

Pragma

Health and Safety Checklist

This checklist follows the HSE's Plan, Do, Check, Act methodology for leading Health and Safety as described within document INDG 417.

To complete the checklist, award yourself 1 point for each statement that applies to your business. Only award yourself the point where you could demonstrate this fully.

Once you have completed each section, add up your overall score and compare it to the matrix at page 2. This will identify how effectively you manage Health and Safety.

Plan

How do you demonstrate the board's commitment to health and safety?

Award yourself 1 point for each question if you can answer positively and then compare your score with the action matrix below.	Award 1 Point
The organisation has a health and safety policy	
Robust risk assessment procedures have been developed	
Health and safety targets have been set and are measured	
Health and safety is an agenda item at every Board meeting	
Total Points Awarded out of a maximum of 4	

Do

What have you done to ensure your organisation, at all levels including the board, receives competent health and safety advice?

Award yourself 1 point for each question if you can answer positively and then compare your score with the action matrix below.	Award 1 Point
The Board receive competent health and safety advice	
All Directors and senior personnel are sufficiently trained in health and safety	
There is adequate consultation with staff on H&S	
Risks are minimised and sensible control measures applied	
Total Points Awarded out of a maximum of 4	

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Check

How well do you know what is happening on the ground, and what audits or assessments are undertaken to inform you about what your organisation and contractors actually do?

Award yourself 1 point for each question if you can answer positively and then compare your score with the action matrix below.	Award 1 Point
There is a programme of H&S audits or assessments	
Reactive and proactive H&S performance data is provided to the Board	
Procedures are in place to implement new and changed legal requirements	
Incidents are fully investigated and actions implemented	
Total Points Awarded out of a maximum of 4	

Act

What do you do to ensure appropriate board-level review of health and safety?

Award yourself 1 point for each question if you can answer positively and then compare your score with the action matrix below.	Award 1 Point
The Board undertakes an appropriate review of H&S	
Risk management systems are reported to the Board	
Immediate reviews are carried out following major shortcomings or events	
The organisation celebrates good H&S performance	
Total Points Awarded out of a maximum of 4	

Scoring Matrix

Use the table below to identify how Health & Safety is managed

Score	Action
0 – 4	An immediate review of your H&S Management System is needed
5 – 8	Partially compliant but reactive to H&S not proactive
9 - 12	Good systems in place, further improvement opportunities
13 - 16	Robust arrangements in place which should be maintained