

SELF AUDIT health and safety checklist	AUDIT DATE _____	Page number	✓	Completion date?	Not applicable	✓
<b>MANAGING LIABILITY AND HEALTH AND SAFETY</b>		Refer to business reference guide	Not compliant	Compliance action date	N/A	Compliant
Do you hold an up to date health and safety risk assessment? Is it reviewed regularly and when circumstances change? For businesses employing five or more people you <u>must</u> have a formal health & safety policy which includes an official record of findings in writing.		Refer to pages 4 & 5 of the Business reference guide				
Is an organisation chart freely available, is it kept up to date? Including Health & Safety responsibilities and relevant contacts?						
Do you have Employers' liability insurance & Public liability insurance? If any of your employees are normally based in England, Scotland or Wales (including offshore installations or associated structures) you must have employers' liability insurance to the appropriate level!		Refer to page 6a				
Do you display a Health & Safety poster? This must be displayed in a prominent position in each workplace and contain relevant detail.		Refer to page 6b				
Do you check all contractor qualifications? ( <i>Gas, electrical, H&amp;S etc</i> )		Refer to page 6c				

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<b>FIRST AID FACILITIES</b>		Refer to business reference guide	Not compliant	Compliance action date	N/A	Compliant
Is at least one fully equipped first aid box provided in all workplaces? <i>(For definition of fully equipped see business reference guide.)</i>		Refer to pages 7 & 4 of the Business reference guide				
Where necessary, is there a first aid room with adequate facilities and equipment considering type of work, workplace, numbers employed etc)? <i>(For definition of adequate see business reference guide.)</i>						
Do you have an accident book and are all accidents reported?						
Are there a sufficient number of qualified (qualifications valid, in date) first aiders and are they known to employees/ contractors/ visitors?						
Are qualified first aiders available all times e.g. weekends or night shifts?						