

## HEALTH AND SAFETY SELF ASSESSMENT QUESTIONNAIRE – GENERAL PURPOSE

**Company Name:** .....

**Address:** .....

.....

**Tel:** .....

**e.mail** .....

**Head Office Address:** .....

**Name & Poisition of Person  
Filling in Form:** .....

1. Main Activity:-
- |                             |                          |
|-----------------------------|--------------------------|
| Offices                     | <input type="checkbox"/> |
| Retail Shop                 | <input type="checkbox"/> |
| Warehouse                   | <input type="checkbox"/> |
| Other, please specify ..... |                          |

2. Number of employees:-

	Male	Female
More than 21 hours		
Less than 21 hours		

### A) ACCIDENT REPORTING

#### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

All injuries resulting from accidents or acts of violence at work which cause incapacity for more than 3 days, certain specified diseases and dangerous occurrences must be reported to this department as the Incident Contact Centre – Telephone: 0845 300 9923.

3. Do you have a procedure for recording accidents and reporting formally those accidents, diseases and dangerous occurrences which must be? Yes ☐ No ☐

NOTE: New Accident Book required BI 510  
Available from HSE Books ~ Telephone: 01787 881165

### B) FIRST AID

#### The Health and Safety (First-Aid) Regulations 1981

The First Aid Regulations have been amended and require that an assessment of your first aid requirement is undertaken. Drugs such as aspirin and paracetamol together with antiseptic should not form part of a first aid kit.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- |    |   |     |    |
|----|---|-----|----|
| 4. | Are arrangements made and/or facilities available for first aid in the event of an accident or emergency? | Yes | No |
|----|---|-----|----|

**C) VISUAL DISPLAY UNITS**

**Health and Safety (Display Screen Equipment) Regulations 1992**

These Regulations require employers to examine the workstations under their control to assess the risk to users health and safety and to reduce the risks identified to the lowest extent reasonably practicable - user is defined as "employees who habitually use display screen equipment as a significant part of their normal work".

- |    |   |                              |                             |
|----|---|------------------------------|-----------------------------|
| 5. | If you use computer equipment or workstations have you identified any of your workforce who are 'users' for the purposes of this legislation? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. | Have individual workstations been designed to minimise eye strain, neck and back pain, stress and headaches?                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. | Do employees who operate display screen equipment take regular breaks?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 8. | Do display screen equipment 'users' have regular eye tests?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**D) THE WORKPLACE**

**Workplace (Health, Safety and Welfare) Regulations 1992**

All employers have a general duty under Section 2 of the Health and Safety at Work etc Act 1974 to ensure, as far as reasonable, the health, safety and welfare of their employees at work, and also under Section 4 towards people who are not their employees but use their premises. These Regulations expand on these duties and are intended to protect the health and safety of everyone in the workplace, and to ensure that adequate welfare facilities are provided for people at work.

- |  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
| 9.   | Is access to the workplace and movement around unobstructed?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 10.  | Are you satisfied that the workplace has no unavoidable trip hazards (eg frayed carpets, worn floor coverings, trailing cables)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 11.  | Are stairways, fire escapes and high level openings provided with suitable handrails and guarding?                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 12.  | Are you able to maintain a comfortable working temperature/humidity in the workplace?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13.  | Is the workplace maintained in an adequately clean condition?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you provide the following for your staff? |  |                              |                             |
| 14.  | Adequate wc and hand washing facilities?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 15.  | Changing/Cloakroom facilities?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 16.  | Staff room/rest area?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 17.  | Do you manage pedestrian and vehicular safety in your workplace to reduce the danger of accidents?                               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 18.  | Can windows be opened and cleaned safely?  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

## E) LIFTING AND OTHER MANUAL OPERATIONS

### Manual Handling Operations Regulations 1992

These Regulations cover a wide range of manual handling activity which may result in injury and includes lifting, lowering, pushing, pulling, carrying or moving, by hand or bodily force. Basically they require the employer to assess the risks due to manual handling.

19. Have all activities carried out at your place of work been examined to determine if they involve a risk of injury due to manual handling? Yes ☐ No ☐
20. Has manual handling been eliminated as far as possible?

## F) HARMFUL SUBSTANCES

### Control of Substances Hazardous to Health Regulations 2002

These Regulations require you to undertake an assessment of the risks to health arising from the use of or exposure to substances of a hazardous nature. The assessment should include the type and degree of exposure and should identify appropriate control measures to minimise or remove the risk to health. An example in the case of cleaning chemicals, could include an investigation of the substances used and the implementation of measures to reduce risk; ie use at specified dilutions, use of gloves or other appropriate protection. Manufacturers data is often of use in assessments of this kind. The assessment may have to be written and regularly updated so as to ensure appropriate action in the event of ingestion or spillage.

21. Has an assessment of substances used at the premises which could be hazardous to health been carried out? Yes ☐ No ☐

## G) SAFETY POLICY

### Health and Safety at Work Etc Act 1974

It has been a requirement since 1974 for employers with 5 or more employees to have a Health and Safety Policy document that sets out the organisation and arrangements for Health and Safety.

22. If you have more than 5 employees do you have a written Health and Safety Policy? Yes ☐ No ☐
23. How are staff made aware of your policy:
- |                    |                          |                          |
|--------------------|--------------------------|--------------------------|
| Staff Handbook     | <input type="checkbox"/> | <input type="checkbox"/> |
| Noticeboard        | <input type="checkbox"/> | <input type="checkbox"/> |
| Induction Training | <input type="checkbox"/> | <input type="checkbox"/> |
| Individual Copies  | <input type="checkbox"/> | <input type="checkbox"/> |

## H) HEALTH AND SAFETY MANAGEMENT

### Management of Health and Safety at Work Regulations 1999

The Regulations require the formalising of procedures that may already have been considered when writing a Health and Safety Policy Statement and require:

- |    |                 |  |
|----|-----------------|--|
| a) | Hazard Analysis | Identifying the hazards in the workplace.  |
| b) | Risk Assessment | Evaluating the degree of risk, in order to judge what is reasonably practicable to do. |
| c) | Risk Management | The process by which risks to health and safety are                                    |

effectively controlled.

24. Has a risk assessment been carried out to formally identify and control all hazards which could arise from your undertaking? Yes ☐ No ☐
25. If you have more than 5 employees, have you recorded significant findings of this assessment? Yes ☐ No ☐
26. Do you have a policy on stress at work? Yes ☐ No ☐
27. Have you established safe working arrangements and emergency procedures for solitary workers and violent incidents? Yes ☐ No ☐
28. Have you considered the management of employees exposure to tobacco smoke in your risk assessments? Yes ☐ No ☐
29. Do you provide any health and safety information to the following groups? Yes ☐ No ☐
- |                   | Yes                      | No                       |
|-------------------|--------------------------|--------------------------|
| Visitors          | <input type="checkbox"/> | <input type="checkbox"/> |
| Contractors       | <input type="checkbox"/> | <input type="checkbox"/> |
| Temporary Workers | <input type="checkbox"/> | <input type="checkbox"/> |

### **Management Regulations 1999**

30. These Regulations require employers who employ individuals under 18 years of age to undertake a risk assessment with reference specifically to the inexperience of this group.

Have you considered your employees under 18 specifically in your risk assessment? Yes ☐ No ☐

## **I) GAS AND ELECTRICAL SAFETY**

### **Electricity at Work Regulations 1989 and Gas Safety (Installation and Use) Regulations 1998**

The above Regulations require you to ensure that all electrical and gas installations and equipment used at work are properly used and maintained so as to minimise the risk of electrocution or gas escape. This must include regular checking of the installation and equipment by competent persons, the keeping of records and taking appropriate action regarding any faults found.

31. Are periodic checks and tests by a competent person undertaken on the electrical and gas installation? Yes ☐ No ☐
32. Are electrical safety checks made on portable appliances? Yes ☐ No ☐

## **J) WORK EQUIPMENT**

### **Provision and Use of Work Equipment Regulations 1998**

The primary objective of these Regulations is to ensure the provision of safe work equipment and its safe use so that there is no risk to health and safety, irrespective of the equipment age or place of origin. The equipment needs to be suitable and properly maintained.

33. Do you provide the correct work equipment for the job? Yes ☐ No ☐
34. Are all employees trained in the safe use of equipment to which Yes ☐ No ☐

they are exposed?

35. Are all dangerous part of machinery guarded as fully as possible? Yes ☐ No ☐
36. Are all lifts thoroughly examined by a competent person every six months and records of the examination kept on the premises? Yes ☐ No ☐

**K) PERSONAL PROTECTION**

**Personal Protective Equipment at Work Regulations 1992**

These Regulations define equipment so as to include most types of clothing or equipment which is worn or held to protect against risks. The equipment must be maintained, kept clean and replaced as necessary, and adequate training, instruction and information given to employees.

37. Do all employees/workers have access to all protective equipment which is necessary to do their job safely? Yes ☐ No ☐

**L) NOISE**

**Noise at Work Regulations 1989**

An assessment of daily personal exposure to noise will be needed wherever people have to shout or have difficulty being heard clearly in the workplace by someone about 2 metres away.

General advice on action to comply with these Regulations is given in HSC Noise Guide No 1, "Legal Duties of Employers to prevent damage to Hearing" obtainable from larger Bookstores.

38. Have you done all that you reasonably can to prevent employees being exposed to high noise levels? Yes ☐ No ☐

If you have answered **No** to a number of questions above, it may reveal areas where improvements are needed in the management of health and safety in your organisation. If you have any questions or require more information please contact this authority.