



Pragma+Associates

Health and Safety Self-Assessment Checklist

The questions in this Checklist will help you to understand whether you are managing the risks associated with your work activities effectively.

Please get in touch with David Paveley if you need help completing the checklist or would like to discuss our fixed price Health and Safety assurance service.

David can be contacted on 01302 499062 or davidpaveley@pragmaandassociates.co.uk.

Company name and address

Health and Safety Management	Yes	No	Additional Information
Do you have an up-to-date Health and Safety Policy and is it communicated to employees?			
Have you identified the hazards associated with your work and recorded your risk assessments? ¹			
Do you have a policy to ensure the safety of new and expectant Mothers and young people? ²			
Are risk assessments up to date and communicated to staff and others where necessary?			
Have you informed your employees of the findings of your risk assessments and provided any training necessary?			
Have you appointed a 'Competent Person' to help you put sensible controls in place to protect workers and others from harm? ³			
Premises Hazards	Yes	No	Additional Information
Has a fire risk assessment been completed and the findings implemented in the last 12 months?			
Have you identified any asbestos present in your premises and, if appropriate, put in place an asbestos management plan?			
Are your fixed electrical wiring tests and PAT tests up-to-date? ⁴			
Do you check your contractors' Health and Safety standards?			
Is an annual inspection of your gas installation carried out and recorded?			
Have you assessed risks associated with hazardous substances including chemicals, dust, fume and biological agents (COSHH assessment)?			
Is a current Legionella assessment in place (within the last 2 years) and are the actions taking place?			
Are floor surfaces and floor coverings in good condition and properly maintained?			
Are all stairways in good condition and adequately lit?			



Have you identified any work involving a risk of fall from height and implemented risk control measures?			
Do you have regular inspections and servicing of any lifts and/or any lifting equipment?			
Have you assessed and controlled the risks associated with COVID-19?			
Principal Work Activity Hazards	Yes	No	Additional Information
Have you identified hazards and risks associated with work equipment?			
Have you assessed the risks associated with employees who work from home?			
Have you assessed the mental health risks faced by your workers?			
Are Display Screen Equipment (DSE) assessments conducted and reviewed?			
Are lone workers identified, is there a risk assessment for their activities and are appropriate procedures in place?			
Have manual handling risks been assessed and training provided?			
Has any risk of violence to staff been assessed and, if appropriate, control measures put in place?			
Has an assessment been completed of the risks of driving for work?			
Other than the hazards dealt with by this checklist ⁵ , can you confirm that there are no other hazards associated with your work ⁶ ?			

The Checklist has been designed to particularly help small to medium sized employers who carry out low to medium risk activities, but may be used by any employer seeking assurance about their Health and Safety practices.

If you are an employer and can answer 'yes' to the questions in this checklist, then you can be confident that you are managing Health and Safety risks effectively. If you are unsure or have answered 'no' to any of the questions then you may need to do more.

Confirmation of completion

Completed by: Name	Date



Help is available from David Paveley.
Please contact him on 01302 499062
or davidpaveley@pragmaandassociates.co.uk

NOTES:

- Employers are required by law to have a Competent Person carry out an assessment of the significant risks that their employees may be exposed to. For organisations with 5 or more employees, this must be written down.
- The Management of Health and Safety at Work Regulations 1999 (MHSW) require employers to protect the Health and Safety of all employees. There is a specific requirement to review risk assessments to cover new and expectant mothers and young people.
- As an employer, you must appoint someone competent to help you meet your Health and Safety duties. A Competent Person is someone with the necessary skills, knowledge and experience to manage Health and Safety.
- Fixed electrical systems should be checked every 5 years; portable appliance tests should be carried out every 1-2 years dependent on risk.
- The hazards considered by this checklist are: asbestos, fire, fixed and portable electrical systems, work carried out by contractors, gas, substances hazardous to health, workplace safety hazards (floors, stairs), work at height, equipment used during work, lifts and lifting equipment, work from home, psychosocial hazards (stress), lone working, display screen equipment, manual handling, violence to staff and occupational driving.
- Other hazards may include, but may not be limited to exposure to noise and/or vibration, construction work (including work in confined spaces), work that produces hazardous dust or fume (eg welding), repetitive work (associated with upper limb disorder risks) and work with radioactive materials.

DISCLAIMER:

This Checklist is provided free of charge to help employers identify the hazards associated with their business activities and whether or not they are taking appropriate actions to manage the risks associated with their activities. The health and safety of employees and others affected by business activities remains the responsibility of employers. Pragma and Associates Ltd would be pleased to provide further advice if you have any doubts about your health and safety responsibilities.

Pragma