace been implemented? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Open door policy is in place. Dignity, bullying and harassment policy is in place.		

Contractor Management	Notes	Risk Rating	Timescale for Action
Are all contractors assessed for health and safety competence for the work to be undertaken? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	A contractor competence checklist needs to be developed to assess the health and safety competence of the contractors.		3 months
Are all contractors requested to provide insurance, training, accident, and any other relevant documentation before commencing work? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Public liability insurance is requested. RAMS are requested for very specific activities. Sometimes references. Professional indemnity should be requested from the contractors. A standardised form should be developed to standardise the information which should be requested from the contractors prior to awarding of the contract.		3 months
Are all contractors given a site induction before commencing work? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All contractors need to be provided with a relevant site induction.		1 month
Legionella Management	Notes	Risk Rating	Timescale for Action
Is there a Legionella Risk Assessment in place, and have all action points been completed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	A legionella risk assessment is completed for all sites every 2 years.		
Are hot and cold-water temperature checks being completed on a monthly basis? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Hot and cold-water temperature checks were completed in the past, although this has discontinued without any specific reason.		1 month

		Temperature checks should be restarted again.		
If there are any water outlets not used, have they been flushed for 5 mins and this recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All taps and showers and regularly flushed.		
Are servicing of TMV's undertaken, and pre/post temperature checks are completed and recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A			
Have relevant staff received Legionella Awareness Training?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	All relevant staff should receive adequate legionella awareness training.		3 months
Vehicle Segregation		Notes	Risk Rating	Timescale for Action
Are areas segregated for pedestrians and vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Generally, the segregation of pedestrians and vehicles is acceptable.		
Is there signage and guidance to all users about the use of vehicles in the work areas?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			

Disclaimer

This Audit/Gap Analysis has been compiled on your behalf by Phoenix Health & Safety based on observations made on the day and discussions with your key employees.

Ultimate responsibility for health and safety (and for carrying out risk assessments) rests with the employer, and as such it is the employer's responsibility to ensure that risk assessments are suitable and sufficient and are regularly updated.

It is vitally important that you check through the content of this document and ensure that:

- a) all hazards encountered by the organisation have been covered
- b) all existing control measures documented are in place and working effectively; and
- c) all recommendations are implemented.

Phoenix Health & Safety cannot be held responsible for omitting hazards/control measures we were not made aware of when visiting your premises.