



Employer Annual Health and Safety Review

This Health and Safety reference document should be completed as required but the HSE suggests as a minimum at least every 12 months. It is designed for employers to identify and monitor the Health and Safety procedures they have in place, and to identify others that they may feel they want to implement.

Name

Date

Signature

Annual Health and Safety Review

Where the answer to any of the questions in this checklist is NO action will be necessary. Use the Action Log at the back of this checklist to note what is required and allocate the task to a named person for action.

Safety Policy and Insurance		ARN
Has your Safety Policy been reviewed and signed and dated?	Y/N	
Is your Employer's Liability Insurance current?	Y/N	
Are the Safety Policy Statement and Employer's Liability Insurance Certificate both displayed where employees can see them?	Y/N	
Accident, Incident, Ill Health Reporting and Investigation		
Is there a procedure for reporting and recording work related ill-health, accidents, and near miss incidents?	Y/N	
Are all employees familiar with this procedure?	Y/N	
Are supervisors and managers aware of the requirements and the circumstances in which some accidents, incidents and cases of ill-health must be reported to the Enforcing Authorities?	Y/N	
Do employees understand the requirement to report work-related injuries, dangerous occurrences or cases of disease?	Y/N	
Do line managers and supervisors have access to written instructions and advice on the method for reporting to the Enforcing Authorities?	Y/N	
Do employees know the location of the accident book?	Y/N	
Is there a procedure for investigating accidents, near miss incidents and reports of ill-health?	Y/N	
Are investigations carried out as soon as is practicable after the event?	Y/N	
Is an individual nominated to oversee the investigation?	Y/N	
Are reports written up when the investigation is complete?	Y/N	
Are these reports considered by senior management and analysed for trends?	Y/N	
Workplace Health and Safety Consultation – where applicable		
Are all employees consulted on changes which may substantially affect their health and safety?	Y/N	
Are employees consulted on the health and safety consequences of introducing new equipment?	Y/N	
Are there any appointed or elected Safety Representatives in the workplace?	Y/N	
Has a Safety Committee or group been established with both management and employee representation?	Y/N	
Are suitable records of meetings maintained? (e.g. minutes taken from Safety Committee)	Y/N	
If applicable, are action plans produced from the Safety Committee / Forum?	Y/N	
Risk Assessment and Hazard Reporting		
Is there a procedure for employees to report hazards?	Y/N	
Have tasks, activities and workplaces where there are hazards been assessed for the risk of injury or ill-health to people?	Y/N	
Are significant findings from these assessments recorded?	Y/N	
Are suitable control measures in place? Are they maintained; is their proper use supervised?	Y/N	
Have suitable safe working procedures been developed from the risk assessments? Are they maintained; is their proper use supervised?	Y/N	

Have relevant employees been told about the outcome of risk assessments, and instructed and trained about safe working practices and procedures?	Y/N	
Is there a system to review risk assessments at appropriate intervals?	Y/N	
Occupational Health & Health Surveillance – where applicable		
Is occupational health surveillance required for any of our activities?	Y/N	
Is a suitable scheme in operation?	Y/N	
Substance and Alcohol Abuse		
Does the organisation have an adequate alcohol and drugs policy?	Y/N	
Has this policy been made available to all employees?	Y/N	
Purchasing		
Is the intended equipment suitable for the envisaged task?	Y/N	
When equipment is purchased, is health and safety information and instruction on the safe installation, maintenance and use, obtained and retained for future use?	Y/N	
When purchasing hazardous substances, are the specific safety data sheets (SDS) provided by the manufacturer retained for future use?	Y/N	
New and Expectant Mothers		
Has a risk assessment been carried out for new and expectant mothers?	Y/N	
Is the risk assessment reviewed on a regular basis?	Y/N	
If risks cannot be removed, are alternative working patterns sought, i.e. working hours, conditions etc.?	Y/N	
Is a private room available where women can breastfeed or express milk with secure, clean refrigerators provided for storage?	Y/N	
Employing Children & Young Persons		
Are there individual risk assessments for all young persons and children at work?	Y/N	
Is information, instruction, training and supervision provided to ensure that safety awareness is increased and competence levels improved?	Y/N	
Lone Working		
Has an assessment been undertaken to ensure that the risks from lone working are adequately managed?	Y/N	
Are measures in place to ensure that the risk of attack, illness or accident can be noticed within reasonable time, so that support and help can be provided and are those measures effective?	Y/N	
Health and Safety Training		
Is staff induction undertaken and recorded?	Y/N	
Have training / refresher training needs been identified and all staff trained to an acceptable level with all details recorded?	Y/N	
Have all staff been trained in applicable emergency procedures and recorded?	Y/N	
Health and Safety of Visitors		
Is there appropriate control/supervision of visitors?	Y/N	
Are visitors taken into consideration in emergency arrangements?	Y/N	
Personal Protective Equipment		
Have the PPE requirements identified from risk assessments been implemented to ensure that suitable and appropriate PPE is selected and provided?	Y/N	
Are employees trained in the use, storage, maintenance and replacement of PPE?	Y/N	

Home Working		
Have home working viability checklists been carried out for all home working employees?	Y/N	
Have all home workers undertaken an initial assessment of their working environment with the implementation of suitable control measures?	Y/N	
Employing Agency and Temporary Staff		
Are all new agency and temporary staff given a site induction (e.g. information on hazards, fire and / or emergency arrangements, site rules, special equipment and accident reporting etc.)?	Y/N	
Are all agency and temporary staff suitably trained and supervised?	Y/N	
Are all agency and temporary staff provided with suitable PPE where applicable?	Y/N	
Disability Discrimination Compliance		
Have reasonable adjustments been made within the premises in consideration of potential disability discrimination issues?	Y/N	
Fire and Emergency Arrangements		
Are all employees aware of the emergency procedures?	Y/N	
Has a Premises Fire Risk Assessment been completed by a competent person?	Y/N	
Have fire precautions been established, including the means of escape, fire warning systems, fire fighting equipment and fire action notices etc.?	Y/N	
Are fire evacuation procedures prominently displayed and rehearsed?	Y/N	
Have all staff and visitors been taken into account in the emergency procedures, i.e. disabled persons, expectant mothers etc.?	Y/N	
Are there nominated personnel who are trained in matters of fire safety?	Y/N	
Are all employees aware of who these nominated people are?	Y/N	
Are fire extinguishers regularly serviced, at least annually?	Y/N	
Are external gathering areas adequately lit in the event of evacuation during the hours of darkness?	Y/N	
Are these arrangements overseen and managed by a Responsible Person?	Y/N	
Fire Alarm		
Is the fire alarm serviced every six months by a competent person?	Y/N	
Emergency Lighting		
Is emergency lighting (where required) serviced annually by a competent person?	Y/N	
Are all emergency light fittings tested monthly and is this recorded?	Y/N	
Smoke Alarms		
Are smoke alarms tested as per the manufacturer's instructions?	Y/N	
First Aid		
Is there a procedure for checking and restocking first aid kits within the workplace?	Y/N	
Are all first aid boxes clearly marked with a white cross on a green background?	Y/N	
Are the locations of first aid boxes indicated by the approved signage and placed at the appropriate locations throughout the premises?	Y/N	
Are records maintained of all first aid incidents / treatments?	Y/N	
Are the locations and names of first aid personnel identified on staff notice boards?	Y/N	
Do all nominated First Aiders and Appointed Persons hold a valid First Aid certificate?	Y/N	
Are copies of these certificates held by the company?	Y/N	
Is there adequate first aid provision to cover all shift working and holiday periods?	Y/N	

Welfare and the Working Environment		
Are periodic inspections of the workplace carried out and any defects remedied?	Y/N	
Are there adequate sanitary conveniences, washing facilities, rest facilities, fresh drinking water, changing facilities as appropriate provided and maintained in the building considering the number of staff present and the work activities taking place?	Y/N	
Cleaning		
Have control measures and safe systems of work been identified and managed?	Y/N	
Building Services		
Has the location of the isolators of the building utility supplies e.g. gas, electricity, water and other services been identified and marked?	Y/N	
Is this information readily available to the emergency services (Fire Authority)?	Y/N	
Are there procedures in place to ensure that any work undertaken (e.g. new installations or maintenance) is carried out by a suitably qualified or competent person?	Y/N	
Have gas appliances been serviced by a Gas Safe engineer (during the last 12 months) with records retained?	Y/N	
Control of Waste		
Have all tasks and activities involving the handling and storage of waste identified as potentially hazardous been assessed and suitable controls implemented and managed?	Y/N	
Have all tasks and activities involving the cleaning, setting and maintenance of waste handling/processing equipment been assessed and suitable controls implemented and managed?	Y/N	
Is all equipment used for the handling, storage and removal of waste suitable for use?	Y/N	
Has any training required in relation to the use and maintenance of specialist equipment been identified and provided?	Y/N	
Where necessary, are there specific measures for dealing with hazardous waste (e.g. separate waste receptacles for sharp objects)?	Y/N	
Where necessary, is all waste disposed of by licensed contractors and waste transfer notes retained?	Y/N	
Where it is not possible to prevent direct contact with waste materials, is appropriate PPE made available to and used by employees?	Y/N	
Glazing in the Workplace		
Is glazing in the workplace suitable for its location?	Y/N	
Are there adequate arrangements in place for cleaning and maintenance of glazed areas as required?	Y/N	
Workplace Signage		
Are workplace signs displayed where required?	Y/N	
Are they of the required standard and do they conform?	Y/N	
Working in the Open Air		
Has an assessment been carried out to identify the risks to workers of working in the open air and suitable controls identified?	Y/N	
Electrical Safety		
Are all fixed electrical installations inspected/tested for defects by a competent qualified electrician and maintained to be safe?	Y/N	
Are these inspections carried out within the recommended time period, documented and the records readily accessible?	Y/N	
Are there records of all portable appliance testing / inspections for all pieces of electrical equipment undertaken at appropriate periods?	Y/N	
Are the inspections and tests carried out by a competent person?	Y/N	

The Provision, Use and Maintenance of Work Equipment		
Is all equipment purchased suitable for its purpose and compliant with any prescriptive legislative requirements?	Y/N	
Is there a system in place to check that equipment and machinery is fit for purpose before each use?	Y/N	
Has sufficient information, instruction and training been provided to employees and have records of this training been maintained?	Y/N	
Have employees been instructed not to use any equipment unless they are competent and received the necessary information and training?	Y/N	
Where necessary has a maintenance schedule been set up for all equipment, as required?	Y/N	
Is the use of the equipment restricted to authorised users?	Y/N	
Office Equipment		
Are safe working arrangements in place with regard to the office environment and equipment?	Y/N	
Storage of Hazardous Substances and Agents		
Are all substances/agents stored according to manufacturers' instructions?	Y/N	
Is suitable ventilation provided in the storage area?	Y/N	
Are all containers appropriately labelled with the correct classification?	Y/N	
Are incompatible materials stored separately and segregated?	Y/N	
Slips, Trips and Falls		
Has the risk from slips, trips and falls been evaluated with suitable control measures implemented and managed, where possible to eliminate such hazards?	Y/N	
Are sufficient cleaning regimes carried out and a planned schedule followed to maintain good, general housekeeping standards?	Y/N	
Lifts and Hoists		
Are there procedures to ensure that the hoist or lift is: - suitable for the use to which it is put, - of adequate strength and stability, - safe by position and installation and - suitably marked with the safe working load.	Y/N	
Has routine maintenance been carried out and recorded?	Y/N	
Has the statutory Thorough Examination been carried out at required intervals with records available?	Y/N	
Work at Height – where applicable		
Has a suitable risk assessment been carried out for the tasks requiring work at height to include emergency and rescue procedures?	Y/N	
Has a Safe System of work been developed for all work at height activities?	Y/N	
Have employees working at height received sufficient training, instruction and information?	Y/N	
Is all equipment used for working at height (e.g. ladders, scaffolds, mobile access work and platforms) suitable for the task intended?	Y/N	
When appropriate is suitable personal fall protection equipment provided and maintained and used with suitable anchor points?	Y/N	
Is there a system in place to ensure that harness / ladders / other working at height equipment is subject to regular inspections and maintenance and recorded?	Y/N	
Access Equipment		
Is there a system in place to ensure that ladders and other working at height equipment are subject to regular inspections and maintenance and recorded?	Y/N	
Is each piece of access equipment uniquely marked / referenced, to aid maintenance procedures?	Y/N	
Are those that use the access equipment appropriately instructed and trained to do so and records retained?	Y/N	

Occupational Road Safety		
Have suitable risk assessments been carried out for tasks involving driving activities and have suitable control measures been implemented?	Y/N	
Has a safe system of work been implemented for all aspects of occupational road safety?	Y/N	
Are authorised drivers' licences checked on, at least, an annual basis?	Y/N	
Zoonoses		
Has a comprehensive risk assessment been carried out of the tasks of those that come into contact with animals?	Y/N	
Are arrangements in place for health surveillance, to ensure that any diseases are detected at an early stage?	Y/N	
Are necessary immunisations provided to employees, and/or animals, where appropriate?	Y/N	
Are there arrangements for the disposal of biological (contaminated) waste, using the services of a licensed waste disposal company?	Y/N	
Work Related Upper Limb Disorders		
Have work related upper limb disorder hazards been included in all tasks/activity risk assessments?	Y/N	
Where risks have been identified has a preventive programme been introduced?	Y/N	
When setting up a workstation are ergonomic considerations taken into account and, is enough space provided for each employee?	Y/N	
Leptospirosis		
Have leptospirosis hazards been included in all tasks/activity risk assessments?	Y/N	
Where risks have been identified have suitable control measures been implemented and effectively managed?	Y/N	
Has information, instruction and training been given to employees on the associated hazards and risks?	Y/N	
Manual Handling Assessment		
Have all tasks/activities where there is a manual handling element been identified?	Y/N	
Have manual handling hazards been included in all tasks/activities risk assessments?	Y/N	
Are suitable control measures in place and managed?	Y/N	
Where possible have manual handling tasks/activities been eliminated or reduced to an acceptable level?	Y/N	
Has suitable instruction and training of appropriate employees, including supervisors, been carried out?	Y/N	
Is there a system to review the manual handling assessments as necessary?	Y/N	
Display Screen Equipment (DSE)		
Have 'users' of DSE and their workstations been identified?	Y/N	
Have workstations been assessed?	Y/N	
Are 'users' trained in the use and setting of the equipment?	Y/N	
Is there a system for indicating when assessments may need reviewing?	Y/N	
Use of Hazardous Substances and Agents		
Is there a complete inventory of substances/agents used / generated in the workplace?	Y/N	
Have any substances/agents hazardous to health been identified?	Y/N	
Where necessary has a hazardous substances/agents assessment been carried out?	Y/N	
Have control measures and safe systems of work been identified and managed?	Y/N	
If the substance/agent has been supplied from a manufacturer, then is the safety data sheet up to date and available for reference?	Y/N	
Are there safe and acceptable methods of disposal of chemicals and their containers?	Y/N	

Stress in the Workplace		
Has a 'Stress in the Workplace' Policy been developed and implemented?	Y/N	
Where necessary, is occupational stress or its possible indicators, monitored?	Y/N	
Aggression and Violence		
Has an assessment been carried out to identify the risks of work related violence and suitable controls identified to ensure the safety of all persons at risk?	Y/N	
Has a violence prevention policy been developed and implemented?	Y/N	
Has a procedure for the reporting of bullying, harassment and violence been developed and implemented?	Y/N	
Contractor Control and Management		
Are all contractors assessed for appropriate health and safety competence for the work to be undertaken with records kept?	Y/N	
Are all contractors given a site induction (e.g. information on hazards, asbestos containing materials, fire and emergency arrangements, site rules, special equipment and accident reporting etc.)?	Y/N	
Are the activities of contractors being appropriately monitored?	Y/N	
When contractors work on site are employees informed and warned of any additional risks that may affect them and how to avoid such risks?	Y/N	
Supplying Agency Workers		
Have we monitored and reviewed our own systems and control measures as well as those provided by our clients? Could we produce evidence of this?	Y/N	

ACTION LOG

Use this form to record any actions required to improve Health, Safety and Welfare at work.

ACTION NO.	DATE ADDED	ACTION IDENTIFIED	PARTIES RESPONSIBLE	TARGET DATE	COMPLETION DATE