

Health & Safety Management System & Guidance

Approval

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Contents

1.0	Introduction	1
2.0	Insurance	1
3.0	Health & Safety Management.....	2
3.1	Application of the Health and Safety at Work Act 1974	2
3.2	Types of Clubs and Health and Safety Requirements.....	2
3.3	Employers Responsibilities for Health & Safety	3
3.4	How to Begin Thinking about Health and Safety Management	3
3.5	Policy Statement.....	4
3.6	Preparation of a Health and Safety Policy Statement	5
3.7	Safety Arrangements.....	5
3.8	Risk Assessment.....	6
3.9	Preparation of Risk Assessments	7
3.10	Safe Systems of Work	10
3.11	Control of Contractors	10
3.12	Gymnastics Apparatus and Equipment.....	11
3.13	First-Aid Provision	13
3.14	Accidents.....	14
3.15	Premises	166
3.16	Fire Safety.....	19
3.17	Training	20
3.18	Monitoring & Review.....	20
4.0	Appendices	21
4.1	Summary of health and safety requirements for clubs and affiliated organisations	21
4.2	Club Health, Safety and Welfare 'Fit for Purpose' Checklist.....	24
4.3	Example Policy Statement.....	25
4.4	Generic general safety arrangements statement	27
4.5	Example safety arrangements statement.....	28
4.6	Risk Assessment Form.....	31
4.7	Risk Assessment Guidance.....	33
4.8	Large Apparatus Safety Inspection Checklist.....	37
4.9	Manual Handling Information Checklist.....	41
4.10	Display Screen Equipment Self-Assessment Checklist.....	42
4.11	Young Persons Information Checklist	45
4.12	New and Expectant Mothers (NEM) Information Checklist.....	47
4.13	Lone Working Checklist.....	50
4.14	Risk Assessment Index & Review Information.....	51
4.15	Accident log.....	52
4.16	Hazard/Near Miss Reporting Log.....	53
4.17	First Aid Kit Checklist.....	54

4.18	Accident/Incident Investigation Report.....	55
4.19	Contractor Evaluation	59
4.20	Safe System of Work/Method Statement	62
4.21	Portable Appliance Test Record	65
4.22	Ladder Log and Inspection Record.....	66
4.23	Ladder Checklist.....	68
4.24	Work at Height Checklist	70
4.25	Asbestos Warning Label.....	72
4.26	COSHH Information Sheet	73
4.27	COSHH Inventory Register.....	74
4.28	COSHH Assessment Form.....	75
4.29	Fire Contact Details	77
4.30	Emergency Contact Details (with passenger lifts).....	78
4.31	Fire and Emergency Evacuation Record	79
4.32	Personal Emergency Evacuation Plan.....	81
4.33	Fire Door Checklist.....	86
4.34	Premises Fire Risk Assessment	88
4.35	Staff Health & Safety Induction Handbook.....	103
4.36	Training Matrix.....	114
4.37	Record of Employee Training	115
4.38	Toolbox Talk Training Record.....	116
4.39	BG Facility Health, Safety & Welfare Checklist	117
4.40	Annual Health and Safety Management System Review	120
4.41	Safety Monitoring Checklist	134

Terminology

“Gymnastics” is used as a generic term and includes all British Gymnastics recognised disciplines (acrobatics, aerobics, general (gymnastics for all), teamgym, disability gymnastics, pre-school, men’s artistic, rhythmic, trampolining & DMT, tumbling and women’s artistic) and gymnastics activities (freestyle and cheerleading)

The term “safe”, as used in this document, means a situation where, so far as is reasonably practicable, all reasonable steps have been taken to understand the nature of the risks involved and to ensure suitable steps have been taken to control the risks and keep them to a minimum.

1.0 Introduction

The document provides practical guidance for clubs, affiliated organisations and their staff and volunteers on how to go about meeting the requirements of the British Gymnastics' Health, Safety & Welfare policy for clubs and affiliated organisations and the law in relation to health and safety and includes a number of example documents and templates. Additional information and guidance can be obtained from the HSE website at <http://www.hse.gov.uk/index.htm>

2.0 Insurance

It is essential, in the light of today's culture of blame and litigation, that clubs and coaches hold appropriate levels of insurance cover. BG's insurance policy provides comprehensive insurance cover which offers protection for all registered members, clubs and affiliated organisations whilst they are involved in BG recognised activities in BG recognised environments (Please refer to the 'Insurance Centre' at www.british-gymnastics.org for detailed information relating to recognised activities and environments). However, it is important to note that **BG insurance does not cover coaches working in environments that are not BG recognised**. Coaches working in non-recognised environments must seek alternative insurance cover.

3.0 Health & Safety Management

3.1 Application of the Health and Safety at Work Act 1974

The Health and Safety at Work Act 1974 and the regulations made under it apply if any organisation, including a voluntary organisation, has one or more employees.

The Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people who are not their employees but might be affected by their work activities (e.g. members of the public, volunteers, contractors, gymnasts) from any health and safety risks which might arise from these activities. It is a legal requirement for employers to have suitable arrangements in place to cover all significant health and safety risks/topics that are pertinent to them. Where there are 5 or more employees these arrangements must be documented.

Although not all clubs will be subject to the Health and Safety at Work Act 1974, everyone, including individual volunteers and voluntary clubs or organisations with no employees has a duty of care to each other and anyone else who may be affected by their activities. Therefore, all gymnastics clubs and individuals involved in them have, as a minimum, a responsibility to take reasonable care whilst involved in the sport.

3.2 Types of Clubs and Health and Safety Requirements

There are many different types of clubs with a variety of management structures, using facilities that they hire, occupy under a lease agreement or in some case privately own. The extent of a club's statutory duty depends on the level of control it has over its premises and the type of facilities provided. All clubs and organisations should have a health and safety policy and agreed procedures covering the risks associated with the club/organisation's activities, and, if your club/organisation has its own building you will also be responsible for premises-related H&S policy and procedures, although this may not be the case if you lease your premises from another organisation or individual.

Clubs and affiliated organisations that hire a gym from a Local Authority (LA) will be subject to the Health and Safety policy of the LA involved. The LA will have its own Health and Safety procedures in place which will cover the facility, emergency procedures, risk assessments and so on. All coaches and officials will need to acquaint themselves with these procedures and arrangements. The club should confirm that the above procedures and risk assessments have been undertaken by the Local Authority.

If a club/affiliated organisation hires or leases a facility from another organisation or individual, for example another sports club or a private landlord; the club/affiliated organisation must check that the facility provider has well-developed health and safety procedures in place. If this is not the case, or if the procedures are deemed to be insufficient, the club must introduce its own procedures. **A club must not use a facility where it is deemed that basic health and safety measures are inadequate and/or unsuitable for the intended purpose. In these circumstances, clubs must contact Agility UK for guidance.**

A club/affiliated organisation that owns facility is responsible for taking reasonable steps to ensure the facility and equipment are safe. Anyone (including volunteers) with control of premises like a hall or gymnasium has a duty to see that the premises, access to them and sports equipment

provided are safe for the persons using them so far as is reasonably practicable. If your club/organisation owns or manages the premises, then you would be expected to keep the premises and any equipment provided in good repair, and to manage the associated health and safety provisions. If your club/organisation hires or leases premises but uses its own sports equipment, then you would be expected to take reasonable steps to ensure that the equipment is safe to use. The BG Facility Health, Safety & Welfare Checklist in [appendix 4.39](#) should assist clubs to identify any gaps in existing arrangements.

3.3 Employers Responsibilities for Health & Safety

The Health and Safety at Work Act 1974 (HSWA) and the regulations made under it, apply to clubs who are employers. The law requires employers (and those who are self-employed) to do what is reasonably practicable to ensure peoples' health and safety. A voluntary organisation will be an employer if it has at least one employee. An employee means an individual who works under a contract of employment (NB: a contract does not necessarily need to be in writing to be deemed to exist). The HSWA sets out the general duties that employers have towards their employees whilst at work. The HSWA also requires employers to protect people other than those at work e.g. volunteers, club members, spectators etc. These people should be protected from risks to their health and safety arising out of, or in connection with, their club's work activities.

The HSWA does not generally apply to volunteers running a club with no employees, unless the club has responsibility for premises like a hall or gymnasium where it conducts its activities.

Volunteer staff will not have duties under the HSWA, other than a duty not to misuse or interfere with items provided by an employer for health and safety reasons, but they are likely to have a duty of care under the common law.

These general requirements for different categories of club are summarised in the table set out in the Summary of health and safety requirements for clubs and affiliated organisations in [Appendix 4.1](#).

3.4 How to Begin Thinking about Health and Safety Management

Whatever type of structure your club/organisation has, it is good practice to consider how to make your activities run smoothly, and how the management of key health, safety and welfare issues can help in this process. You might wish to begin by thinking about:

- a) The risks - a risk is the chance, high or low, of somebody being harmed by a hazard, and how serious the harm could be;
- b) How accidents could happen and who might be harmed; and
- c) What you will need to do to control the risks and whether there is anything you should do to make your club activities safer.

For small clubs this process might meet all their requirements but larger organisations will need a more wide-ranging approach.

All gymnastics clubs and affiliated organisations must also consider the additional BG guidance contained in the following documents:

BG Safe Coaching guidance covers topics such as safety and responsibility in Gymnastic coaching, ratios, age and level of participation and coaching disabled Participants;

BG Safe Participation provides guidance in relation to club registration and consent, medical screening and guidance, general health and fitness and smoking, alcohol & drug abuse guidance;

BG Safe Trips provides guidance on planning and risk assessments for trips.

Most gymnastics clubs provide gymnastics activity for children under the age of eighteen. There are a number of additional factors to consider when taking on the responsibility for children. It is therefore essential that the **BG Safeguarding and Protecting Children policy** and associated guidance is also applied.

Completion of the Club Health, Safety and Welfare 'Fit for Purpose' Checklist in [appendix 4.2](#) would be a useful initial step in relation to ensuring you are considering some of wider related elements of health and safety that are not specifically covered in this document.

The next sections set out the specific health and safety requirements and highlight the minimum standards that all gymnastics clubs must meet.

3.5 Policy Statement

The purpose of the Health and Safety policy statement is to inform all relevant persons, e.g. employees, volunteers, members, etc., who may be affected by the organisation's acts and omissions, of how the organisation intends to provide and maintain, so far as is reasonably practicable, a safe and healthy environment.

Clubs with five or more employees must have a written policy statement that should be signed by the most senior person within the club/affiliated organisation who has the ultimate responsibility for health and safety within the organisation.

The document must be brought to the attention of all employees and volunteers by formal communication and should also be displayed, where possible, on notice boards in the organisation's premises.

3.6 Preparation of a Health and Safety Policy Statement

When clubs come to consider their H&S provision, the first task to be undertaken is the preparation of a general policy document. The preparation of a policy statement is the responsibility of the club's owner or chief officer but the task of preparing the document and managing the implementation of this policy may be delegated to another nominated employee. The nominee must be someone with the necessary skills, knowledge and experience to manage health and safety matters on behalf of the organisation.

The policy statement need not be a lengthy or complicated statement but it should focus on genuine risks that could cause real harm. The policy statement could as a minimum consist of a number of general statements dealing with such matters as prevention of accidents; provision of a safe working environment; consultation with employees and others, and the provision of instruction and training; emergency procedures; maintenance of safe working conditions; and, maintenance of equipment. The statement would also indicate under each heading the name of the person responsible for management of the area and a brief indication of the associated duties and responsibilities.

The Policy Statement must be made available to all employees in your club/organisation. You must also display the Health and Safety law poster (available from HSE) or provide employees with this information in leaflet form.

A model Policy Statement can be seen in [appendix 4.3](#). This should be adapted to the needs of the club (other model policy statements are available through the HSE website at <http://www.hse.gov.uk/index.htm>)

3.7 Safety Arrangements

Safety arrangements are mini policy statements, often appended to the main policy statement, that set out in greater detail how clubs/affiliated organisations have decided to manage specific topics/risks that relate to their activities.

The club or affiliated organisation should nominate a senior person responsible with day-to-day responsibility for managing the safety arrangements. There is also a legal requirement for organisations to have access to competent persons for health and safety advice and guidance. All BG clubs and affiliated organisations have access to Agility UK, which will meet this requirement.

The safety arrangements should include an indication of the way in which the organisation monitor and measure health and safety performance to ensure that the provisions in place are suitable and sufficient. There are particular areas of activity where it might be deemed useful to add to the general policy statement a Safety Arrangements statement setting out additional points specific to the area in question. The extent that clubs would wish to make use of these statements will depend on the size of club and the range of activities involved.

The areas where organisations are likely to require safety arrangements will include:

- Manual Handling e.g. moving equipment
- First Aid
- Accident/incident reporting

An example of a generic safety arrangement statement is provided in [Appendix 4.4](#). It is for each gymnastics organisation to decide, dependent on circumstances, which areas it needs to cover

with safety arrangements statements. The model statement is provided as a general guide and organisations may modify the content and wording to suit their own requirements.

A specific example of a safety arrangement is provided in [Appendix 4.5](#) for Accident, Near-Miss, Incident and Ill-Health Reporting, and Accident Investigation. This example statement is provided for guidance and can be modified/ adapted to meet the needs and circumstances of individual organisations.

3.8 Risk Assessment

Risk assessment is a process that identifies potential hazards in an activity, assesses the level of risk and then puts in place safe practices to control that risk. In other words, recognising anything that could realistically cause harm and taking all reasonable steps to reduce the likelihood of harm or injury occurring.

Although we may not always be aware of it risk assessment is something that we make use of throughout our daily lives. When we cross the road, for example, we assess a number of factors including the nature of the road and the speed and density of traffic and then we use the results to decide on the most appropriate and safest action, i.e. whether to cross immediately, wait for conditions to change or find a pedestrian crossing.

While Health and Safety legislation places a requirement on all employers and self-employed people to carry out the relevant risk assessments, BG holds that it is good practice for all clubs and affiliated organisations to complete risk assessments and keep a record of any findings and remedial action. If a club/affiliated organisation becomes involved in any civil liability action, it will help to have these records available.

Anyone who carries out a risk assessment must have a comprehensive knowledge of the activity they are assessing as well an understanding of health and safety. Thus it is essential that gymnastics clubs and affiliated organisations do not rely solely on a risk assessment carried out by a Local Authority or other facility operator, but also ensure that those with the relevant gymnastics knowledge are engaged in this process.

For Gymnastics coaches the process of identifying potential hazards, judging the level of risk, and putting in safe practices to control the risk is one they are routinely familiar with in the coaching process and takes place throughout training without the necessity to make a written record.

Risk assessments can be carried out in a wide variety of circumstances or particular tasks: for example, lifting a heavy piece of equipment, checking a facility, performing a gymnastics skill, wearing a piece of clothing, running an event or even implementation of the club rules and procedures. Ideally, risk assessments should be conducted before any new procedure or activity is put in process, but this may not always be possible. You may find that you have some long-standing activities or areas that have never been subject to full assessment. If this is the case, and you think that there may be possible hazards, assessments need to be carried out as soon as possible.

The Health and Safety Executive has produced a five-step guide to risk assessment and has many other publications that will provide extra support in these areas. The five steps are as follows –

- I. Identify the hazards. (Ignore the trivial and concentrate on significant hazards that could cause serious harm).
- II. Decide who might be harmed and how. (Gymnasts, coaches, visitors etc.).
- III. Evaluate the risks and decide whether the existing precautions are adequate or whether more needs to be done. (Aim to make all risks small and if necessary prioritise actions based on level of risk).
- IV. Record findings and implement them, and ensure that findings and associated actions are communicated to all relevant people.
- V. Review assessments and revise if necessary (particularly if the club is introducing new equipment or a new facility, or is running an event or going on a trip).

When undertaking a risk assessment, it is important to remember that:

- A **hazard** is anything that may cause harm, such as chemicals, electricity, manual handling, an open drawer etc. There are also hazards which may arise directly or indirectly from gymnastics activities such as:
 - Exposure to dust (e.g. from chalk and pit foam)
 - Working at height (covers any activity which may involve a risk of falling from height, and includes the use of platforms, steps, ladders and other access equipment. It is an area where the use of incorrect techniques can greatly increase the likelihood of accident or injury. Gymnastics examples could include spotting platforms or ladders (a ladder checklist and ladder log/Inspection Record is available in appendix [4.22](#) & [4.23](#)). It is vital that any staff and volunteers who may be involved in working at height are given the appropriate instruction and training).
 - Poorly stored equipment or uneven matting (trip hazard)

The **risk** is the likelihood, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

An example Risk Assessment Index will help you log and manage the implementation of control measures and can be found in appendix [4.14](#).

3.9 Preparation of Risk Assessments

The policy document should be accompanied by risk assessments of the key areas of club activities. Effective health and safety management is about identifying the ways that people might be harmed and adopting a proportionate approach to the identified level of risk. In order to control risks, clubs/organisations need to think what aspects of their activities that might result in harm to people and how to go about preventing this harm from occurring.

The risk assessment process begins with an inspection of each area /facility/activity, and should involve consultation with the users involved on their views of the significant risks associated with the activity and how best to counter the risk. The assessment must take account of everyone likely to be harmed as well as the needs of special groups like young people.

Risk assessments must consider the specific features of the location of the activities and must always pay due regard to the impact of other activities in the vicinity. If your club/organisation uses

a hired or leased gym, all you may need to do is familiarise yourself with the owner/manager's facility checklist and, if necessary, supplement it with your own assessment of any significant risks.

Although the most effective control measure is to eliminate risk; it may be the case that a risk assessment identifies that the only way to have reasonable control is to wear some form of protective equipment, and there are many examples of the use of protective aids and equipment in gymnastics, for example – hand guards, applying tape to hands, padding. A risk assessment may also identify certain activities that should only be carried out by people who have received appropriate training.

Any significant findings found as a result of undertaking risk assessments should be communicated to the relevant persons e.g. coaches, support staff, etc.

It is important that risk assessments are reviewed periodically, at least annually, and in the event of any of the following:

- an accident or near miss;
- new equipment;
- changes in personnel;
- changes to the environment;
- any other significant changes.

The main areas of activity that will require a risk assessment include:

- The use of equipment/apparatus including maintenance, inspection, movement, assembling/dismantling, and storage;
- Provision of first-aid facilities;
- Organisation of trips and travel for gymnasts (See **BG Safe Trips Guidance**)
- Organisation of competitions/events and any additional activities such as parties
- Premises –related H&S issues like fire safety arrangements, use of maintenance and building contractors, access changing rooms/welfare facilities.

A model risk assessment template and guidance is available in appendix [4.6](#) & [4.7](#)

British Gymnastics or Agility UK can provide example risk assessments to remove the need to start each assessment from scratch. These assessments are intended only to act as a guide as risk assessment as all assessments will be specific to the circumstances in which an activity will be undertaken and must not be regarded as a 'box-ticking' exercise.

There are a number of specific circumstances where risk assessments should also be conducted. These include:

Manual Handling – Any activity that requires an individual to lift, move or support a load is classified as a manual handling task. In gymnastics, any moving of equipment would be considered a manual handling activity. Manual handling is an area where the use of incorrect techniques can greatly increase the likelihood of accident or injury. It is particularly important that risk assessments are completed as clubs often resort to asking parents and other untrained volunteers to assist coaches in moving gymnastics equipment. A manual handling checklist is provided in [appendix 4.9](#)

NB: Gymnastics, coaches are involved in manual handling (supporting) of gymnasts. Coaches are provided with training for this type of manual handling as part of their coaching qualification.

New and Expectant Mothers – An assessment is required of the particular risks likely to affect each new or expectant mother (defined as an employee who is pregnant, who has given birth within the previous six months or is breast feeding). The assessment should cover the task, the work environment and any handling or use of materials or substances. Any assessments must be regularly reviewed throughout the duration of the pregnancy with the individual(s) involved. It should be noted that the assessment stays valid until the individual has stopped breast feeding. An example risk assessment form can be found in the [appendix 4.12](#).

Young Persons– An assessment should be conducted of the risks associated with activities undertaken by young persons (i.e. employees / volunteers under the age of 18) to ensure that they receive a suitable level of training, supervision, etc. and do not carry out hazardous tasks, etc. A template Young person's risk assessment checklist can be found in [appendix 4.11](#).

People with disabilities or long-term health conditions –Any additional risks likely to affect anyone with a disability or long-term health condition should be identified and assessed. Depending on the nature of the disability or the condition it might also be necessary to determine whether, and to what extent, this might affect health and safety arrangements in general so that any additional risks can be kept to a minimum. It is important that these issues are handled sensitively, and that the club/organisation ensures that everyone involved is consulted and kept properly informed about any additional risk assessments or adjustments to working practices, that may be necessary. Consultations should involve the participant and, if appropriate the parent/carer and the club/organisation may need to seek medical advice. For some medical conditions participation in gymnastics may be deemed to be inadvisable. Further guidance is available in the **BG Safe Participation Guidance**.

Control of Substances Hazardous to Health (COSHH) – This relates to the use of hazardous substance such as cleaning or maintenance substances to which persons may be exposed. COSHH risk assessment templates and other useful documentation are contained in appendices [4.26](#), [4.27](#) & [4.28](#).

Display Screen Equipment (DSE) – Any employees whose work activities involve the use of computer workstations continuously for periods of an hour or more on a regular basis, must be given information on how to set up a computer work station are to be assessed to ensure that they provide the user with the best possible working conditions. A checklist can be found in the [appendix 4.10](#)

Lone Working – A lone working assessment should be completed for any employees whose work activities involve working alone. This may arise in situations such as opening or locking up premises or activities such as cleaning where there may not be other adults on site. A checklist can be found in the [appendix 4.13](#).

Further information relating to risk assessments can be found on the HSE website at www.hse.gov.uk. Additional guidance and support regarding risk assessments is available from Agility UK.

3.10 Safe Systems of Work

A 'safe system of work' (see [appendix 4.20](#)) is simply a record of how the findings from a risk assessment are going to be put into practice. Also often referred to as a 'method statement' a safe system of work provides a detailed set of instructions geared to the specific nature and level of risk involved in a particular activity. Clubs/affiliated organisations should ensure that there are suitable 'safe systems of work' in place to support safe working practices. Clubs/affiliated organisations should carefully consider the outcomes of risk assessments and provide documented instructions for any activities where it is deemed appropriate, based on the likelihood of harm arising as a direct result of carrying out the activity. It is important that those carrying out such activities understand the basis of these instructions and are competent to apply them in a proper manner. A typical example of where a 'safe system of work' needs to be provided is the setting up and dismantling of large equipment e.g. trampolines, bars etc. In preparing a safe system of work, you must refer to the following information:

- Manufacturer's guidelines
- Any relevant BG codes of practice
- Any relevant British Standards (you may obtain such information from the manufacturer)

While BG Coach Education Programmes train coaches to carry out coaching activities in a safe manner, clubs and affiliated organisations must ensure anyone else carrying out other club activities has been suitably instructed (either orally or in writing) and has where appropriate, received appropriate induction and training. Clubs/affiliated organisations will also need to ensure that each safe system of work is monitored to ensure that it is properly applied and remains effective.

3.11 Control of Contractors

A contractor could be an organisation, self-employed person, or any other person that the club or affiliated organisation may contract to undertake an activity e.g. coaching, or maintenance and trades e.g. electrical work, plumbing, installing gym equipment etc. The club/affiliated organisation has a legal duty to ensure that any contractor that it engages is competent to undertake the job for which they have been contracted.

The level and extent to which clubs and affiliated organisations must assess their contractors is dependent on, and should be proportionate to the nature of the work being undertaken. In the case of coaches, provided that they are BG registered, it would be sufficient to seek references, subject to any additional safe recruitment checks if working with children and/or protected adults. In the case of building or other trades, this would generally involve confirming that the contractor has appropriate insurance, training and experience and has conducted suitable risk assessments/prepared safe systems of work that ensure work is completed safely and without exposing your employees or others in the area to any significant risks.

Clubs that own premises may from time-to-time engage contractors. These contractors may range from large organisations such as construction companies to self-employed persons providing services such as equipment or electrical maintenance. The club/affiliated organisation has a responsibility to ensure that any contractor that it engages is fully competent to undertake the work planned. Clubs must ensure only contractors (and sub-contractors) of known competence are engaged and that they have a suitable health and safety policy. Contractor's and sub-contractor's activities need to be properly monitored/ supervised to ensure that they conduct their activities in a

safe manner and in line with method statements and risk assessments; and If appropriate, that equipment used by the contractor has been properly tested and maintained in accordance with statutory requirements, and that maintenance records are up-to-date.

While all contractors hired to work on premises have their own duties to comply with health and safety legislation, the club has the ultimate responsibility for the health and safety of contractors whilst they are on the club's premises. They may need to be given information about the premises to ensure their health and safety is not compromised whilst on site. It is important to ask about the contractors own procedures to ensure that they will not endanger themselves or other persons. Clubs/affiliated organisations must also ensure contractors have received appropriate induction into club health and safety arrangements and provided with any relevant information regarding the club's activities and specific hazards and rules.

A sample of a contractor evaluation forms appears in [appendix 4.19](#). This form is most appropriate for facility management activities e.g. building works, electrical/gas works etc.

3.12 Gymnastics Apparatus and Equipment

All gymnastics apparatus and equipment must be regularly checked for defects or damage and it must be ensured that apparatus and equipment is correctly erected and stored, on every occasion it is put up and dismantled. Apparatus must also be maintained in accordance with the manufacturer's instructions.

The Provision of Use of Work Equipment Regulations 1998 requires employers or self-employed persons (where equipment is provided for use at work) or anyone who has control of the use of equipment, to arrange for suitably qualified personnel e.g. the equipment manufacturer, to carry out a minimum of one full annual equipment inspection and, where necessary; repair. An inspection record must be signed and dated and retained as proof that the equipment inspection has taken place. In addition, interim safety inspection checks should be made at least once a month by a qualified coach or the facility provider. Records of these inspections must also be maintained. Where facility providers take responsibility for inspection and repair of the facility and apparatus, coaches should seek confirmation that this has been carried out.

There are many different types and designs of gymnastics apparatus and training aids. Some apparatus may be permanently fixed and other pieces of equipment may require frequent assembly, dismantling or transportation and storage. It is impossible to produce an exhaustive statement to cover the safe use of all gymnastics apparatus and the many differing situations in which it may be used. However, the following recommendations will provide a guideline to cover a comprehensive range of gymnastic situations.

Assembly of Apparatus

Apparatus should be assembled or erected according to the manufacturer's instructions and the handling of apparatus should be supervised at all times by a qualified coach. Adequate instruction must be provided to all personnel handling equipment (see manual handling checklist in [appendix 4.9](#)).

- Where permanent fixtures such as floor plates or wall or roof attachments are used to support apparatus, these should be installed by qualified and experienced personnel.

- Particular attention should be made to ensure that there is a complete length of screw thread on all tensioning or adjusting devices and this should be maintained at all times.
- The apparatus must be adjusted in height and width to suit the needs of the participants but care should be taken to ensure that all adjusting devices are secured after use.

Provision of Matting and Padding

The World Governing Body for gymnastics stipulates requirements for matting at international gymnastics events. British Gymnastics applies these regulations to all national events but the safe use of matting also has to be ensured at all the other gymnastics events and training sessions.

Coaches must be diligent in providing a safe environment and the selection of matting should be made on the basis of functional suitability and safety, with particular reference to the following factors:

- The age, ability, degree of experience and level of physical preparedness of the participants.
- The type of activity planned and the inherent risks associated with the activity.
- The nature of the apparatus and type of movement to be attempted. Consideration should be given to the height of the apparatus, the degree of momentum that the gymnast may generate and the point at which the gymnast may be at greatest risk.
- Matting of sufficient area, thickness, resilience and shock absorbency must be provided.
- Additional matting or a safety-landing module (safety mat) should be placed upon the base matting particularly when the participants are inexperienced in the particular activity.
- Matting should be non-slip; in good condition and free of damage. Coaches and gymnasts must exercise particular care in ensuring that separation or slipping of matting does not lead to gaps appearing.
- Matting or padding should also be provided around parts of the apparatus against which the gymnast may collide in the event of an erroneous attempt at an activity particularly, during the early learning stages.

Landing Pits

Foam filled pits need to conform to the fire retardant regulations, should be regularly cleaned and frequently decompressed. The padding covering the edges of the pit must be in good condition and of suitable depth and resilience.

Suspended pits need to be regularly checked for wear and tear to the covering and top foam layer as well as the absorbency mechanism used to suspend the pit.

Dismantling and Storing Equipment

Dismantling of gymnastics apparatus should be carried out according to the manufacturer's guidelines and should be directly supervised by a qualified person. When moving apparatus, it is important to ensure that the pathway is free from obstructions and that recognised safe handling techniques are employed. Equipment must be securely stored and for wooden equipment and matting must not be exposed to moisture or kept close to heating devices. Moisture or heat may cause warping or separation of the wooden laminations.

Rebound equipment such as trampettes and trampolines must be secured when not in use, to prevent access by unqualified or unauthorised persons.

A large apparatus health and safety checklist is included in the [appendix 4.8](#).

Trampolining Code of Practice

The British Gymnastics (BG) Code of Practice outlines BG best coaching practice recommendations when using a trampoline.

The BG Trampoline Gymnastics Code of Practice is available on the British Gymnastics website, link below:

<https://www.british-gymnastics.org/technical-information/discipline-updates/trampoline/3583-trampoline-gymnastics-code-of-practice-1/file>

A further guidance documents covering the matting around trampolines can be accessed from the following link:

<https://www.british-gymnastics.org/technical-information/discipline-updates/trampoline/3716-trampoline-matting-provisions/file>

3.13 First-Aid Provision

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and people so employees can access immediate help if they are injured or become ill at work. Although the Regulations only require employers to provide first-aid facilities for their employees, all gymnastics clubs should ensure that there is adequate and sufficient provision for first-aid at their facility for both employees and non-employees. To determine adequate and appropriate provision, an assessment of first-aid needs should consider the circumstances (hazards and risks) of the environment and activities undertaken.

Detailed information can be found in First aid at work. The Health and Safety (First-Aid) Regulations 1981 (<http://www.hse.gov.uk/pubns/books/l74.htm>)

Clubs and affiliated organisations whose risk assessments indicate that there is a potential for injury, should ensure that whenever they are open their first-aid facilities and procedures meet at least the minimum standards outlined in this document. All clubs should aim to follow the following good-practice guidelines.

Provision of a first-aid facility:

- The facility must include a telephone, together with clear instructions on how to dial out for emergency services.
- A list of relevant numbers, including the nearest hospital Casualty Department should be readily available.
- A first-aid kit containing the materials recommended by the appropriate authorities should be readily available.
- A suitably fully qualified first-aid person or appointed person should be present when any gymnastics activities are being performed. (BG recommends that all coaches attend a recognised first-aid course). HSE can provide guidance on selecting a first aid training provider.
- Notices should be provided indicating where the first-aid box is kept, names of identified first-aiders and where they can be found.
- A register must be maintained of all participants, together with a contact number for their next of kin, parent or guardian and any medical conditions.

- (NB: Although this information should be securely stored to comply with data protection legislation, it MUST be easily accessible in the event of an accident).

Training courses

If clubs identify a need for first-aiders to be present during club activities, anyone appointed to such a role must have a valid certificate of competence in First-Aid at Work (FAW) or Emergency First - Aid at Work (EFAW). EFAW training enables a first-aider to give emergency first-aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first-aider to apply first-aid to a range of specific injuries and illnesses. The findings of the first-aid training needs assessment can help clubs decide whether its first-aiders should be trained in FAW or EFAW.

Please visit www.hse.gov.uk/firstaid/approved-training.htm for more information.

First Aid box

The Health and Safety Executive recommends the following minimum contents for a first-aid box:

- HSE leaflet 'Basic Advice on First-Aid at work' (single copies available free of charge)
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- 6 safety pins
- 6 medium sized (approximately 12cm square) individually wrapped sterile unmedicated wound dressings
- 2 large sized (approximately 18cm square) individually wrapped sterile unmedicated wound dressings
- Disposable gloves

First-aid boxes should **not contain** any tablets or medicines.

Please note that this list is intended to provide a general guide to the type and number of items that should be stocked, and other similar items could be substituted for some of the things on the list. In addition, clubs may need to keep other items that are specific to the needs of gymnastics. First-aid boxes should be checked regularly to ensure that their contents remain complete and up-to-date. A template checklist is provided in [appendix 4.17](#).

Whenever gymnastic activities are taking place it is imperative that the following emergency procedures and provisions are accessible and fully understood by all participants:

3.14 Accidents

Clubs should have pre-planned arrangements that can be put into operation in the event of a serious injury.

The best advice is to allow only a person qualified in first-aid to carry out emergency first-aid and then seek the help of qualified medical personnel. However, the following minimum procedure should be adopted in the event of any accident that occurs.

- I. Stop the class and direct other members of the class not immediately involved in the accident away from the injured person, and contact a suitably qualified person and/or the emergency services.
- II. Inform the management of the facility and contact the parents, guardian or immediate family of the injured person.
- III. Stay with the injured person until the emergency services arrive.
- IV. Ensure a responsible adult accompanies the injured person to the treatment centre.
- V. Complete an appropriate Accident Report form.

It is also good practice to retain contact with the injured person, to remain informed and follow up action or treatment, but the club or coach must not admit any liability as this may prejudice the club and coach's position in the event of a claim.

Reporting Accidents

In the event of an accident, no matter how minor it may appear at the time, it is vital to make a record of the accident and/or complete an accident report form. Should there be any legal action, the accident report form will supply important details and may lead to an individual being vindicated of any blame.

An accident report form should contain the following information:

- Details of the person who had the accident
- Full details of the incident – date, time, location, what happened
- Indication of injury (drawing if necessary)
- Any first-aid or other actions taken and by whom
- Witnesses

In addition, it is helpful to add further details concerning treatment, diagnosis of injury and recovery time. If action needs to be taken to prevent a similar incident this should also be added. A template accident report form is provided in [appendix 4.15](#).

Accident reporting books that comply with health and safety legislation are available direct from the Health and Safety Executive. <http://books.hse.gov.uk>

British Gymnastics must be notified as a matter of urgency in the event of any accidents that result in a visit to hospital. Any accident where first-aid is administered should also be reported to British Gymnastics. Failure to supply this information may result in the insurance company refusing to settle a claim.

Clubs and affiliated organisations which employ people must also comply with the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) on 0845 300 9923 and report all legally reportable accidents and dangerous occurrences to the relevant enforcing authority.

Further information relating to RIDDOR can be found on the HSE website at <http://www.hse.gov.uk/riddor/>

Additional guidance and support regarding RIDDOR is available from contact Agility UK.

3.15 Premises

Clubs and affiliated organisations have legal responsibilities under the Health and Safety at Work Act 1974 to ensure a safe working environment for employees as well as those who visit the premises.

Section 4 of the Act requires persons in control of premises to make broad provisions for the health, safety and welfare of people (including visitors and other users). These duties are described more specifically in the Workplace (Health, Safety and Welfare) Regulations 1992 and associated Approved Code of Practice, which establish a consistent set of standards for most premises.

Clubs who own premises must make sure these standards are maintained. Clubs that lease, rents or occupy facilities that are the responsibility of another party must check that the standards detailed below are being met but do not have the legal duty to maintain them. In the case of leaseholders, your responsibilities should be set out in your lease.

These standards are described below:

Maintenance

The premises, equipment and operational systems should be maintained in an efficient working order. Such maintenance is required for systems, equipment and devices which could cause a risk to health, safety or welfare if a fault occurred.

Where appropriate, a suitable programme ensures that:

- Regular maintenance including (as necessary), inspection testing, adjustment, lubrication and cleaning is carried out at suitable intervals;
- Any potentially dangerous defects are remedied and access to defective equipment is prevented in the meantime;
- Regular maintenance and remedial work is carried out properly; and
- A suitable record is kept to ensure that the maintenance programme is implemented effectively.

In particular, the club is responsible for equipment checks, for example trampolines, parallel bars etc. These should be by an approved company at least annually, with regular recorded checks being made by coaches. Any defective equipment should be taken out of use immediately and repaired or replaced.

Lighting

Good lighting is essential in all areas, particularly stairs and corridors to enable people to move about safely.

Cleanliness and Removal of Waste Material

Floors and indoor traffic routes should be cleaned weekly. Removal of waste should be carried out as necessary by an effective method and waste should be stored in suitable containers whilst awaiting collection

Conditions of Floors and Traffic Routes

Floors and traffic routes have to cater for access and egress (exit routes) and movement of persons about the premises, either as pedestrians or in vehicles arriving at or leaving the site. If a club maintains a drive, a parking area or outside space, holes and defects to roadways and paths must be addressed. Any required repairs to floors and floor coverings should be identified and

addressed promptly, particularly those on staircases. Where immediate repairs cannot be effected it may be necessary to prevent people passing through the area or to post appropriate warnings.

Falls and Falling Objects

The aim is to prevent people from falling from edges and to prevent objects from falling onto people. A variety of issues need consideration; including the provision of fencing or covers, fixed ladders, roof work, etc. Secure fencing will always be required where someone could fall a significant distance, but a risk of falls from lesser heights also needs to be considered.

Windows and Transparent or Translucent Doors, Gates and Walls

Windows and transparent or translucent surfaces in walls, partitions, doors and gates in certain locations may pose a risk of injury. Where necessary for reasons of health and safety, vulnerable areas need to be identified and unless made up of safety material, protected by other means against breakage. Transparent or translucent areas may also need to be marked or incorporate features to make them apparent.

Any door or gate which can be pushed open from either side should be provided with a viewing panel to allow a clear view of the area close to both sides.

Windows, Skylights and Ventilators and Ability to Clean Windows

Windows, skylights and ventilators which are provided for the purpose of ventilation need to be capable of opening, closing or adjustment without risk to health and safety. Additional controls or devices may be necessary to protect against falls from height through or out of open windows. Arrangements should be made to ensure that window cleaning can be carried out safely.

Doors and Gates

Doors should be designed so that they can be easily opened. Power-operated doors and gates should have safety features to prevent people being struck or trapped and where necessary, should have a readily identifiable and accessible control switch or device so that it can be stopped quickly in an emergency. Upward opening doors or gates need to be fitted with an effective device to prevent them falling back.

Electrical Safety

Electrical equipment should be designed and installed to a suitable standard e.g. *BS7671 Requirements for electrical installations* and maintained in a safe condition. All persons carrying out work on electrical systems should be confirmed as competent to do so. It is important that everyone exercises due care in using electrical appliances and that all portable appliances are subjected to regular testing.

Passenger Lifts

Lifts should be constructed to a suitable standard. Clubs who own premises with lifts should ensure the lifts are thoroughly examined every 6 months by a competent person and adequately maintained in accordance with the manufacturer's instructions.

Gas Safety

All boilers and central heating systems should be installed and serviced regularly under contract by competent persons only. Such work on gas fired boilers should only be done by businesses which are members of the Accrediting Body for Installers, currently Gas Safe.

Asbestos

If your club owns its premises and it was built before 2000 then an asbestos survey/ will be required. This should be carried out by a licensed company. There are three types of survey:

- Management Survey
- Demolition Survey
- Refurbishment Survey

Demolition/Refurbishment surveys may be required but normally a management survey will be sufficient. If any building development work is undertaken a refurbishment survey will then be required.

If any asbestos is identified, then it will need to be managed. The following actions will be required:

- Any areas with asbestos will need to have a warning label. A label is provided in [Appendix 4.25](#).
- Any contractors who are conducting work in the building that could disturb the asbestos (i.e. electricians, plumbers) must be given access to the asbestos register which can be found in the survey report.
- The asbestos-containing areas should also be inspected on an annual basis. A visual inspection is required to identify any damage, and this inspection may be carried out by anyone who has access to the asbestos register.

Legionnaires Disease

Those club/affiliated members responsible for water systems in premises are responsible for ensuring the risk of exposure to legionella infection is assessed and that appropriate control measures are introduced. This should be done by an external competent organisation approved by the Legionella Control Association (LCA).

Outdoor Safety

Steps and paths should be kept in good condition and free from obstructions which may lead to tripping hazards e.g. refuse and gardening equipment. Steps should have a suitable handrail. Steps and paths which are used in the hours of darkness should be provided with outdoor lighting. It is important to consider the dangers posed by snow and ice in the winter and to take reasonably practicable measures to remove accumulations of snow and prevent ice forming.

Security

Consideration should be given to preventing access by unauthorised persons to the premises, either by some means of access control or by manning arrangements.

Chemical Safety

There is a legal requirement to manage all hazardous substances, including cleaning agents, used within the premises. There are various processes that should be completed as follows:
Identify the products that are stored and used within the premises and record in a COSHH (Control of Substances Hazardous to Health) Inventory Register.

Once the inventory has been completed you will need to obtain Safety Data sheets from your supplier (if you have purchased the products from a supermarket you can request the information from customer service or their web site). The safety data sheets can then be used to complete a COSHH risk assessment form. A template is provided in [appendix 4.28](#)

A template for a COSHH register and a COSHH risk assessment are included in the [Appendix 4.27](#)
It should be noted that if you have contract cleaners it should be their responsibility to carry out their own assessments.

3.16 Fire Safety

All clubs and affiliated organisations must be constantly vigilant towards fire.

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO), which applies in England and Wales came into effect in October 2006. Alternative legislation is in effect in Scotland and Northern Ireland. The Order applies to virtually all premises and covers nearly every type of building, structure and open space and replaces most of the previous fire safety legislation with one simple order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

For gymnastic clubs and affiliated organisations this means that those responsible for their operation need to be satisfied about three things:

- That the fire safety risk assessments required under the RRFSO have been carried out and suitably reflect fire safety risks for the club and its members and coaches
- That everyone in the club who might be affected is aware of the fire precautions that need to be observed.
- iii That similar precautions are in place for any public events (e.g. annual gym displays) that may be organised.

Clubs and affiliated organisations which rent out space in a facility controlled by another agency may not have legal duties under the legislation. This is however dependent on the person responsible for running the club obtaining clear and proper assurance that the agency which has control over the premises will be/is responsible for ALL fire safety issues. In the event that this is the case, the responsibility of the club is to ensure all members safely exit the facility in the event of a fire alarm. This includes people who would require additional support to exit the building safely. In such cases, a personal emergency evacuation plan (PEEP) would be required. Please see the example contained in [appendix 4.32](#).

Premises Fire Risk Assessment

If your club owns its premises there is a statutory responsibility to conduct a Premises Fire Risk Assessment, focusing on the fire precautions and emergency procedures. However, if you lease your premises you should check that this Assessment has been carried out by the Duty Holder (landlord).

The fire risk assessment should cover the common parts of the premises to which occupiers, visitors, contractors and others are allowed access. Individual occupiers will have similar duties within their own areas.

All BG affiliated clubs/organisations must ensure that:

- Key personnel are responsible for the management and monitoring of fire and emergency arrangements.
- Persons responsible are suitably trained and competent to undertake and document the following legal requirements:
- The Fire Risk Assessment is reviewed at the required time interval.
- Fire safety inductions are carried out on new employees.
- Sufficient fire marshals have been identified and trained.
- Personal Emergency Evacuation Procedures (PEEPS) are completed and communicated to any employee who might have difficulty in safely evacuating the premises.

- Effectively communicate any significant findings that arise from the above procedures to key personnel involved.
- Suitable resources are available for the above procedures to be undertaken.
- There is adequate provision and documentation of any necessary training.
- They address any issues/ concerns raised.

An example of a fire safety checklist and other fire safety documentation are included in appendices [4.29](#) – [4.34](#).

The Communities and Local Government (CLG) is responsible for RRFSO and has produced a considerable amount of guidance material to help those who undertake the necessary fire safety risk assessments. Guidance material can be accessed via the CLG website www.communities.gov.uk/fire/firesafety/firesafetylaw

The Local Fire Authority can provide advice it cannot carry out the risk assessment for your club.

3.17 Training

The provision of information/instruction and training for employees, contractors and volunteers is an important part of any health and safety management system and essential to ensure appropriate awareness of the risks associated with the activities they undertake. It is important to provide regular training and updates and to ensure new staff and volunteers are provided with appropriate induction. A template induction handbook is provided in [appendix 4.35](#)

You will need to ensure you maintain records of all training completed, ranging from formal certificated courses, induction and role-specific training to short instruction sessions known as 'tool-box-talks'. A number of template forms are provided in appendices [4.36](#), [4.37](#) & [4.38](#)

3.18 Monitoring & Review

You will need to review your H&S management documentation at regular intervals and at least once a year. An annual review ([appendix 4.40](#)) should also be conducted following changes in the way your club/organisation operates and is managed and following acquisition of new equipment or facilities and new staff. A record should be kept of these reviews and any resulting changes brought to the attention of your staff and volunteers.

Organisations may find it helpful to record H&S reviews and policy revisions in tabular form. This table records the reviews that we have conducted of our Health and Safety management system and the actions taken as a result of these reviews. Each entry in this record should be signed by the person(s) conducting the review and by the designated senior manager responsible for the implementation of any resulting recommendations. **This Health and Safety Management System Review should be utilised to review the Management System when either significant changes are made to how the organisation operates or as a minimum requirement at least annually.**

This Safety Monitoring Checklist ([appendix 4.41](#)) should be completed on a quarterly basis or as required to assist in ensuring that you are meeting your designated health and safety responsibilities and managing day to day aspects of health and safety within your area of control. A response that is not satisfactory should result in the need for further action to ensure the improvements are made.

4.0 Appendices

4.1 Summary of health and safety requirements for clubs and affiliated organisations

The below matrix identifies Health and Safety requirements for different categories of British Gymnastic Clubs. The various requirements have been identified as:

M = Mandatory Requirement

BG = British Gymnastics Requirement

R = Recommended as Best Practice

NR = Not Required, *however please note that in many of these areas you still have a duty to check that the responsible person (e.g. landlord) is fulfilling their responsibility, providing yourselves with sufficient information and not putting persons under your control at risk.*

Notes:

- A volunteer is defined as:

‘a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out of pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives’.
- For health and safety purposes, long term self-employed /individual contractors can be managed the same way as employees.
- All controls that are put in place must be proportionate to the risks that have been identified and the environment involved.
- When dealing with leased premises, the requirements /controls that are needed will depend on the individual lease agreement.
- The provision of overnight accommodation at club facilities is not covered within the BG Management System and must be dealt with by clubs on an individual basis. Additional advice can be obtained from Agility UK.

Requirements/Controls	Hired Premises – All volunteers / Less than 5 Employees	Hired Premises – 5 or more Employees	Owned/ leased Premises – All volunteer s / Less than 5 Employees	Owned/leased (See note 5) premises – 5 or more Employees	Template	Comments / Notes
Health and Safety Policy & responsibilities	NR	M	NR	M	Example policy statement	
Safety Arrangements	NR	M	NR	M	Generic safety arrangement, example safety arrangement	
Employee H&S Induction Handbook	R	M	R	M	Example induction handbook	
Supporting Safety Records	M	M	M	M		
Documented Risk Assessments of tasks, activities and areas	R	M	R	M	Risk assessment index, General risk assessment template, Trip risk assessment template.	Make a list of hazards associated with locations, people, equipment and activities. Risk assessments should be conducted for the general environment (looking at hazards such as falls, slips, trips, impact, etc.) and activities / tasks e.g. assembly of equipment, trampolines, etc.
Documented Premises Fire Risk Assessment	M*	M*	M	M	Premises fire risk assessment template	*For those using hired premises this document should be provided by the person in control of the premises.
Documented Manual Handling Risk Assessments	R	M	R	M	Manual Handling Information Checklist	Manual handling activities should be assessed to ensure persons are not at risk and suitable controls implemented e.g. trolleys provided, two person lifting, etc.
Display Screen Equipment (DSE) Risk Assessments	R	M	R	M	DSE Risk Assessment Template	Required where an individual uses a computer / display screen on a day to day basis for periods of 1 hour or more.

Requirements/Controls	Hired Premises – All volunteers / Less than 5 Employees	Hired Premises – 5 or more Employees	Owned/ leased Premises – All volunteer s / Less than 5 Employees	Owned/leased (See note 5) premises – 5 or more Employees	Template	Comments / Notes
Young Person Risk Assessment	BG	M	BG	M	Young Person Risk Assessment Template	Should be documented for workers under the age of 18.
Asbestos Risk Assessment	NR	NR	M*	M*		Required if premises are constructed prior to 2000. Whoever carries out the risk assessment must have sufficient level of knowledge, training and expertise. This is to make sure that they understand the risks from asbestos (and general risks) to enable them to make informed decisions about the risks and identify the appropriate action required to reduce them.
Legionella Risk Assessment	NR	NR	M	M	Legionella Water Flush Temperature Record	Required where there is a risk of legionella bacteria e.g. Water systems particularly showers or evaporative cooling towers a risk assessment must be documented and controls implemented.

4.2 Club Health, Safety and Welfare 'Fit for Purpose' Checklist

Does your Club/ Organisation:	Yes	No	NA
1. Follow recruitment procedures as outlined in the BG Child Protection Policy 2014 including criminal record checks on all staff or volunteers with repeated regular contact with children and/or protected adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Have a designated Welfare Officer who holds BG membership, a current criminal record check and has completed recognised awareness training and BG Time to Listen training within the last three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have circulated information and contact details for the Club Welfare Officer and has information on display in the club venue?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensure that there are always at least two responsible adults of the appropriate gender at all times during training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Operate an open viewing of training policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have a Photography and Filming Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have a designated Health & Safety Officer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Publicise its Health Safety and Welfare Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensure all coaches have criminal record checks, have current BG Membership, and are suitably qualified to coach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Carry out annual Risk Assessments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Regularly and systematically inspect the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Provide adequate Emergency First Aid provisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have a process for recording accidents and incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Ensure all club members and officials are BG members and where relevant to the role, have completed a criminal record check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Carry out an annual fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Have a club constitution and/or rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Have an approachable, transparent and effective management committee or Management Team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ensure all new members complete registration and consent forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Have a new member's induction or information leaflet/booklet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Have a policy to cover the transportation of children and other issues relating to events outside normal club sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Have published Complaints and Grievance Procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Have Codes of Conduct for coaches, club officials, gymnasts and parents/guardians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.3 Example Policy Statement

[Insert club name] is committed to ensuring the health, safety and welfare of its employees, volunteers, members and any other persons e.g. visitors, contractors, who enter the club's premises.

This statement of our health and safety policy sets out our main aims and objectives in this area and outlines the ways in which we go about fulfilling these aims and objectives. Our policy statement has been drawn up in the light of BG guidance, statutory health and safety requirements and the common law duty of care.

Our agreed aims and objectives are as follows.

- To manage the risks associated with our activities so that accidents and work-related ill-health can be avoided.
- To ensure that all equipment and apparatus that we use is fit for purpose, regularly inspected and properly maintained.
- To ensure that the storage that we use for equipment and apparatus, and that used for any hazardous substances, is well maintained and that items are stored safely.
- To provide all our staff and volunteers with the induction, supervision, instruction and training, necessary for the proper performance of their duties
- To conduct consultations with our staff and volunteers on all matters which affect their health and safety,
- To provide a safe working environment for our employees, volunteers and members.
- To fulfil the health and safety responsibilities that we may have for other persons visiting or working on our premises.

Organisation

The overall responsibility for health and safety rests with [insert name of the most senior club official]

[insert name of the member of staff] is responsible for managing [insert area of policy]

To fulfil these aims we have taken the following actions

- We have introduced a Health and Safety management structure which identifies an individual member of staff responsible for managing each main area of our health and safety policy.
- We have conducted risk assessments on all our facilities, equipment and procedures and these assessments are regularly reviewed
- Additional risk assessments are conducted to cover particular groups such as young people, new and expectant mothers and disabled people.
- We have implemented the actions arising from risk assessments and communicated the results to our staff and volunteers
- We have included in the induction programme for new members of staff and volunteers, an introduction to health and safety matters and responsibilities, and we arrange for additional training and up-dating to be provided wherever necessary

- We conduct regular inspections of all equipment and apparatus, and our storage facilities, and take prompt action to remedy any deficiencies.
- We have introduced robust reporting procedures.
- We have produced plans for dealing with emergencies such as emergency evacuation of our premises and have introduced appropriate procedures which are subject to regular testing.
- We conduct regular inspections to ensure to ensure that all the main routes into and out of our premises are kept clear and properly maintained and that all health and safety equipment is in proper working order.
- We communicate regularly with the owners of our premises to ensure that each side's responsibility for health and safety matters is properly understood and managed.
- We review our health and safety policy at least once a year with additional reviews following any changes in our operating methods, changes in our organisational structure, and the issue of new BG guidance.

Safety Arrangements statements

We have introduced special measures in particular areas of health and safety and these measures are set out in the Safety arrangements statements that are attached to this policy statement. These statements cover particular issues that relate to the topic under discussion, and should be read in conjunction with the main policy document.

The following Safety Arrangements statements are attached:

- Accident, near-miss, incident and ill-health reporting, and accident investigation
- First-Aid
- Fire safety
- Manual handling
- Safe systems of work
- Use of contractors

Signature:		Date:	
Name:		Position:	

4.4 Generic general safety arrangements statement

A general Safety Arrangements statement appears below. The general statement can either be used as a cover note for more specific statements relating to particular areas, or the clauses in the general statement can be incorporated into a separate document for each specific area to be covered.

Model general statement

- 1 The Club has identified the following area(s) where there are policy issues specific to that area which should be detailed in Safety Arrangements Statement(s).

[Insert names of areas]
- 2 The club/affiliated organisation has nominated a manager to have general oversight of each of these areas.

[Insert name of Managers]
- 3 The provisions set out in the Safety Arrangements Statements should be read in conjunction with the club's main health and safety policy statement.
- 4 For each area covered by a Safety Arrangements Statement the club/affiliated organisation will ensure that:
 - The persons responsible are suitably trained and competent to undertake and document the assessment of specific risks that are associated with the area.
 - Resources are made available to support the implementation of any actions identified as a result of risk assessments.
 - Any significant findings from risk assessments are communicated to the staff involved.
 - Activities are monitored to ensure that all the staff involved, comply fully with any control measures that may be implemented.
 - Regular inspections of activities are carried out to identify any new hazards that may require assessment.
 - It provides staff with proper documentary support and any additional training that may be required.
 - It acts promptly to address any issues or concerns that may be raised.
- 5 Whenever necessary the club/affiliated organisation will seek advice and support from Agility UK (Training and Consultancy) Ltd, the organisation engaged by British Gymnastics to provide health and safety management advice to gymnastics clubs.

4.5 Example safety arrangements statement

Accident, Near-miss, incident & ill-health reporting and accident investigation

[An **Accident** is an unplanned event that results in personnel injury or damage to property, plant or equipment.

A **Near-miss** is an unplanned event which does not cause injury or damage, but could have done so.]

1. Reporting

It is our policy to ensure that all employees and others (contractors, visitors etc.) should report all personal injury accidents, near miss incidents or dangerous occurrences that take place in our premises. We require all accidents and dangerous incidents to be reported, and documented, and evidence to be gathered in accordance with the guidance and timescales contained in the attached notes about RIDDOR.

We shall ensure that:

- Nominated personnel are made responsible for recording and reporting hazards and are suitably trained.
- Suitable arrangements and procedures are put in place to facilitate any subsequent incident investigation.
- Personnel are actively encouraged to report near misses through a suitable reporting system.
- Hazards are properly recorded and analysed and any corrective and preventive measures implemented as quickly as possible.
- Any accidents where first aid is provided will be reported to British Gymnastics.

2. Accident investigation

As one of the measures that we have adopted to maximise the effectiveness of our health and safety management our accident investigation procedure will try to identify why the risk control measures failed and what improvements or additional safety controls might be needed to avoid similar incidents.

To this end we shall ensure that:

- Anyone conducting an accident investigation is suitably trained and competent to undertake the work and provide a properly documented report.
- Suitable arrangements and procedures are put in place to enable the development and implementation of investigation procedures and policies.
- Any significant findings from an accident investigation are communicated to the managers.

Notes on Instances reportable under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

The following information is a summary of the responsibilities and the main reportable injuries, dangerous occurrences and diseases. Full details can be found in the HSE's 'A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995'.

How to make a report:

To make a report, go to www.hse.gov.uk/riddor. A telephone service can be used to report fatal and specified injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Fatality:

If there is an accident connected with work and your employee, or self-employed person working on the premises, or a member of the public is killed you must notify the enforcing authority without delay.

Evidence:

Following any incident ensure that any evidence is collected and documented for use in an investigation, for instance:

- Details of any witnesses, including statements contact details etc.
- Photographs of the accident scene, any injuries and any equipment.
- Diagrams, including measurements, of the accident area.
- Details of any injuries and medical treatment.

Lost days:

You must report work-related injuries where a worker has been incapacitated for more than seven consecutive days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. The deadline by which an over-seven-day injury must be reported is fifteen days after the accident.

Reportable specified injuries:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Reportable dangerous occurrences (including):

- Collapse, overturning or failure of load-bearing parts of lifts and lifting machinery.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing fire or explosion.

Any unintentional:

- fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005; or
- explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to)
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall.

Reportable diseases (including):

Diagnosed reportable diseases which are linked to occupational exposure to specified hazards include:

- **Carpal Tunnel Syndrome:** where the person's work involves regular use of percussive or vibrating tools
- **Cramp of the hand or forearm:** where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm
- **Occupational dermatitis:** where the person's work involves significant or regular exposure to a known skin sensitiser or irritant
- **Hand Arm Vibration Syndrome:** where the person's work involves regular use of percussive or vibrating tools, or holding materials subject to percussive processes, or processes causing vibration
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis:** in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements


Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas.

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas

4.6 Risk Assessment Form

Risk Assessment Number:	Date of Assessment:	Additional Information check sheet/risk assessments required.										
Task / Work Activity / Work Area Assessed:	Assessment carried out by:	Substances Hazardous to Health: Manual Handling: Display Screen Equipment: New and Expectant Mothers: Young Persons:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Worst Case Outcome		Likelihood					Risk Rating (Outcome x Likelihood)					
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	Likely	Unlikely	Remote	13-25	5-12	1-4
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place			Outcome	Likelihood	Risk Rating	Further action required? Yes/No				

Risk Assessment Form (Cont.)

Further Control Measures		Further Control Measures Follow up		
		Allocated to (name)	Target date	Date completed
Risk Assessment Reviews				
Suggested Review Date (either after significant changes, actions completed, or annually):				
Risk Assessment Reviewed by (name):		Risk Assessment Reviewed by (name):		
Date:		Date:		
Comments:		Comments:		
Next Suggested Review Date:		Next Suggested Review Date:		
Risk Assessment Reviewed by (name):		Risk Assessment Reviewed by (name):		
Date:		Date:		
Comments:		Comments:		
Next Suggested Review Date:		Next Suggested Review Date:		

4.7 Risk Assessment Guidance

A risk assessment can be divided into five steps as follows:

Step 1 – Identify the Hazards

e.g. Slipping/ tripping hazards. Fire, falling from height, Vehicles and car parks, Electricity, Environmental hazards (weather, wind, rain, snow, ice), Gymnastic activities, Manual handling injuries (moving of equipment) etc.

Step 2 – Identify who might be harmed

e.g. Employees, other workers such as maintenance staff, cleaners, visitors, contractors, security guards, etc. who may not be in the workplace all the time, volunteers, any special groups of workers who may be particularly at risk (young or inexperienced/ new employees, new and expectant mothers, night workers, those who work alone and people with disabilities), members of the public (if they could be hurt by your activities).

Step 3 – Evaluate the risks and precautions

- Against each hazard, list the precautions already in place
- Evaluate the level of risk using the scoring system below
- Take the number for the severity of injury

Worst Case Outcome				
5	4	3	2	1
Fatality	Severe Injury	Lost time injury	Minor Injury	No Injury

- Take the number for the likelihood

Likelihood				
5	4	3	2	1
Certain	Very Likely	Likely	Unlikely	Remote

- Multiply the numbers to arrive at a score
- This will give you a score for the risk rating, between 1 and 25

Risk Rating Outcome X Likelihood		
High	Medium	Low
13-25	4 - 12	1-4

- If the risk is medium or high, then additional precautions are needed (see the Hierarchy of Controls)

High	Medium	Low
Further action required with urgency	Further action required	Acceptable but still look to reduce risk further

- Decide on the controls measures and note them in the further controls section on the form.

Hierarchy of Controls

Control measures should be considered in the following order:

- Eliminate Do away with the Process
- Reduce Safer Article product, substance or procedure
- Isolation Segregate, barriers or fencing
- Control Safe system of work and training
- PPE Personnel protective equipment
- Discipline Supervision, signage or disciplinary procedures

Step 4 – Record and implement Findings

The risk assessment form has 15 sections to be completed:

Sections 1- 5

1. Allocate a number for each the assessment

2. Record the date the assessment was carried out.

3. Tick these boxes if additional assessments are needed

4. Detail the task being assessed, e.g. 'General office admin' use of step ladders

5. Detail who carried out the assessment, including anyone who assisted.

RISK ASSESSMENT FORM (Qualitative) Form 07-002

Risk Assessment Number: _____ Date Of Assessment: _____

Additional Information Check sheet/Risk assessments required.

Task / Work Activity / Work Area Assessed: _____ Assessment carried out by: _____

Substances Hazardous To Health: _____
 Manual Handling: _____
 Display Screen Equipment: _____
 New And Expectant Mothers: _____
 Young Persons: _____

Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19

Persons affected by the Activity: _____

Identified Hazards: _____

Control Measures Already in Place: _____

Outcome: _____ Likelihood: _____ Risk Rating: _____ Is further action required Yes/No: _____

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Sections 6-10

6. Identify who is involved in or affected by the task.

7. List all of the hazards you have identified.

8. List any control measures you already have in place

RISK ASSESSMENT FORM (Quantified) Form 07-002

Risk Assessment Number: _____ Date Of Assessment: _____

Task Area: _____ Activity / Work: _____ Assessment carried by: _____

Additional Information Check
 Substances Hazardous To Health:
 Manual Handling:
 Display Screen Equipment:
 New And Expectant Mothers:
 Young Persons:

Worst Case Outcome			Likelihood					Risk Rating			
8	5	3	10	8	5	2	1	High	Medium	Low	
Severe Injury	Lost time Injury	Minor Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19	
Identified Hazards			Control Measures Already in Place					Outcome	Likelihood	Risk Rating	Is further action required Yes/No

Page 1 of 2



9. In these columns add the worst case outcome and likelihood and then use the scoring system to calculate the risk rating

10. Identify whether further action is required to reduce the risk

Sections 11-15

11. Record any additional action required to reduce the level of risk

12. If further action is needed, you should allocate it to a specified person and set a target date

13. Once the actions have been completed or put into place 'sign off' the action as completed.

RISK ASSESSMENT FORM (Quantified) Cont.

Persons affected by Activity	Identified Hazards	Control Measures	Control Measures in Place	Outcome	Likelihood	Risk Rating	Is it a reduced level of risk?

Further Control Measures	Further Control Measures Follow up		
	Allocated to (Name)	Target date	Date completed

Risk Assessment Reviews

Suggested Review Date: (either after significant changes, completed actions or annually)

Risk Assessment Reviewed by:	Date:	Comments:

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Page 2 of 2

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14. Record the date the assessment should be reviewed; this will be either, shortly after the target of a further control measure. If no further control measures have been recorded, assessments are normally reviewed on an annual

15. Record the name of the person conducting the review and the date the review was completed.

Step 5 – Review and Revise

Review your risk assessment and update if necessary when:

- Actions have been implemented
- Periodically (annually)
- In the event of an accident/ incident
- When risk assessment may no longer be valid, for example when:
 - Processes/procedures changes
 - There is new equipment
 - Changes in the gym layout
 - Changes in staff or volunteers

4.8 Large Apparatus Safety Inspection Checklist

The following checklist is intended as a guideline for coaches for the general inspection of gymnastics apparatus and it is recommended that suitably qualified personnel conduct a full annual inspection. This checklist is by no means exhaustive.

Venue _____ Checked by _____

Equipment Check	Check	Comment
1. Fastenings & Attachments Floor anchor plates Eyebolts Wall, roof brackets	Screws are tight, plates not bent. Damage or wear to threads. Eyebolt tight and not bent. Clamps or bolts and nuts tight and not worn.	
2. Floor Covering General floor matting	Damage, tears or rucking: Gaps between mats; free from dirt.	
3. Floor Exercise Area Structure of floor area Carpet Covering Tumbling/Agility Mats/Landing Matting	Damage to spring system; wooden panels, separation between panels and surrounding boards. Tears, rucking or separation of mats, general wear. Damage, tears, rucking, worn surfaces, gaps in foam.	
4. Vaulting Equipment Vaulting horse or buck Vaulting table Vaulting Boards Vault Run Up	Covering surface, torn or polished: loose bolts: height adjustors damaged: damage to foot pads. Covering surface, torn or polished. Wood surface cracked or splintered. Covering surface torn, or polished or rucked. Nuts or bolts loose damaged wooden leaves. Wooden surfaces – no splinters. Carpeted surfaces – no tears, gaps or rucking.	

Equipment Check	Check	Comment
<p>5. Asymmetric Bars</p> <p>Bar Rails</p> <p>Bar Frames</p> <p>Cables and tensioning devices</p>	<p>Splintering or separation of laminations on wooden bars. Wear of outer surface of fibreglass bars Wear to the knuckles and fixing points.</p> <p>Wear in bar to frame attachments. Adjustors secure and free, but not worn. All pins, bolts secure and not worn.</p> <p>Cables not frayed or twisted or coiled. Threads on tensioners not worn or seized. Karabiner or clips secure and not bent.</p>	
<p>6. Beams</p> <p>Beam covering</p> <p>Handles</p> <p>Foot Pads</p>	<p>Not polished, torn or rucked. Base for legs secured to beam. Height adjusters free but not damaged.</p> <p>Not splintered or damaged, securing mechanism effective.</p> <p>Rubber base pads not damaged.</p>	
<p>7. Pommel Horse</p> <p>Horse</p> <p>Handles</p> <p>Foot Pads</p>	<p>Not slippery, torn or rucked. Base for legs secured to horse. Height adjusters free but not damaged.</p> <p>Not splintered or damaged, securing mechanism effective.</p> <p>Rubber base pads not damaged.</p>	
<p>8. Rings</p> <p>Ring Frame</p> <p>Ring Cables</p> <p>Rings</p> <p>Cables and Tensioners</p>	<p>Height adjusters secure. Alignment of frame correct.</p> <p>Suspension point secure, not worn, swivels free to rotate, secure. Webbing not frayed or damaged.</p> <p>Not splintered, damaged or slippery.</p> <p>Not frayed, twisted or damaged. Tensioners free but not worn. Karabiner clips secure not bent.</p>	

Equipment Check	Check	Comment
9. Adjustable Rings Cables Pulleys Chain	<i>In addition to the checks indicated in 8 above, check the following:</i> Not frayed, damaged or coiled. Free to rotate – but not worn. Fastenings secure and not worn. Chain and anchor points not damaged or worn.	
10. Parallel Bars Bar Rails Bar anchor points Height/Width Adjusters	Not splintered or laminations not separated. Not damaged and screws secure. Effective and not worn.	
11. Horizontal Bar Bar Frames Cables and Tensioners	Not permanently ‘set’ with a bend. Anchor points secure and not worn (do not reverse the bar to remove bend). Adjusters effective and secure, not worn. Base pads secure not damaged. Cables not frayed or coiled; anchor fittings secure, not worn. Karabiner clips secure, not bent. Adjusters free but not worn.	
12. Rhythmic Area Raised Carpet Area General Carpet Area Ballet Barre Mirrors Ceiling Height	Damage to wooden panels; separation between panels and surrounding boards. Damage, tears or rucking, gaps between mats, free from dirt. Not splintered, damaged or slippery. Secured safely to the wall. Not cracked, splintered or shattered. Minimum 8m high over performance area. No cables; cross bars below this level over performance area.	
13. Aerobic Area Floor Area	No splinters, check joints and surrounding framework for movement, free of dust, smooth and clean.	

Equipment Check	Check	Comment
<p>14. Trampolines, DMT & Single Trampettes</p> <p>Beds</p> <p>Springs</p> <p>Leg Braces</p> <p>End Decks</p> <p>Frame Pads</p> <p>Roller Stands</p> <p>Throw in Mats</p> <p>Joints</p> <p>Chains</p> <p>Anchor Bars</p>	<p>Loose stitching or breaks in the webbing, tears and areas of solid beds that are worn, uneven tension shown by the lines on the bed not being straight.</p> <p>Springs/cables are all in place with hooks pointing down.</p> <p>Leg braces are fully inserted plus allen screws tight, rivets secure, hinge pins in place.</p> <p>ED Connecting brackets effective.</p> <p>Platform skin that supports the safety matting has no tears and tensioning straps are all secure.</p> <p>Leg braces secure and not worn.</p> <p>Safety matting not torn and infill foam in good condition.</p> <p>Tears, loose or missing clips/fasteners or soft areas at the joints.</p> <p>Freely running and swivelling castors, wheels and hooks.</p> <p>Mats Tears and other damage.</p> <p>Joints Wear at the joints and that the frame is level all around.</p> <p>Chains for security and even adjustment.</p> <p>Excessive wear due to movement.</p>	
<p>15. The Overhead Rig</p> <p>Trampoline Position</p> <p>Security of Ropes and Attachments</p> <p>Swivels and Pulleys</p> <p>The Belt</p>	<p>Trampoline Position in relation to the overhead rig.</p> <p>Security of the ropes and attachments and the condition of the elastics and attachments on bungee rings.</p> <p>Unhindered operation.</p> <p>Security of the belt.</p>	

Signed _____ Date _____

4.9 Manual Handling Information Checklist

Location:		
Task Being Undertaken:		
Questions to consider:	Yes / No	Comments
T	The Task – does it involve: -	
	Holding loads away from the trunk?	
	Twisting or stooping?	
	Reaching upwards?	
	Large vertical movement?	
	Long carrying distances?	
	Strenuous pushing or pulling?	
	Unpredictable movement of loads?	
	Repetitive handling?	
	Insufficient rest and recovery?	
A work rate imposed by process?		
I	The Individual's capability – does the job:	
	Require unusual capability?	
	Endanger those with a health problem?	
	Endanger those who are pregnant?	
L	The Loads – are they: -	
	Heavy?	
	Bulky / unwieldy?	
	Difficult to grasp?	
	Unstable / unpredictable?	
E	Intrinsically harmful (e.g. sharp / hot)?	
	The Environment – are there: -	
	Constraints on posture?	
	Poor floors?	
	Variations in levels?	
	Hot / cold / humid conditions?	
Strong air movements?		
Poor lighting conditions?		
Other Factors:		
Is movement or posture hindered by clothing or personal protective equipment?		
Action Required		Responsible Person
Completed by:		Date:
Position:		Review Date:

4.10 Display Screen Equipment Self-Assessment Checklist

Name:		Department /Workstation Location:	
When was the last time you had your Eyes tested?			Date:
Do you use your computer to carry out your work on a daily basis?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you work on your computer for more than an hour at any one time?			Yes <input type="checkbox"/> No <input type="checkbox"/>
There is no requirement to complete this form If the answer to both of the above questions is NO.			

Equipment

Screen:		Comments
Does the screen swivel and tilt?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the screen free of glare and reflections?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the image stable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the text size comfortable to read?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can brightness and contrast be adjusted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Keyboard and Mouse:		Comments
Is the keyboard separate from the screen?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can the keyboard be moved to a comfortable position in front of you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can the keyboard be tilted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can a comfortable keying position be found?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can your hands be rested in front of the keyboard?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can the characters on the keys be read easily?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the keyboard clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the mouse/ trackball suitable for the tasks it is used for?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does it work smoothly at a speed that suits you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can you easily adjust the software settings for speed and accuracy of pointer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the mouse positioned close to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a mouse mat, if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Desk:		Comments
Is the desk stable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there adequate work surface to allow a flexible arrangement for the screen, keyboard and mouse operation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have enough room for your legs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the area where you rest your feet free from cables/obstructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the surface free of reflections and glare?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Chair:		Comments
Is the chair suitable and stable i.e. has a five-star configuration on castors?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do the adjustment mechanisms work?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can you adjust the height of your chair?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Can you adjust your backrest?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does the chair swivel to allow access to the work surface and storage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the chair is fitted with arms, can you place the chair into a comfortable position under the desk without it being obstructed by the arms?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Environment

Is there enough room to change position and move/stretch?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the work arranged so that there are breaks away from the DSE?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the levels of heat, light and humidity comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a source of fresh air?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are the noise levels comfortable?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a document holder, if required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Posture

Is the display screen located in front of you when using the equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can you view the screen without turning your head?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the top of the screen level with your eye level?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there sufficient room in front of the keyboard to rest your wrists when not using the keyboard?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the keyboard directly in front of you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
When positioned to use the keyboard are your upper arms in line with your upper body?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are your forearms approximately horizontal when typing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
With your fingers on the keys are your wrists straight?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can you operate the mouse/ trackball without reaching?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Can you operate the mouse/ trackball with your hand/ wrist resting on the desk?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there adequate space to manoeuvre the mouse/ trackball?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the small of your back supported by the chairs backrest?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are your forearms horizontal when the chair is adjusted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do your feet rest comfortably on the floor without the seat digging into the back of your knees / thighs?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there adequate knee room to obtain a comfortable position?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there adequate leg room under the desk to move your legs and feet?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Health

Whilst using the computer, have you ever suffered from:		Comments / Specify
Eyestrain?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pain in the back/neck/shoulders?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pain in the arms (elbows/wrists/hands)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Pain elsewhere? (please specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Software

Is the software easy to use and suitable for the task?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
--	--	--

Laptop Users

Is the laptop your main computer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you use a separate keyboard when using the laptop for long periods?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you use a separate mouse when using the laptop for long periods?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there sufficient space in front of the keyboard to support your wrists?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the laptop on a firm and level surface and at a comfortable height for typing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a docking station or other suitable device to ensure that the screen is at a suitable viewing height, when using it for long periods?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Information/Training

Have you been given information on how to set up your workstation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you know who to ask for further advice?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Signed by User:	If completed electronically tick box (no signature required) <input type="checkbox"/>	Date:
-----------------	---	-------

This section is to be completed by your Manager/Supervisor

Manager's Comments /Further control Measures Required:	Further Control Measures Follow up		
	Allocated to (Name)	Target Date	Date Completed
Manager's Name:	If completed electronically tick box (no signature required) <input type="checkbox"/>		Date:

4.11 Young Persons Information Checklist

Name of Young Person:		
Work Task Undertaken:		
Questions to consider:	Yes / No	Comments / Control Measures
The task – does it involve:		
Use of dangerous equipment/machinery?		
Manual Handling activities?		
Repetitive movements?		
Use of electrical equipment?		
Driving of vehicles?		
Use of hazardous / flammable substances?		
Risk of items falling from height?		
Working at height?		
Maintenance of equipment?		
Work with display screen equipment / visual display unit?		
Imposed work rates?		
Work where structural collapse is possible?		
Environmental factors – does the work involve:		
Work in hot conditions?		
Work in cold conditions?		
Work in the open air?		
Work in noisy conditions?		
Use of personal protective equipment – does the task require the YP to wear PPE:		
Occasionally?		
All the time?		
Individual capability - does the task require:		
Unusual capability?		
Special training (e.g. safety passport, manual handling etc.)?		
Violence / Aggression:		
Is there a risk of the young person being exposed to violence or aggressive situations (e.g. security work, single staffing in a petrol station, etc.)?		
Other factors:		
Are there any other factors that may put the young person at risk?		
Are there any other hazards that the young person may be exposed to?		

4.12 New and Expectant Mothers (NEM) Information Checklist

This risk assessment checklist should be completed by the new & expectant woman and their supervisor / manager. The assessment should be reviewed throughout the duration of the pregnancy, tied in with GP visits, when the new mother returns to work, or at the request of the New and Expectant Mother. The information gathered below should be utilised to compile a general risk assessment, ensuring that the level of risk is at an acceptable level and any actions that are required are dealt with appropriately.

Name of NEM				
Assessment Conducted by	Name of Supervisor / Manager		Signature	
Date of Assessment				
Is this the first NEM assessment for this pregnancy?	Y / N (if No, give details)			
Has the NEM named above taken part in this assessment	Y / N			Signature of NEM
Movement and Posture	Yes	No	n/a	Comments / Control Measures
Do work activities involve awkward twisting or stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the NEM have to stand for long periods without a break?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the NEM have to sit for long periods without a break of posture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there sufficient space within the workplace without restriction (i.e. access to behind the desk)? If yes, will these cause more restricted movement as the pregnancy develops?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Manual Handling Activities	Yes	No	n/a	Comments / Control Measures
Do work activities involve twisting, stooping or stretching to lift objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do work activities involve lifting, pushing or pulling of heavy loads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do work activities involve repetitive lifting (even of light objects)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do work activities involve lifting objects that are difficult or cumbersome to grasp or awkward to hold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment (PPE) and uniforms	Yes	No	n/a	Comments / Control Measures
Are adequate / suitable sizes of PPE / uniforms available (i.e. aprons)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazardous Substances / Cross Contamination	Yes	No	n/a	Comments / Control Measures
Are there any infection risks in the work activities undertaken by the NEM (e.g. cleaning up of spilled body fluids, disposing of contaminated waste, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there risks of infection through working with raw meats?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are hazardous substances used at work known to be of risk to the unborn foetus or women of child bearing age?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes to above, are pregnant workers kept away from the work area / process that could increase exposure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working Time	Yes	No	n/a	Comments / Control Measures
Is the NEM expected to work long hours or overtime?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the NEM have some flexibility or choice over her working hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do work activities involve very early starts or late finishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the work involve night work between the hours of, for example, 11pm to 7am?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work-related stress	Yes	No	n/a	Comments / Control Measures
Are there activities which are known to be particularly stressful, for example dealing with irate customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are colleagues and supervisors supportive toward the pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the NEM aware of what to do if she feels she is being bullied, harassed or victimised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual risk assessment taken into account any concerns the woman has about her own pregnancy (i.e. medical condition)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extremes of cold or heat	Yes	No	n/a	Comments / Control Measures
Do work activities involve exposure to temperatures that are uncomfortably cold (below 16°C) or hot (above 27°C)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If protective clothing is provided against the cold is it suitable for the pregnant worker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the worker exposed to cold draughts even when the average temperature is acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there arrangements for sufficient breaks and access to hot/cold drinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Working at heights	Yes	No	n/a	Comments / Control Measures	
Do work activities involve a significant amount of climbing up and down steps or ladders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do work activities involve carrying items up or down stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If a mobile platform is used to access levels, is there enough room for a NEM to use it safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Violence / Aggression	Yes	No	n/a	Comments / Control Measures	
Is the job one which is perceived to have a high risk of violence (for example security work, single staffing in a petrol station)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there always support at hand to help any staff who may be threatened or abused by customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are managers and supervisors aware of the extra risks posed by violence to NEM?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Welfare issues	Yes	No	n/a	Comments / Control Measures	
Is there somewhere quiet for NEM to rest or lie down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are NEM provided easy access to toilets and allowed sufficient breaks, where needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a clean, private area to express breast milk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there somewhere safe for them to store expressed milk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Action Required	Responsible Person	Target Date	Date Completed	Signature	

4.13 Lone Working Checklist

Name of Employee:		Job Title:		Date:	
Name of Supervisor:			Contact Details:		

No.		Yes	No
1.	Has the employee been identified as a 'lone worker'?		
2.	Is the lone working really necessary?		
3.	Has a risk assessment been carried out?		
4.	Has a workplace assessment been carried out?		
5.	Have the assessments been communicated to them?		
6.	Has the lone worker received sufficient training to carry out their duties safely?		
7.	Is there any known medical reason that prevents the employee working alone, e.g. heart problems?		
8.	Does the supervisor keep a schedule of their work activities?		
9.	If the lone worker visits the premises of others, do they leave details of their itinerary?		
10.	Are there procedures in place for regular contact during and outside of normal working hours?		
11.	Does the lone worker contact you when they start and finish work?		
12.	Are the regular contact and start/finish times documented?		
13.	Is the equipment to be used by the lone worker fit for purpose and regularly tested?		
14.	Have they been given instruction on what to do, who to contact in the event of an emergency?		
15.	Have they got access to basic first aid facilities, i.e. first aid box?		
16.	Does the supervisor carry out ad hoc visits?		
17.	If the lone working situation could lead to acts of violence: - Is there a procedure for additional support in known problem situations? Have they been trained in conflict resolution?		
18.	If the lone worker uses a company vehicle, are they aware of what to do in the event of a breakdown or accident?		
19.	Has the lone worker access to assistance for any tasks that require more than one person, i.e. manual handling?		

Actions Required	Persons Responsible	Target Date	Completion Date

4.16 Hazard/Near Miss Reporting Log

Date/Tim	Reported By <i>(Name of person completing form)</i>	Hazard Description/ Near-miss Description <i>(What is/was the hazard/Near Miss)</i>	Location	Action Required	Action Follow up		
					Allocated to (Name)	For completion by (Date)	Work completed

4.17 First Aid Kit Checklist

Location of First Aid Kit:	
-----------------------------------	--

Medication (tablets, mixtures, creams, spray etc.) should **NOT** be kept in first aid boxes or kits, nor should they be issued by 'First Aiders' or 'Appointed Persons'. Antiseptic should be in single use sachets; tubes of antiseptic cream are not suitable.

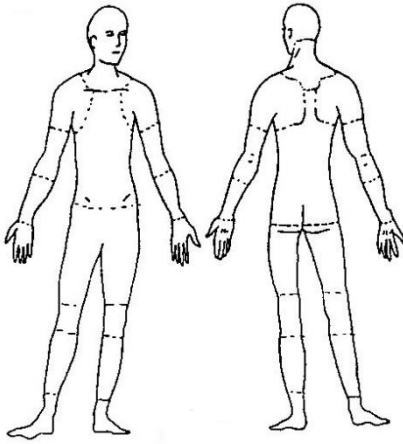
Item	Standard Contents	Replacement Contents Required Year _____											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Guidance Card	1												
Individually wrapped sterile adhesive dressings (Plasters)	20												
Safety pins	6												
Sterile eye pads, with attachment	2												
Medium sterile individually wrapped (12cm x 12cm) un-medicated dressings	6												
Large sterile individually wrapped (18cm x 18cm) un-medicated dressings	2												
Triangular bandages	4												
Non powdered disposable gloves	1												
Confirm Replacement Stock Ordered													
Initials													

4.18 Accident/Incident Investigation Report

For the benefit of this document the accident or incident will be referred to solely as *accident*.

		Accident Book Reference Number:			
Full name of injured person:				Position in Organisation:	
Employee		Visitor		Contractor	
				Other (state)	
Full address of injured person:					
Postcode:				Contact phone number:	
Male		Female		Date of Birth (dd/mm/yyyy):	
Date of accident (dd/mm/yyyy):				Time of accident (24hr clock):	
Full details of site of accident (area, address etc.):					
Full name of person completing form:				Position in Organisation:	
Full address of person completing form:					
Postcode:				Contact phone number:	
Was the accident reported to Agility UK's Advice Team?		Yes No		If yes, to whom?	
Were there any witnesses?		Yes No		If yes, please give details below	
Full name of Witness 1				Position in Organisation:	
Full address of Witness 1					
Postcode:				Contact phone number:	
Full name of Witness 2				Position in Organisation:	
Full address of Witness 2					
Postcode:				Contact phone number:	

Describe below in full all details of the accident (including events leading up to it) <i>Please attach any drawings, photographs, witness statements etc. to this document and make reference to them in this description.</i>			
Was any equipment involved in the accident?		Yes	No
If yes, please give details below:			
Were individuals involved in the accident adequately trained / competent?		Yes	No
If yes, please give details of training, competency levels, etc. below:			
Was any risk assessment undertaken for the task involving the accident?	Yes	No	<i>If yes, please attach copy of risk assessment to this document.</i>
How was it communicated to the injured party:			
Was any Personal Protective Equipment (PPE) issued for the task involving the accident? (Including clothing)	Yes	No	
<i>If yes, please give details below and was it being used appropriately?</i>	Yes	No	

Nature of injury: (Tick all that apply)		Part of body affected: (Please mark area)	
<input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head)	<input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other		
Description of Injuries:			
Was any first aid administered?	Yes	No	If yes, please give details below
Description of First Aid Treatment:			
Full name of First Aider:		Position in Organisation:	
Full address of First Aider:			
Postcode:		Contact phone number:	
Did the injured person attend hospital?	Yes	No	If yes, please give details below
Description of Treatment:			
Full name of hospital:		Name of Doctor:	
Full address of hospital:			
Postcode:		Contact phone number:	
Was the accident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995?	Yes	No	

Accident/Incident Investigation Conclusion

Causative Factors

Immediate Causes i.e. Unsafe Acts / Unsafe Conditions etc.

Underlying Causes i.e. Personal, Job and Organisational Factors etc.

Root Causes i.e. Procedural Controls, Behavioural Controls, Maintenance Regimes, Cleaning Regimes etc.

IMMEDIATE CAUSES	UNDERLYING CAUSES	ROOT CAUSES		
Are there any further areas where this natured incident may occur, if so list areas and ensure appropriate actions are detailed below:			Yes	No
Areas:				

Actions /Control Measures taken to prevent risk of re-occurrence

ACTION / CONTROL MEASURE	TARGET DATE	RESPONSIBLE PERSON	COMPLETION DATE	SIGNATURE

Accident Investigation carried out by:

Name/s	Position	Signature	Date

4.19 Contractor Evaluation

This form is to be used to assess the competence of a potential contractor. It should be completed with all the required information and returned with all the necessary documentation.

Name of Company:								
Address:								
Have you supplied a copy of your company's health and safety policy statement?					Yes		NO	
Have you supplied a copy of your company's health and safety organisation chart?					Yes		NO	
Who is ultimately responsible for health and safety within your company?								
Name:		Position:		Contact Details:				
Who is the competent person responsible for the management of health and safety within your company?								
Name:		Position:		Contact Details:				
Qualifications:								
Have you supplied copies of method statements and risk assessments for similar work?					Yes		NO	
Number of Employees in your company?								
Details of any relevant health and safety training provide to your employees over the past year. Please attach copies of certificates and competence cards if necessary.								
Name of Course:			Training Provider:			Dates:		
Does your company use sub-contractors?					Yes		No	
If so, please give details below on how you assess their competence (use a separate sheet if necessary):								
Please give details of the following insurances:								
		Expiry Date				Expiry Date		
Employer's Liability				Public Liability				
Contractors' All-risks				Professional Indemnity (if applicable)				

Details of any accidents/incidents that have occurred during the previous 3 years that have been reported by or on behalf of your organisation.				
Year	Fatalities	Major Accidents	Dangerous Occurrences	Over 7 days lost time accidents
Details of any enforcement notices that have been issued and/or prosecutions during the previous 2 years (use a separate sheet if necessary):				
Year	Notice	Details	Remedial Action	
Do you belong or subscribe to any professional/trade organisations?			Yes	No
If yes, please give details:				
Please supply names and addresses of two companies that you have carried out similar work in the last 2 years.				
Name:		Name:		
Address:		Address:		
Contact Details:		Contact Details:		
Type of work carried out:		Type of work carried out:		
Evaluation form completed by:				
Name:		Position:		
Address:				
Signature:		Date:		

Thank You for completing this evaluation form.
All information received will be treated as strictly private and confidential.

4.20 Safe System of Work/Method Statement

Name of Contractor:			
Project Title:			
Site details:			
Task/Activity:			
Start Date:		Finish Date:	
Issued to:		Position:	

Description of Work to be done: (What and Where?)			
Sequence and Method of Work			
1.			
2.			
3.			
4.			
5.			

Name of Supervisor:		Contact details:	
Members of Project Team (continue on separate sheet if necessary)			
Names:		Qualifications:	
Sub-contractors (continue on separate sheet if necessary)			
Names:		Qualifications:	

Plant and Equipment: (enclose any relevant statutory certification to comply with LOLER, PUWER etc. continue on separate sheet if necessary)
Materials: (enclose any necessary Material Safety Data Sheets and COSHH assessments, (continue on separate sheet if necessary)
Risk Assessments: (list any risk assessments relating to identified hazards from the methodology above, enclose any necessary documents, continue on separate sheet if necessary)
Additional Control measures: (Permits to Work, special training requirements etc. continue on separate sheet if necessary)
Personal Protective Equipment: (list any PPE identified in the risk assessments and control measures above, continue on separate sheet if necessary)

Security Measures: (provide details of any security measures for your plant and equipment, where necessary liaise with project manager)
Waste Control Measures: (provide details of any procedures for management of pollution, environmental waste etc., where necessary liaise with project manager)

Emergency Arrangements: (where necessary liaise with project manager)	
Nearest Hospital: (location and contact details)	
First Aider: (name and contact details)	
Emergency Evacuation Procedures:	
Temporary Arrangements - list any arrangements that are taken during the works to ensure the health and safety of others, including:	
Site of works:	
Barrier/Warning Signs:	
Traffic Routes:	
Temporary Services:	
Fire Arrangements:	

4.21 Portable Appliance Test Record

Site:		Date:		Report No.:	
-------	--	-------	--	-------------	--

Asset Number	Appliance Description	Appliance Location	Class	Visual Inspection	Test		Function Check	Date of Next Test	Pass or Fail	Comments
					Earth	Insulation				
					Ohms	M ohms				

4.22 Ladder Log and Inspection Record

Ladder ID	Class (Domestic / Industrial)	Date of Ladder Inspection											
		Ladders in a suitable condition / fit for use (Y / N)											
Signature of person inspecting:													

Ladders not in a suitable condition / fit for use must be removed from service.

Date	Ladder ID	Defects Found	Action Required	Target Date	Date Completed	Signature on Completion

4.23 Ladder Checklist

Ladder ID:	Date of Ladder Inspection											
Is the ladder in good general condition (free from damage)?												
Are all rungs and steps correctly in place and not loose?												
Are all required nails, screws, bolts, tie rods and rivets present and firmly fixed?												
If the ladder has a non-slip base, is it undamaged?												
Are the ladder feet in good condition? If a metal ladder, are slip-resistant covers fitted?												
Is the ladder straight and stable when stood on level ground (no distortion)?												
Are hinges all in good condition (not bent or loose) and do the steps lock firmly into position?												
Are handrails and, where applicable, top rails present and in good condition?												
Signature of person inspecting:												

Ladders not in a suitable condition / fit for use must be removed from service

4.24 Work at Height Checklist

Site:		Area:		Date:	
Competent Person completing form:					
Employee(s):					
Equipment Used: (mobile elevated work platforms, ladders, mobile-towers etc.)					
Description of work:					
Description of Safety Equipment:					

Preliminary Checks	Yes	No
Does the work have to be carried out at height?		
Have method statements been completed?		
Have risk assessments been completed?		
Have emergency plans been prepared?		
Are first aid facilities in place?		
Have the above documents been communicated to the relevant persons?		
Have all involved persons been trained and are competent?		
Has a survey been carried out on the work area for any hazards?		


Control Measures		
Are the following control measures in place:		
Material Guards?		
Access Ladders?		
Fixed Handrails?		
Work Platforms?		
Are fragile roofs/materials guarded?		

During Work at Height	Yes	No
Is a competent person nominated to be present who can decide if work needs to be suspended if there is a change in weather, traffic, work description etc.?		
Is the correct safety equipment supplied and being used for the job?		
Is the access equipment being tested at the required statutory time periods and documented?		
Are workers complying with the previously mentioned method statements and risk assessments?		
Is the immediate and surrounding work area being kept clear of obstructions?		
Summary		
Are you satisfied that the control measures in place are adequate to prevent any fall from height?		
Comments:		

4.25 Asbestos Warning Label











4.27 COSHH Inventory Register

COSHH Inventory Register	
---------------------------------	---

No.	Product Name	Supplier	Current SDS (Date)	Hazards	Comments / Assessment Required YES / NO	Assessment Reference Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

4.28 COSHH Assessment Form

Risk Assessment Reference Number:		Date of Assessment:	
Assessor/s:		Name of Substance:	
Date of Safety Data Sheet (SDS):		Manufacturer:	
Use (details of the way it is used):			
Frequency of Exposure:		Duration of Exposure:	
Workplace Exposure Limit (WEL):	<input type="checkbox"/> Not Assigned	mg.m⁻³	ppm
Hazard Warning Symbols associated with substance (circle):			
			
			
Explosive	Corrosive	Flammable	Irritant
			Harmful
			Oxidising
			Toxic
			Harmful to Environment

Worst Case Outcome				
10	8	5	3	1
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury

Likelihood				
10	8	5	2	1
Certain	Very likely	likely	Unlikely	Remote

Risk Rating Outcome X Likelihood		
High	Medium	Low
50-100	20-49	1-19

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Is further action required Yes/No

COSHH Assessment Form Cont.








Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Is further action required Yes/No

Further Control Measures						Further Control Measures Follow up		
						Allocated to (Name)	Target date	Date completed
Review date/s:								
Reviewed By:								

4.29 Fire Contact Details

FIRE ACTION NOTICE	Site Personnel with Fire Safety Responsibility	FIRST AID																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Responsible Person:</td><td></td></tr> <tr><td>Fire Safety Manager:</td><td></td></tr> <tr><td>Deputy:</td><td></td></tr> <tr><td>Fire Wardens/ Marshals:</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	Responsible Person:		Fire Safety Manager:		Deputy:		Fire Wardens/ Marshals:						<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Name(s) / Location of nearest First Aider(s) or Emergency First Aider(s) </div> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>						
Responsible Person:																				
Fire Safety Manager:																				
Deputy:																				
Fire Wardens/ Marshals:																				
	Emergency Contacts: Dial 999 for Ambulance, Fire or Police	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Name(s) / Location of nearest Appointed Person(s) </div> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>																		
	Be ready to provide the following information: * Location of the emergency * Nature of the incident * Your name and site address	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Location of First Aid Kit(s) </div> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>																		
	Site Address: LNSC, Newport, Shropshire, TF10 9NB	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Location of First Aid Treatment/ Accident Records </div> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>																		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Emergency Service</th> <th>Telephone</th> </tr> </thead> <tbody> <tr><td>Hospital:</td><td></td></tr> <tr><td>Doctor:</td><td></td></tr> <tr><td>Ambulance (non-emergency):</td><td></td></tr> <tr><td>Local Police (non-emergency):</td><td></td></tr> <tr><td>Fire Brigade (non-emergency):</td><td></td></tr> <tr><td>HSE Incident Centre:</td><td style="text-align: center;">0845 300 9923</td></tr> <tr><td>Gas Service:</td><td></td></tr> <tr><td>Electricity Service:</td><td></td></tr> </tbody> </table>	Emergency Service	Telephone	Hospital:		Doctor:		Ambulance (non-emergency):		Local Police (non-emergency):		Fire Brigade (non-emergency):		HSE Incident Centre:	0845 300 9923	Gas Service:		Electricity Service:		
Emergency Service	Telephone																			
Hospital:																				
Doctor:																				
Ambulance (non-emergency):																				
Local Police (non-emergency):																				
Fire Brigade (non-emergency):																				
HSE Incident Centre:	0845 300 9923																			
Gas Service:																				
Electricity Service:																				
Do not run Do not return into the building for any reason unless authorised to do so		02-001 © - Agility UK																		

4.30 Emergency Contact Details (with passenger lifts)

FIRE ACTION NOTICE	Site Personnel with Fire Safety Responsibility		FIRST AID																		
	Raise or sound the alarm	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Responsible Person:</td><td></td></tr> <tr><td>Fire Safety Manager:</td><td></td></tr> <tr><td>Deputy:</td><td></td></tr> <tr><td>Fire Wardens / Marshals:</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>		Responsible Person:		Fire Safety Manager:		Deputy:		Fire Wardens / Marshals:											
Responsible Person:																					
Fire Safety Manager:																					
Deputy:																					
Fire Wardens / Marshals:																					
	Alert the Fire Brigade Dial: 999	<p>Emergency Contacts: Dial 999</p> <p>for Ambulance, Fire or Police</p> <p>Be ready to provide the following information:</p> <ul style="list-style-type: none"> * Location of the emergency * Nature of the incident * Your name and site address 																			
	Only attack the fire if it is safe and you have been trained to do so	<p>Site Address:</p> <p>LN5C, Newport, Shropshire, TF10 8LP</p>																			
	Leave by the nearest fire exit	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Emergency Service</th> <th style="width: 50%;">Telephone</th> </tr> </thead> <tbody> <tr><td>Hospital:</td><td></td></tr> <tr><td>Doctor:</td><td></td></tr> <tr><td>Ambulance (non-emergency):</td><td></td></tr> <tr><td>Local Police (non-emergency):</td><td></td></tr> <tr><td>Fire Brigade (non-emergency):</td><td></td></tr> <tr><td>HSE Incident Centre:</td><td style="text-align: center;">0845 300 9923</td></tr> <tr><td>Gas Service:</td><td></td></tr> <tr><td>Electricity Service:</td><td></td></tr> </tbody> </table>		Emergency Service	Telephone	Hospital:		Doctor:		Ambulance (non-emergency):		Local Police (non-emergency):		Fire Brigade (non-emergency):		HSE Incident Centre:	0845 300 9923	Gas Service:		Electricity Service:	
Emergency Service	Telephone																				
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Gas Service:																					
Electricity Service:																					
	Go to the assembly point	<p style="text-align: center;">Name(s) / Location of nearest First Aider(s) or Emergency First Aider(s)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>																			
	Do NOT use lifts	<p style="text-align: center;">Name(s) / Location of nearest Appointed Person(s)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>																			
<p>Do not run</p> <p>Do not return into the building for any reason unless authorised to do so</p>	<p style="text-align: center;">Location of First Aid Kit(s)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>																				
		<p style="text-align: center;">Location of First Aid Treatment/ Accident Records</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>																			
		02-002 © - Agility UK																			

4.31 Fire and Emergency Evacuation Record

Use this form to record Emergency Evacuation tests or drills. As a minimum, they should be held at six monthly intervals.

Evacuation Details						Chief Fire Marshal / Warden Name(s):		
Date of the drill:		Time of the drill:		Evacuation time:			Yes	No
Organiser:						Roll call conducted at assembly point		
Premises or areas involved:				Yes	No	All accounted for:		
1	Was the alarm sounded promptly?						Employees:	
2	Could the alarm be heard throughout the premises?						Contractors:	
3	Did the person chosen at random to sound the alarm understand the routine?						Visitors:	
4	Did all staff understand the routine and act effectively?						State action necessary:	
5	Is there a need for further staff training or instruction?							
6	Was a random activation point chosen?							
7	Were there any other particular problems in the evacuation?						Number of Employees involved	
8	Record further details overleaf and summarise proposed actions in the next column.						Dept. / Shift	No. of Employees
9	Were all employees and visitors accounted for?							
10	Was this evacuation the result of a false alarm?							
11	Were there any blocked escape routes?							
12	Were all windows and doors closed?							
13	Was all machinery switched off?							

Person compiling record:			
Signature:		Date:	

Identified Actions/Concerns	Person Responsible	Target Date	Completion Date

4.32 Personal Emergency Evacuation Plan

Name:

Role:

Location/s (please state whether the individual is based in the building most of the time)

Awareness of Emergency Egress Procedures

1. Does the individual need assistance to emergency evacuation procedures that operate in the gym?

YES

NO

2. Does the individual require the emergency evacuation procedures to be presented in an accessible format e.g. written, supported by ISL or makaton, braille, large print etc.

YES

NO

3. Are the signs which mark the emergency exits and the routes to the exits clear enough?

Yes

No

Emergency Alarms

4. Can the individual hear the fire alarm(s)?

Yes

No

Don't know

5. Could they raise the alarm if you discovered a fire?

Yes

No

Don't know

Assistance

6. Do they need assistance to get out of your place of work in an emergency?

Yes

No

Don't know

7. Is anyone designated to assist them to get out in an emergency?

Yes

No

Don't know

IF YES, give name(s) and location(s) and respond to a - c

a) Has the arrangement with your assistant(s) formal (that is, is the arrangement written into their job description)

Yes No Don't know

b) Are you always in easy contact with those designated to help you?

Yes No Don't know

c) In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you work and tell them where you are located?

Yes No Don't know

Getting Out

8. Can they move quickly in the event of a fire?

Yes No Don't know

9. Do they have to use stairs and if yes, do they find stairs difficult to use?

Yes No NA

10. Are they a wheelchair user?

Yes No Don't know

Designated Assistant:

Assistance Methods/Techniques:

Equipment Provided:

Emergency Evacuation Procedure(s): (a step-by-step guide, from alarm to safety, of the evacuation procedures from different floors and buildings)

Evacuation Route(s): (preferably with diagrams)

The matrix below will assist you to put in place the most appropriate plan for the named person above:

	TYPE OF ESCAPE	ELECTRIC WHEEL CHAIR USER	WHEEL CHAIR USER	MOBILITY IMPAIRED PERSON	ASTHMA & OTHER BREATHING/ HEALTH ISSUES	VISUALLY IMPAIRED	HEARING IMPAIRED PERSON	DYSLEXIC/ ORIENTATION DISORDER	LEARNING DIFFICULTY/ AUTISM	MENTAL HEALTH PROBLEMS	DEXTERITY PROBLEMS
1	Meet assistance at refuge										
2	Meet assistance at work-station										
3	Make own way down stairs slowly										
4	Move down stairs on bottom after main flow										
5	Use evacuation chair or similar										
6	Carry down (2 people)										
7	Carry down (3 people)										
8	Carry down (4 people)										
9	Travel down in own chair with support										
10	Cannot transfer readily										
11	Can get downstairs using handrails										

	TYPE OF ESCAPE	ELECTRIC WHEEL CHAIR USER	WHEEL CHAIR USER	MOBILITY IMPAIRED PERSON	ASTHMA & OTHER BREATHING/ HEALTH ISSUES	VISUALLY IMPAIRED	HEARING IMPAIRED PERSON	DYSLEXIC/ ORIENTATION DISORDER	LEARNING DIFFICULTY/ AUTISM	MENTAL HEALTH PROBLEMS	DEXTERITY PROBLEMS
12	Needs assistance to walk down stairs (1 person)										
13	Needs assistance to walk down stairs (2 people)										
14	Need orientation information										
15	Needs tactile map of building										
16	Need colour contrasting on stairways										
17	Needs step edge markings										
18	Needs showing escape routes										
19	Needs assistance for person and dog										
20	Needs doors opening										
21	Large print information										
22	Identification of escape route by reception/security										
23	Provisions of flashing beacons										
24	Buddy system										

	TYPE OF ESCAPE	ELECTRIC WHEEL CHAIR USER	WHEEL CHAIR USER	MOBILITY IMPAIRED PERSON	ASTHMA & OTHER BREATHING/ HEALTH ISSUES	VISUALLY IMPAIRED	HEARING IMPAIRED PERSON	DYSLEXIC/ ORIENTATION DISORDER	LEARNING DIFFICULTY/ AUTISM	MENTAL HEALTH PROBLEMS	DEXTERITY PROBLEMS
25	Provision of vibrating pagers										
26	Provision of alternative alarm										
27	Additional checks by fire wardens										
28	Horizontal evacuation										
29	Need for taped information										

4.34 Premises Fire Risk Assessment

Club Name	
Address	
Phone	
Type of Premises	
Assessor/s Names/s	
Date of Assessment	

1.	Brief Description of the Premises (Include <i>details such as: Age of building, type of building, use of building. Description of areas of premises, floors etc. and any special risky areas. Size of premises, floor area if known.</i>)

2.	Fire Warning Systems within the Premises
<i>Fire Warning System:</i>	
<i>Emergency Lighting:</i>	
<i>Other: (e.g. sprinklers)</i>	

3. Identified Hazards			
General	Source of ignition	Source of fuel	Source of oxygen
Fire	Electrical	Internal furnishings	Natural ventilation
Smoke	Arson	Waste	
Blocked Fire Exits	Smoking materials		

4. People at Risk	
Approximate maximum number of people:	
Approximate number of employees at any one time:	
Approximate maximum number of members of public:	
Approximate maximum number of people within sleeping accommodation: (including staff and others)	
Number of people with disabilities or difficulty leaving the premises:	

5. Responsible Person for Premises	
Name:	

6. Responsible Staff/ Fire Wardens (include name, job title and location)	
1.	
2.	
3.	

7. Fire Fighting Equipment Maintenance Company Details:	
Contact Name:	
Address:	
Tel/Fax:	

8. Fire Alarm Maintenance Company Details:	
Contact Name:	
Address:	
Tel/Fax:	

9. Emergency Lighting Maintenance Company Details:	
Contact Name:	
Address:	
Tel/Fax:	

10.	Premises Risk Level (indicate risk level when risk assessment is completed – refer to guidance notes)
<p>Based on the details observed and contained within this report the premises is considered to have the following risk rating –</p> <p style="text-align: center;"><i>Low / Medium / High</i></p> <p>Note: If at a future date staff or residents with disabilities reside in, or use, the premises the Fire Risk Assessment will need to be reviewed</p>	

11.	Risk Assessment Completed By:	
Name		
Date of Fire Risk Assessment		
Date of last Fire Risk Assessments		
Suggested Date for Review		

Fire Risk Assessment Checklist

1. Fire Hazards and Prevention		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
1.1	Is the workplace clean and tidy with combustible waste materials and rubbish routinely placed within designated containers?				
1.2	Are waste and refuse collected regularly and placed in safe and secure receptacles outside and away from the premises?				
1.3	Is the premises designated as smoke-free in accordance with The Smoke-free (Premises and Enforcement) Regulations 2006?				
1.4	Is 'No Smoking' signage provided in accordance with the Smoke Free (Signs) Regulations 2012?				
1.5	Do outdoor smoking areas have suitable facilities for the disposal of smoking materials, which are emptied regularly?				
1.6	Have appropriate measures been taken to reduce the risk of arson during occupied hours?				
1.7	Does all upholstered furniture appear to be in good condition and compliant with current safety requirements?				
1.8	Are curtains/ drapes in good condition, fire retardant and kept away from potential ignition sources?				
1.9	Are there proper systems and procedures in place to control work on new buildings and/ or alterations, repairs and decoration of the premises, to an extent that no fire hazards are introduced?				
1.10	If permit to work systems are in place for 'Hot Work', are they being operated correctly?				
1.11	Does the building fixed electrical installation appear to be in good order?				
1.12	If the latest inspection shows work is necessary to make systems and equipment safe has this been carried out?				
1.13	Is flexible electrical cable used safely (e.g. use kept to a minimum and only short lengths of uncoiled cable used)?				
1.14	Are electrical sockets used correctly and not apparently overloaded?				

1. Fire Hazards and Prevention (Continued)		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
1.15	Do all portable/ transportable electrical appliances appear to be in good condition?				
1.16	Is electrical equipment (e.g. light bulbs/ fittings and any electrical heating appliances) kept well away from combustible materials?				
1.17	Prior to leaving the premises, are all rooms and areas inspected to check for fire risks and that appropriate electrical appliances have been switched off?				
1.18	Do all heating appliances appear safe (e.g. securely fixed in position, suitably guarded, and with an adequate clear space free of storage of any kind)?				
1.19	Do all cooking appliances appear safe e.g. securely fixed in position, properly maintained and used only for their originally intended purpose?				
1.20	Are relevant arrangements for liquid/ gaseous fuel supplies for heating and cooking equipment adequate (e.g. easily accessible with well-marked shut-off valves)?				
1.21	Are employees working in high risk areas (e.g. areas where 'hot' processes or flammable or combustible liquids/ gases are used) aware of the risks and the safety procedures to adopt?				
1.22	Where there is a process, operations, storage or transportation of a substance that produces potentially explosive/ flammable atmospheres, is an assessment under the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) available?				
1.23	Do the premises appear free of horizontal or vertical unprotected openings that will allow the spread of fire (integrity of fire separation and compartmentation)?				

2. People at Risk		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
2.1	Do the fire safety arrangements take into account the needs of all those persons, including contractors, who work or visit the premises?				
2.2	Do the fire safety arrangements take into account the needs of all those persons who may elsewhere in the building or in the vicinity of the premises?				
2.3	Do the fire safety arrangements take into account the needs of all those person especially those at risk, in particular:				
2.3.1	Disabled persons?				
2.3.2	Lone Workers?				
2.3.3	Young Workers?				
2.3.4	Pregnant Workers?				
2.3.5	Persons working in high risk areas including those storing or using dangerous substances?				

3. Fire Detection and Alarm Systems		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
3.1	Is there suitable means for raising the fire alarm warning?				
3.2	Is the system audible throughout the premises?				
3.3	Can the alarm be raised without putting anyone in danger?				
3.4	Is there an automatic fire detection and warning system fitted, where necessary?				

3. Fire Detection and Alarm Systems (Continued)		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
3.6	Are all alarm call points unobstructed and clearly visible, including provision of suitable signage where required?				
3.7	Are detectors of the correct type provided where necessary for life safety purposes and linked to the premises alarm system?				
3.8	Are detectors unobstructed?				
3.9	Are sufficient sounders provided to give warning in accordance with current guidance?				
3.10	Is there only one sound for the fire alarm system that can not be confused with any other alarm (i.e. security alarm)?				
3.11	Are all sounders unobstructed?				
3.12	Is the alarm panel conveniently located for Fire Service access in the event of an emergency?				
3.13	If the alarm system is divided into zones, is there a corresponding plan adjacent to the alarm panel?				
3.14	Is the alarm linked with adjacent premises (where necessary)?				
3.15	Are persons within the premises familiar with the basic operation of the alarm panel?				
3.16	Is the system linked to the fire service by a monitoring system where necessary?				

4. Fire-Fighting		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
4.1	Is there an adequate provision of portable fire extinguishers, which are suitable types for the fire risks where they are positioned?				
4.2	Are all portable fire extinguishers and fire blankets suitably located and available for immediate use (not obstructed or hidden)?				
4.3	Are fire extinguishers that are not at clearly visible locations indicated by supplementary signage?				
4.4	Are all fire extinguishers suitably wall-mounted (or on a suitable stand) and with identity signs displayed?				
4.5	When a dry or wet rising main is installed in the building, are the outlet valves strapped and secured in the closed position or located within a secure cabinet accessible with a Fire Service compatible lock?				
4.6	Are sprinkler heads/ pipes clear of any coverings, attachments or obstructions within 0.5 meters below the deflector plate or 1 meter in high risk areas?				

5. Escape Facilities (exit doors, exit routes, signage and lighting)		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
5.1	Are travel distances considered to be acceptable?				
5.2	Are all escape routes and fire exits free from obstruction?				
5.3	Are floor and stairway surfaces in adequate condition and free from any tripping and slipping hazards (including any external stairs and paths)?				
5.4	Are all 'Protected Routes' free from combustibles and other fire related hazards?				
5.5	Do all fire resistant constructions within protected routes appear in good condition (e.g. with any openings for pipes, cable ducts, etc. being properly protected by the provision of fire resisting materials or fire dampers)?				
5.6	Are fire exits sufficient (i.e. a sufficient number of sufficient width) to enable the people present in any and all areas to evacuate safely?				

5. Escape Facilities (exit doors, exit routes, signage and lighting)		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
5.7	Are there areas covered by entertainment or drinks licences? If 'yes', list the areas and licensed uses and state the maximum number of people allowed taking into account permitted density and available escape provisions. <i>(Note: If a licence is in place the Licensing Authority must be informed before any alterations take place)</i>				
5.8	Do all doors on escape routes open in the direction of travel where necessary?				
5.9	Are fire-resisting doors in good condition, e.g. smoke seals, intumescent strips, etc.?				
5.10	Are fire-resisting doors where required to be self-closing, fitted with fully operating self-closing devices with the doors closing fully onto rebates?				
5.11	Are all final exits and intermediate doors easily operable from the inside without the use of a key?				
5.12	Do all final exits lead to a place of safety?				
5.13	Are appropriate notices and signs for fire resisting doors provided (e.g. 'Fire Door - Keep Shut' or 'Fire door - Keep Locked')?				
5.14	Are appropriate 'pictogram' exit notices provided on all fire exit doors and routes where required?				
5.15	Do all 'Panic Bar' fire exit doors have suitably positioned 'Push Bar to Open' signs, where required?				
5.16	Are all securing devices, other than normal door handles, on doors forming part of an escape route suitably signed as to the method of release?				
5.17	Are all escape routes provided with adequate artificial lighting at all relevant times of the day and night?				
5.18	Is adequate emergency lighting provided for both the internal and external escape routes and does it appear fully serviceable?				
5.19	Are suitable arrangements in place for evacuating people with disabilities or special needs?				
5. Escape Facilities (exit doors, exit routes, signage and lighting)		Tick as necessary			Comments/ Recommendations

		Yes	No	N/A	
5.20	Are Personal Emergency Evacuation Plans (PEEPs) or a range of standard PEEPs for persons having 'Special Needs', i.e. sensory or mobility impaired employees or visitors (including the general public) available in the event of serious or imminent danger from fire?				
5.22	Do external fire escape routes, i.e. pre-fabricated metal stairways, receive a regular visual check for hazards, lighting, fire exit signs and an inspection of structural integrity by a 'Competent Person' on a three-yearly basis?				
5.23	Are the premises or site free from any other hazards that would have an adverse effect upon means of escape in the event of fire?				

6. Fire Emergency Plan		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
6.1	Are there clearly defined written fire action and emergency evacuation procedures, including provision for roll calls?				
6.2	Are all employees/ others fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?				
6.3	Are suitable 'Fire Action' notices prominently displayed around the premises and filled in correctly?				
6.4	Have appropriate persons been instructed to summon the fire brigade?				
6.5	Are there sufficient fire wardens available to provide for all working hours (including lunch and tea breaks) taking into account holidays and sick leave?				
6.6	Have appropriate arrangements been made for dealing with those who are not normally on the premises (e.g. visitors and contractors)?				
6.7	Are fire evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking?				
6.8	If necessary, are there alternative evacuation areas available in the event that the nominated ones are not available?				

7. Instruction and Training		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
7.1	Have all relevant persons been informed of the 'Significant Findings' of the fire risk assessment?				
7.2	Is there a suitable organisation fire policy in place?				
7.3	Have all staff been informed of the organisations fire policy?				
7.4	Have all staff been trained in procedures to follow in case of fire?				
7.5	Have all staff been trained in basic Fire Awareness and Fire Prevention?				
7.6	Have relevant staff been trained in Fire Extinguishers – Selection and Safe Use?				
7.7	Have relevant staff been trained as Fire Warden/ Marshal?				
7.8	Have relevant managers been trained in Fire Risk Assessment?				
7.9	Have relevant managers been trained in Fire Safety Management?				
7.10	Have all those having a responsibility under the Fire Emergency plan been trained in their role?				
7.11	Are written records available detailing the scope of training, who has been trained and by whom?				
7.12	Are the fire training and adequacy of the fire emergency plan tested by regular evacuation drills?				

8. Maintenance and testing (Is there evidence of regular checks and maintenance for the following in accordance with accepted standards?)							
		N/A	Yes	No	Last Recorded In-house check	Last Recorded Service check	Comments/ Recommendations
8.1	Fire detection and alarm systems?						
8.2	Are records maintained relating to false alarm occurrences?						
8.3	Are false alarms investigated to avoid re-occurrence?						
8.4	Are numbers of false alarms currently within generally acceptable limits?						
8.5	Emergency lighting systems?						
8.6	Fire extinguishers?						
8.7	Escape Routes (internal and external)?						
8.8	Fire Doors and Fire Exits?						
8.9	Hose reels?						
8.10	Automatic closing doors, shutters, fire dampers etc.?						
8.11	Automatic sprinkler systems?						
8.12	Other fixed suppression systems installed?						
8.13	Smoke and smoke/ heat control systems?						
8.14	Emergency generators forming part of an escape lighting system?						

8. Maintenance and testing (Is there evidence of regular checks and maintenance for the following in accordance with accepted standards?)							
		N/A	Yes	No	Last Recorded In-house check	Last Recorded Service check	Comments/ Recommendations
8.15	Evacuation and fire-fighting lifts?						
8.16	Wet and dry rising fire mains?						
8.17	Kitchen extractor systems?						
8.18	Gas Supply and associated equipment?						
8.19	Electrical installation?						
8.20	Portable electrical equipment?						

9. Asset Protection (Business, Property and Environmental)				Tick as necessary			Comments/ Recommendations
				Yes	No	N/A	
9.1	Are there suitable arrangements for detecting fire outside of normal working hours?						
9.2	Are automatic fire fighting arrangements considered suitable and sufficient in the circumstances?						
9.3	Do all fire/ smoke barriers appear in good condition (e.g. with any openings for pipes, ducts etc. properly protected by provision of fire-resisting materials or fire dampers)?						
9.4	If the premises are not staffed 24/7 are arrangements in place to connect to automatic fire alarms to a receiver station?						
9.5	Have appropriate measures been taken to reduce the risk of arson when the premises are not occupied? (PIR floodlights, CCTV, secure fencing, waste clearance, etc.)?						
9.6	Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for fire-fighting?						

9. Asset Protection (Business, Property and Environmental)		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
9.7	Are all fire hydrants in the vicinity clearly indicated and accessible?				
9.8	Is the fire brigade familiar with any significant risks associated with the premises and is an emergency services information pack maintained available?				
9.9	Are important documents kept in fire proof cabinets?				
9.10	Are important computer records backed up and kept off site or in a remote fire separated location?				

10. Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)		Tick as necessary			Comments/ Recommendations
		Yes	No	N/A	
10.1	Where there is a process, operations, storage or transportation of a substance that produces potentially explosive/ flammable atmospheres, has a DSEAR risk assessment been undertaken?				
10.2	Does the assessment seem to be suitable and sufficient and have all actions been addressed?				
10.3	Are there relevant warning signs on display?				
10.4	Have zones been set up where appropriate?				
10.5	Is there adequate control over flammable substances and explosive materials been put into place?				
10.6	Are only limited amounts of substances stored in the work areas?				
10.7	Have appropriate equipment and protective systems been provided where explosive atmospheres may be present?				
10.8	Have appropriate emergency procedures been put into place?				
10.9	Are pipes and containers that contain dangerous substances been appropriately marked?				

Fire Risk Assessment Form – (List of Fire Safety Deficiencies to be rectified)

Deficiency / Rectification	Action By	Date to be Rectified	Date Rectified

4.35 Staff Health & Safety Induction Handbook

This Staff Health & Safety Induction Handbook has been produced to provide staff with key Health and Safety information. It has been developed to ensure that all staff are aware of key information to assist them to conduct their own activities in a safe manner, it also includes information about your duties as an employee in respect to health and safety legislative requirements and will help you to understand Health and Safety issues which affect you and others at work.

It contains the following:

- Health & Safety Policy Statement
- Health & Safety Management Structure
- Responsibility Matrix
- Employees Legal Responsibilities and Safety Rules
- Staff Health and Safety Arrangements
- Health and Safety Induction Check Sheet

To ensure that we provide a safe and healthy place of work we have developed a Health and Safety Management System. This system contains a Health and Safety Policy Statement that demonstrates our commitment in providing a safe and healthy place of work for its employees, and ensuring that others (e.g. visitors, contractors or members of the public) are not at risk through our acts and omissions.

We also have a legal duty to ensure that all staff are:

Aware of and understand the organisations Health and Safety Policy.

Aware of and understand their legal responsibilities under Health & Safety Legislation.

Aware of and understand the organisations health and safety rules.

Provided with Safe Systems of Work.

Provided with a safe and healthy working environment.

Provided with suitable information, instruction, training and supervision.

Made aware of the significant risks associated with your work activities and how they may affect others.

We also provide health and safety information to our staff which is either displayed in a prominent location within our premises or made available to individuals relevant to their tasks, this includes:

- The Health and Safety Law Poster.
- Current Employer's Liability Insurance Certificate (or electronic version)
- Health and safety literature and information leaflets.
- Significant findings from risk assessments.
- Information relating to Safe Systems of Work.

Health and Safety Policy Statement

[Insert name of organisation] is committed to ensuring the health, safety and welfare of its employees, and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. Our Personnel are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the acts and omissions of our organisations undertakings.

[Insert name of organisation] understands our duty to identify the significant hazards that may be created by our undertakings and to risk assess these accordingly to ensure that suitable and effective controls are implemented to minimise risk to a suitable level as far as is reasonably practicable.

We also acknowledge our duty, so far as is reasonably practicable:

- To provide a safe working environment for our workforce, fulfil our statutory commitments and actively manage and supervise health and safety at work;
- To identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place.
- Ensure regular consultation with our employees on matters which affect their health and Safety.
- To ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained.
- To provide suitable storage and ensure safe handling of Hazardous substances.
- To ensure that all workers are competent to undertake their daily work activities by providing all relevant information and training, consideration will also be given to any employees who do not have English as a first language.
- To prevent accidents and cases of work related ill health by ensuring a robust reporting and investigation system is in place.
- To liaise and communicate effectively regarding health and safety matters when working on other persons premises.
- To ensure that there is an effective system of induction, training, communication and supervision to other persons visiting or working on our premises.
- To have access to competent advice, this will be provided by Agility UK (Training and Consultancy) Ltd. Who will assists us in the continuous improvement in our health and safety performance and management through regular review and revision of this policy; and to provide suitable resources required to make this policy and our Health and Safety arrangements effective.

To ensure that the above are met we have developed a ‘Health and Safety Management Structure’ identifying key personnel responsible for managing health and safety within the organisation and ‘Safety Arrangements’ to assist the implementation.

Signature:		Date:	
Name:		Position:	

The policy is reviewed on a periodic basis.

Health and Safety Management Structure

Introduction

To ensure that the Health and Safety Management System is implemented and integrated into the organisation's activities the overall responsibility has been allocated to the [Insert role].

However to ensure that the system is effectively maintained key responsible personnel have been assigned to manage health and safety topics as identified within the proceeding Responsibility Matrix.

The Health and Safety Management Structure below shows the key roles with responsibilities to assist the organisation to effectively manage health and safety throughout the organisations activities. [Insert diagram to represent roles in organisation with H & S responsibilities].

Responsibility Matrix

The Responsibility Matrix below identifies the significant health and safety topics/ issues that are pertinent to this organisation and to who has been assigned to manage those areas.

	[Insert role]	[Insert role]	[Insert role]	[Insert role]	[Insert role]	[Insert role]
General Health & Safety Management						
MANAGING HEALTH AND SAFETY AT WORK	•			•		
RISK ASSESSMENT			•	•	•	•
SAFE SYSTEMS OF WORK			•	•	•	
CONTROL OF CONTRACTORS		•		•	•	•
ACTION ON ENFORCEMENT AUTHORITY REPORTS				•		
Accident Control						
ACCIDENT, INCIDENT AND ILL HEALTH REPORTING				•	•	•
ACCIDENT INVESTIGATION				•	•	
FIRST AID			•		•	
NEAR MISS/ HAZARD REPORTING			•	•	•	
Work Equipment						
ACCESS EQUIPMENT					•	
DISPLAY SCREEN EQUIPMENT (DSE)				•	•	
HAND TOOLS					•	

	[Insert role]	[Insert role]	[Insert role]	[Insert role]	[Insert role]	[Insert role]
OFFICE EQUIPMENT			•		•	
Work Activites						
HOME WORKING			•		•	•
LONE WORKING			•	•	•	•
SPECIAL EVENTS		•	•	•	•	
USE AND STORAGE OF HAZARDOUS SUBSTANCES				•		
WORK AT HEIGHT					•	
WORK WITH CHILDREN			•	•	•	•
WORKING TIME, NIGHT WORK AND SHIFT WORKING			•	•	•	•
WRULD (WORK RELATED UPPER LIMB DISORDERS)				•	•	
Work Place Transport/ Occupational Road Safety SAFETY						
OCCUPATIONAL ROAD SAFETY		•			•	•
Personnel						
AGGRESSION AND VIOLENCE					•	•
DISABILITY DISCRIMINATION COMPLIANCE				•	•	•
AGENCY AND TEMPORARY STAFF					•	•
CHILDREN AND YOUNG PERSONS			•	•	•	•
HEALTH AND SAFETY INFORMATION FOR EMPLOYEES			•	•	•	•
HEALTH AND SAFETY OF VISITORS			•	•	•	
HEALTH AND SAFETY TRAINING			•	•	•	•
MANUAL HANDLING			•	•	•	•
NEW AND EXPECTANT MOTHERS					•	•
OCCUPATIONAL HEALTH / HEALTH SURVEILLANCE				•	•	•
PERSONAL PROTECTIVE EQUIPMENT					•	
STRESS IN THE WORKPLACE				•	•	•

	[Insert role]	[Insert role]	[Insert role]	[Insert role]	[Insert role]	[Insert role]
SUBSTANCE AND ALCOHOL ABUSE			•		•	•
WELFARE AND THE WORKING ENVIRONMENT				•		•
WORKPLACE HEALTH AND SAFETY CONSULTATION				•	•	
Premises						
ASBESTOS AT WORK				•		
CLEANING				•	•	
CONTROL OF HAZARDOUS AND NON-HAZARDOUS WASTE				•	•	
ELECTRICAL SAFETY				•		
FIRE SAFETY – ARRANGEMENTS AND PROCEDURES			•	•		
GYM EQUIPMENT			•			
SLIPS, TRIPS AND FALLS			•	•	•	•
STAFF AMENITIES AND REST ROOMS						•

Where joint responsibility has been identified within the matrix, it is each person's responsibility to ensure that they are effectively managing this topic/ issue within their area/ workplace of control.

Monitoring

To ensure that we are operating an effective health and safety management system key responsible personnel conduct and document 'Safety Monitoring Checklists' periodically to ensure that they are fulfilling their responsibilities and an annual review is conducted which is overseen by the responsible person.

Managements Responsibilities

Our Health and Safety Management System identifies those persons who have been designated with key responsibilities towards implementing managing and maintaining the health and safety arrangements within the organisation.

The responsibilities of key personnel are monitored to ensure that they are fulfilling their responsibilities with the review of their health and safety monitoring checklists and the completion of the annual review completed by the senior management team of which are located within the safety records section.

Employee Legal Responsibilities

As an employee you have a legal duty to take reasonable care of yourself and other persons who may be affected by your acts or omissions

- You must co-operate with management on all aspects of health and safety
- You must not intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare. This includes alteration, removal or deliberate disablement of guards and other safety devices and unauthorised alteration or repair of equipment.
- You must co-operate with and follow all emergency arrangements.
- If you are aware of any hazard or hazardous situation, you must report it to the person in charge immediately or as soon as possible.
- You must ensure that you report all accidents, near misses or damage to equipment and property as soon as possible. You must co-operate and assist with any accident/ incident investigations when asked.
- You must carry out your tasks and use any equipment or machinery in a safe manner and follow any instructions or Safe Systems of Work provided to you by Management.
- You must ensure that all personal protective equipment provided for you is worn as instructed, kept clean, maintained and stored in the correct manner.
- Please note that any breach of health and safety legislation by yourself may constitute a criminal offence and action may be taken against you by the Enforcing Authority, which can result in heavy penalties, i.e. fines and/ or imprisonment.

Safety Rules

This section of the handbook outlines some of the general health and safety rules. There may be other more specific procedures about how you carry out your tasks for which training/ instruction will be provided or specific working practice adopted.

<u>Accident Procedures</u>
You must report all injuries suffered at work (however minor) to management and/ or first aider to ensure details are recorded within the Accident Book.
You must report all accidents, incidents, near misses and dangerous occurrences to management immediately.
You must report all instances of damage to any property or articles to management immediately.
<u>Fire Precautions</u>
You must report any use, misuse or interference with any firefighting equipment to management.
Do not obstruct any fire escape routes, fire equipment or fire doors at any time. Locked or obstructed fire escape routes must be reported immediately to management.
Do not attempt to fight fires unless you have been trained how to do so.
You must comply with all emergency arrangements and procedures as trained and instructed.
Fire doors should be kept closed at all times, unless fitted with an automatic release device.
<u>Working Practices</u>
You must not operate any equipment or use hazardous substances unless you have been trained and authorised to do so.
You must use all work equipment and machinery as trained and instructed.
You must report any fault, damage, defect or malfunction in any equipment to management immediately or if this is not possible as soon as reasonably practicable.
You must use the correct tools and equipment as provided at work.
You must not make repairs to any work equipment unless you have been trained and authorised to do so.
Where your job involves using hazardous substances, they must be used as trained and instructed.
All hazardous substances that are not in use must be stored correctly in their designated storage areas.
You must obey the Drugs and Alcohol Policy of the organisation.
Where your job involves manual handling, you must carry out these tasks as instructed.
You must follow all safe working procedures as trained and instructed.
You must adhere to any instructions given and signage/ notices displayed.
You must wear suitable foot wear at all times at your workplace.
<u>Working Conditions and Environment</u>
You must clear up any spillage within the work area as soon as possible and report any hazardous conditions that exist.
You must dispose of waste hazardous substances in the safe and approved manner as trained and instructed.
You must keep all areas clean and tidy.
You must dispose of all rubbish and waste materials as instructed.
You must report any hazardous conditions to management.
<u>Protective Clothing and Equipment</u>
Where your job involves the use of personal protective equipment, this must be used as trained and instructed.
You must not damage or misuse personal protective equipment.
Personal protective equipment must be stored correctly.
You must report to management any damage, defect or loss of personal protective equipment.

<u>Vehicles</u>
Regular safety checks must be carried out on all work vehicles.
Do not drive or operate any work vehicles without approval.
You must not allow unauthorised passengers in work vehicles.
You must not use work vehicles for unauthorised purposes.
You must not overload work vehicles.
You must report to management any medical condition that could affect your ability to drive.
You must not use a hand held mobile phone whilst driving.
<u>Personal Health</u>
You must report to management any medical condition or use of medication which could affect your safety or the safety of others.
You must cooperate with the organisation's health surveillance provisions.
You must inform management, as soon as possible, if you are pregnant.
You must not attend work under the influence of either alcohol or illegal drugs.
<u>Personal Hygiene</u>
You must maintain high standards of personal hygiene at all times when at work.
You must protect all open wounds with suitable dressings, whilst at work.
<u>Gross Misconduct</u>
You will be liable to summary dismissal if you are found to have acted in either of the following ways: <ul style="list-style-type: none"> • Serious breaches of the preceding health and safety rules, which endangers the lives of or may cause serious injury to employees or any other person. • Interference with or misuse of any equipment for use at work, such that it may cause harm.

Staff Health and Safety Arrangements

Near Miss/ Hazard Reporting

We encourage staff and others to report near misses, hazardous conditions or unsafe practices that exist to assist us in preventing reoccurrence, thus reducing the risk of accidents occurring.

To assist you in reporting near misses and hazardous conditions we have implemented a reporting system 'Near Miss/ Hazard Reporting Log'. These forms are located in prominent areas for you to complete yourselves, or verbally inform management who will promptly complete the form on your behalf.

Once a 'Near Miss/ Hazard Reporting Log' has been completed we as an organisation are committed to investigate and action accordingly to prevent any incidents or reoccurrences from occurring.

Consultation

We encourage your involvement in the health and safety of the organisation. To assist this we provide an open door policy to encourage you to approach any of our management team to raise any concerns that you may have.

We also provide various opportunities to ensure that we consult with yourselves informing you of any planned changes to our health and safety arrangements and for you to raise any concerns that you may have.

Every effort will be made to provide consultation and communication on important health and safety issues such as:

- Risk Assessments and subsequent Safe Systems of Work
- Workplace hazards
- Findings from accident investigations and accident statistics
- Emergency arrangements and procedures (e.g. fire and first aid)
- New working practices/ new work equipment
- Workplace welfare issues

Risk Assessments

We carry out the process of risk assessment to reduce the risk of injury and ill health, and identify:

- The significant hazards created through our undertakings.
- Who could be harmed (e.g. employees, visitors, contractors or members of public, etc.)
- Current control measures that are in place.
- The risk of persons being harmed by the identified hazards.
- What (if any) further actions are required to reduce the risk of the identified hazards occurring.
- Appropriate Safe Systems of Work and necessary training for staff to conduct their work activities in a safe manner.

Where possible we try to encourage staff to participate in the completion of risk assessments.

The significant findings from risk assessments pertinent to your activities will be communicated to you. All risk assessments are available for staff to review via your manager.

Occupational Health

Where necessary Occupational Health Surveillance/ Monitoring needs will be identified through our risk assessment process. You will be made aware of any requirement for you to participate in health surveillance/ monitoring. We anticipate that you will provide full cooperation by attending any health monitoring provided, should this be required. Results of such monitoring will be confidential.

Safety Records

We document and record safety records that are relevant to our undertakings, these are retained within our safety records section of our Health and Safety Management System.

Induction Training Record

Health and Safety training is a legal requirement for all new members of staff. It is therefore, company policy to ensure that all new staff are given sufficient information, instruction and training to enable them to carry out their duties in a safe manner and with minimum risk to themselves and others who may be affected by their acts or omissions.

You are required to complete the following pages with assistance from your immediate management to ensure that you are aware and have a full understanding of the following:

		✓ or x	Comments
Fire Safety			
1	Has the fire alarm system been explained (method of raising alarm, tests and drills)?		
2	Has the action to be taken on hearing the alarm been explained (exit routes and assembly point)?		
3	Has the location of firefighting equipment in your area been shown?		
4	Has the requirement for keeping fire doors closed been informed to you?		
5	Have the location of 'Emergency Information Posters' been shown?		
First Aid			
6	Do you know who to contact if you require first aid assistance?		
7	Do you know where first aid kits are located?		
8	Do you know where the accident book is located?		
9	Have the procedures for reporting accidents, incidents and near misses been explained?		
Welfare Arrangements			
11	Have you been shown the location of toilet and hand washing facilities?		
12	Have the facilities for taking rest breaks been explained to you?		
13	Have you been made aware of where you may eat and drink within the workplace?		
14	Have you been shown where personal belongings (including clothing) are to be left whilst at work?		

General Health and Safety			
15	Have the risk assessments pertinent to your job role been explained?		
16	Has how and who to report any concerns that you may have regarding Health and Safety been explained?		
17	Has a tour of your workplace been given?		
18	Has the Hazard/ Near Miss reporting system been explained?		
19	Do you know how to report defective equipment?		
20	Have housekeeping arrangements (i.e. keeping walkways clear) been explained?		
21	Has wearing of Personal Protective Equipment (PPE) been explained?		
22	I am aware that if I am unsure on any aspect regarding my job I should ask management immediately.		

I confirm that I have read and understood the contents of the 'Staff Health & Safety Induction Handbook' and that I am aware of my legal responsibilities and specific company health and safety rules and requirements.

Staff Member

Name: _____ Signature: _____ Date: _____

Induction carried out by

Name: _____ Signature: _____ Date: _____

4.36 Training Matrix

Training Course Attended															
Employee name	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date

Key:	<input type="checkbox"/>	Identified as training required	<input type="checkbox"/>	Trained
	<input type="checkbox"/>	Under training	<input type="checkbox"/>	Trained / highly competent to train others

4.39 BG Facility Health, Safety & Welfare Checklist

Venue:	
Type of Facility:	
Name:	
Date:	

This checklist, whilst not exhaustive, will provide a guide to help audit health and safety in gymnastics facilities. A competent person must carry out the audit on a regular basis.

1.0	Health & Safety Responsibilities	YES	NO	N/A
1.1	Have all staff, including volunteers received suitable induction and refresher around their health and safety responsibilities?			
2.0	Fire Safety Procedures	YES	NO	N/A
2.1	Is the emergency procedure clearly laid out and have all staff and volunteers been made aware of the procedures?			
2.2	Are the emergency exits free from obstruction and not locked when persons are in the building?			
2.3	Are the fire extinguishers of the correct type and easily accessible (wall-mounted or in a stand) and are regularly checked and maintained?			
2.4	Are all fire doors kept closed and free from obstruction?			
2.5	Has there been an emergency evacuation rehearsal within the last 6 months?			
2.6	Are fire alarms tested systematically and on a weekly basis, with records available?			
2.7	Are fire alarms tested every six months?			
2.8	Do a sufficient number of staff know how to operate fire-fighting equipment?			
2.9	Are all fire exits and routes adequately signed and emergency instructions displayed?			
3.0	Accidents & First Aid	YES	NO	N/A
3.1	Are there notices displayed listing first aiders and the location of the first aid boxes?			
3.2	Are the first aid boxes complete according to the contents list and are all wrappings undamaged?			
3.3	Is there an appointed first aider?			
3.4	Are all staff aware of their responsibilities to report all accidents/incidents?			
3.5	Is the Accident Book accessible and properly used?			
3.6	Have any accidents/incidents been recorded, and investigated?			
3.7	Have any accidents reports been removed from the accident book and securely stored?			

4.0	Environment	YES	NO	N/A
4.1	Is the environment tidy, clean and well organised?			
4.2	Is the flooring even and in good condition and with non-slippery surfaces?			
4.3	Is there suitable and unobstructed access for disabled people?			
4.4	Are all walkways free from obstruction?			
4.5	Is reasonable working temperature achieved and maintained within each area? (At least 16°C and not too hot)			
4.6	Is the environment free from excessive dust and has adequate provision been made for ventilating each area?			
4.7	Is suitable lighting provided in each area?			
4.8	Are there any light fittings, particularly fluorescent tubes that require replacement?			
4.9	Do the diffusers covering lights need to be cleaned?			
5.0	Electrical Safety & Work Equipment	YES	NO	N/A
5.1	Is all portable and fixed electrical equipment in good working order and maintenance up to date (PAT Testing/inspection records)?			
5.2	Are all leads tidy and free from damage?			
6.0	Gymnastics & Trampoline Equipment & Facility	YES	NO	N/A
6.1	Has the gymnastics and/or trampoline equipment been inspected annually by the manufacturer or recognised supplier (inspection certificate)?			
6.2	Are interim equipment checks carried out with findings recorded and is there a system for recording day-to-day observations relating to damage and correct assembly?			
6.3	Have all personnel been instructed on the correct procedures for moving, assembling and adjusting equipment?			
6.4	Are all run ups free from obstruction?			
6.5	Is all equipment stored safely and securely when not in use?			
7.0	Good Coaching Practice	YES	NO	N/A
7.1	Are good coaching practice guidelines adhered to?			
8.0	Certificates, Registers and Licences	YES	NO	N/A
8.1	Is there an up-to-date Health and Safety law poster on display?			
8.2	Is the Employer's Liability Insurance certificate on display?			

9.0	Risk Assessment	YES	NO	N/A
9.1	Have risk assessments been carried out and documented? (General and fire)			
9.2	Are risk assessments suitable and sufficient for the nature of the activity?			
10.0	Welfare	YES	NO	N/A
10.1	Are containers for dangerous substances e.g. cleaning fluids clearly marked to indicate their content and suitable storage provided?			
10.2	Have staff been suitably instructed in the use and storage of dangerous substances?			
10.3	Are adequate changing and toilet facilities provided?			
10.4	Are changing and toilet facilities regularly cleaned?			
10.5	Are soap and drying facilities provided?			
10.6	Is an adequate supply of fresh drinking water provided?			

Signature:		Date:	
Review date:			

4.40 Annual Health and Safety Management System Review

Name/s of reviewer/s	Position	Signature/s	Date of review

Complete the questions ideally as a group. A response that is not satisfactory will require a plan of action.

General Health and Safety Management

Risk Assessments & Safe Systems of Work			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
1.	Is there a suitable system/ programme in place to ensure that all required risk assessments are documented of all significant hazards?	Y / N				
2.	Is there a suitable system to ensure that when significant changes are made to the environment, working practices, equipment, etc. that risk assessment suitability is reviewed/ new assessments documented?	Y / N				
3.	Have actions identified (if any) been closed within a reasonable time frame?	Y / N				
4.	Have Safe Systems of Work been developed based on the findings of the risk assessments?	Y / N				
5.	Have relevant employees been informed of the significant findings of the risk assessments and trained in any relevant Safe Systems of Work?	Y / N				
6.	Are risk assessments reviewed periodically (at least annually)?	Y / N				

Contractor Control & Management			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
7.	Are contractors vetted at tendering stages to ensure they are competent to conduct the work contracted for?	Y / N				
8.	Are suitable records retained to demonstrate competency, these may include: Insurance certificates, risk assessments, method statements, training records, etc.	Y / N				
9.	Do all contractors receive an induction (e.g. information on hazards, fire and/ or emergency arrangements, site rules, special equipment and accident reporting etc.) prior to work commencing on site?	Y / N				
10.	Are contractor's activities suitably supervised?	Y / N				
11.	Are contractor's activities effectively communicated to all relevant employees and others that may be at risk?	Y / N				
Action on Enforcement Authority Reports			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
Have there been any interventions by enforcing bodies, if so:						
12.	Has action required/ identified been completed as required?	Y / N				
13.	Has the enforcing body been communicated with to inform them of actions completed?	Y / N				

Accident Control

Accident, Incident and Ill Health Reporting			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
14.	Is there a suitable system in place to ensure all employees and others (contractors, visitors, etc.) report accidents, incidents and near misses?	Y / N				

15.	Is evidence available (accident records) to demonstrate that accidents, incidents and near misses are being reported accordingly?	Y / N				
16.	Are all management levels aware of the requirement to report certain accidents/ incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the enforcing bodies?	Y / N				
Accident Investigation			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
17.	Is there a procedure to ensure that accidents/ incidents and near misses are investigated appropriately?	Y / N				
18.	Are persons that conduct accident investigations appropriately trained?	Y / N				
19.	Are accident, incident and near miss investigations reviewed at senior management level?	Y / N				
20.	Are accident, incident and near miss statistics reviewed periodically to analyse trends and performance levels?	Y / N				
First Aid Arrangements			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
21.	Are suitably trained first aiders available to cover all operations/ shifts with sufficient cover for sickness, absenteeism, holidays, etc.?	Y / N				
22.	Is there a procedure for checking and restocking first aid kits within the workplace?	Y / N				
23.	Are all first aid boxes clearly marked with a white cross on a green background and clearly displayed?	Y / N				
24.	Are the locations and names of first aid personnel identified on notice boards?	Y / N				

Near Miss/ Hazard Reporting			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
25.	Is there a suitable system in place for employees to report to management near misses and hazards that they have identified?	Y / N				
26.	Are reported near misses and hazards promptly investigated and actioned appropriately?	Y / N				
27.	Is there a suitable system in place to feedback to employees on actions taken as a result of their reports?	Y / N				

Work Equipment

Access Equipment			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
28.	Are relevant employees suitably trained to use and inspect access equipment?	Y / N				
29.	Are all pieces of access equipment (e.g. ladders, platforms, etc.) identified and a schedule of inspection devised with records retained?	Y / N				
Display Screen Equipment (DSE)			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
30.	Have all DSE 'users' been identified and their workstations assessed?	Y / N				
31.	Have DSE users been trained in how to use and set/ adjust their work station/ equipment?	Y / N				

Hand Tools			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
32.	Are hand tools provided suitable for the job required (e.g. specifically designed for the job or adapted)?	Y / N				
33.	Is supervision, information, instruction and training provided to enable the safe use of tools (e.g. is tool use subject to a Safe System of Work)?	Y / N				
34.	Is there a suitable system in place to periodically check the condition of hand tools?	Y / N				
35.	Are there suitable storage facilities available for hand tools?	Y / N				

Work Activities

Home Working			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
36.	Have home working viability assessments been carried out for all home working employees?	Y / N				
Lone Working			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
37.	Have all areas, tasks or activities where lone working may be conducted been assessed and suitable control measures implemented?	Y / N				
Use and Storage of Hazardous Substances			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
38.	Have all hazardous substances been identified, Safety Data Sheets (SDS's) obtained and 'Control of Substances Hazardous to Health' (COSHH) assessments documented with suitable controls implemented?	Y / N				

39.	Are suitable storage provisions available for hazardous substances?	Y / N				
40.	Are all substances suitably labelled with product name and associated hazard signage?	Y / N				
41.	Have suitable arrangements/ procedures been developed for emergency situations e.g. spillage, fire, etc. and employees trained?	Y / N				
42.	Is relevant information and training on hazardous substances provided to appropriate staff?	Y / N				
Work at Height			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
43.	Are arrangements in place to ensure that suitable risk assessments are documented for tasks involving working at height which include emergency and rescue procedures?	Y / N				
44.	Have Safe Systems of Work been developed for all work at height activities?	Y / N				
45.	Have relevant employees involved in working at height been given sufficient training, instruction and information?	Y / N				
46.	Is all equipment used for working at height (e.g. ladders) suitable for the task intended?	Y / N				
Work with Children			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
47.	Have activities involving working with children been identified and risk assessments documented with suitable control measures implemented?	Y / N				
48.	Are Disclosure and Barring Service (DBS) checks conducted and carried out for all relevant personnel?	Y / N				

Working Time, Night Work and Shift Working			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
49.	Has an assessment been undertaken to ensure that the risks from shift working are adequately managed?	Y / N				
Work Related Upper Limb Disorders (WRULD's)			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
50.	Have all tasks and activities that pose a risk of injury through work related upper limb disorders been identified within the relevant risk assessments and suitable controls implemented?	Y / N				

Workplace Transport

Occupational Road Safety			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
51.	Have for tasks involving occupational driving activities been identified and risk assessments documented with suitable control measures implemented?	Y / N				
52.	Are all driver's licences checked on, at least, an annual basis and records/ copies retained?	Y / N				

Personnel

Aggression and Violence			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
53.	Have all areas, tasks and activities that create a risk of work related violence been identified and risk assessed with suitable controls measures implemented?	Y / N				
54.	Has a procedure for the reporting of bullying, harassment and violence been developed and implemented?	Y / N				

55.	Have relevant employees received suitable information, instruction and training in how to identify and deal with potential violent situations?	Y / N				
Disability Discrimination Compliance			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
56.	Have reasonable adjustments been made to the premises to assist with any persons that may need to access, gain assistance/ services from the organisation?	Y / N				
Agency and Temporary Staff			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
57.	Are staff agencies used informed/ instructed of competency levels that staff must meet prior to working for the organisation, including any PPE provision requirements?	Y / N				
58.	Are procedures/ arrangements in place to ensure that all new agency and temporary staff are given a site induction (e.g. fire and emergency arrangements, site rules, accident reporting, hazards present, etc.)?	Y / N				
59.	Do all agency and temporary staff receive suitable on-job training and supervision?	Y / N				
60.	Are all agency and temporary staff provided with suitable Personal Protective Equipment where applicable?	Y / N				
Children & Young Persons			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
61.	Are individual risk assessments for all young persons and children documented prior to the individual commencing work?	Y / N				
62.	Are increased levels of supervision, training, instruction and information provided to ensure that safety awareness is increased and competence levels enhanced?	Y / N				

Health and Safety of Visitors			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
63.	Are suitable systems in place to record visitors attending and leaving the premises?	Y / N				
64.	Are there suitable arrangements in place to ensure visitors receive pertinent information when attending site (e.g. fire, first aid, welfare arrangements)?	Y / N				
65.	Is there appropriate control/ supervision of visitors?	Y / N				
66.	Are visitors taken into consideration in emergency arrangements?	Y / N				
Health and safety Training			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
67.	Is there a suitable system in place to ensure employees receive induction training at the earliest opportunity upon employment?	Y / N				
68.	Do all employees receive suitable training to enable them to conduct their work activities in a safe manner?	Y / N				
69.	Have all employees been made aware of their own health and safety legislative responsibilities?	Y / N				
70.	Has this organisations health and safety policy been made available to all employees?	Y / N				
71.	Are training needs reviewed periodically to ensure employees are trained to a suitable level and refresher training delivered as and when required?	Y / N				

Manual Handling			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
72.	Have all tasks and activities that involve manual handling elements been identified and risk assessed with suitable control measures implemented?	Y / N				
73.	Where practicable have the risks from manual handling tasks and activities been eliminated or reduced to an acceptable level i.e. mechanical aids introduced?	Y / N				
74.	Have employees received appropriate manual handling training, instruction and information to enable them to conduct their activities in a safe manner?	Y / N				
75.	Are manual handling activities and assessments reviewed periodically?	Y / N				
New and Expectant Mothers			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
76.	Are there arrangements in place to conduct new and expectant mothers risk assessments on notification from employees?	Y / N				
77.	Are the risk assessments reviewed throughout the duration of the pregnancy and stages of new motherhood?	Y / N				
78.	If the level of risk identified within the risk assessments cannot be removed or reduced to a safe level, are alternative work arrangements, conditions, hours, etc. available?	Y / N				
79.	Can suitable arrangements be provided if necessary for new mothers to breastfeed or express milk with a secure clean refrigerator provided for storage?	Y / N				

Personal Protective Equipment (PPE)			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
80.	Have relevant employees received suitable training, instruction and information in the use, storage, maintenance and replacement of PPE?	Y / N				
81.	Are records of training and issue of PPE retained?	Y / N				
Stress in the Workplace			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
82.	Has the organisation developed and implemented a 'Stress' policy?	Y / N				
83.	Where necessary/ identified are arrangements in place to provide counselling to employees?	Y / N				
Substance and Alcohol Abuse			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
84.	Has the organisation developed and implemented a 'Drugs and Alcohol' policy?	Y / N				
85.	Has this policy been communicated and made available to all employees?	Y / N				
Workplace Health and Safety Consultation			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
86.	Are there suitable systems in place to ensure that employees are consulted with regards to changes in health and safety procedures and arrangements?	Y / N				
87.	Are records (minutes) retained of consultation?	Y / N				

Premises

Asbestos in Buildings			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
88.	Has an asbestos management plan been developed and implemented?	Y / N				

89.	Is the register made available to persons likely to disturb the ACMs (i.e. contractors)?	Y / N				
Cleaning			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
90.	Have suitable cleaning regimes been developed for the required tasks, activities and areas?	Y / N				
91.	Have cleaning tasks and activities been suitably risk assessed?	Y / N				
Control of Hazardous and Non-Hazardous Waste			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
92.	Have all tasks, activities and processes that generate and handle hazardous waste been identified, assessed and suitable controls implemented to minimise the risks associated?	Y / N				
93.	Have suitable waste holding/ storage provisions been provided that are secure to contain the waste?	Y / N				
94.	Is all waste disposed of through a licenced waste disposal contractor, with transfer notes retained?	Y / N				
95.	Has the location and storage of waste methods/ equipment been assessed to minimise the risk of arson?	Y / N				
Electrical Safety			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
96.	Have all portable electrical appliances been identified and a schedule of testing and inspection established with records retained?	Y / N				

Fire Safety – Arrangements and Procedures			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
97.	Has a Fire Risk Assessment of the organisations area been completed by a competent person and any identified actions closed appropriately?	Y / N				
98.	Is the fire risk assessment reviewed at least annually or when significant changes are made (i.e. alterations to the premises or processes)?	Y / N				
99.	Have employees been trained in fire evacuation procedures?	Y / N				
100.	Are fire evacuation procedures (fire action notices) prominently displayed?	Y / N				
101.	Are fire arrangements adequately managed by the Landlord's Management company?	Y / N				
Gym Equipment			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
102.	Have suitable risk assessment been carried out of the use, cleaning and maintenance activities of gymnasium equipment and suitable controls identified?	Y / N				
103.	Has a schedule of maintenance and cleaning regimes been developed for all gym equipment with records retained?	Y / N				
104.	Do all users of gym equipment receive induction training in how to use, adjust and clean equipment with records of training maintained?	Y / N				
Slips, Trips and Falls			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
105.	Has the risk from slips, trips and falls been assessed within the risk assessment process with suitable control measures implemented?	Y / N				

106.	Are sufficient cleaning regimes in place and periodic supervision conducted to ensure good housekeeping standards are maintained?	Y / N				
Staff Amenities and Rest Rooms			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
107.	Are suitable toilet and hand washing facilities available to all staff which are adequately maintained/ cleaned?	Y / N				
Safety Policy and Insurance			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
108.	Has the Health and Safety Policy Statement been reviewed in line with the above questions to ensure that it is suitable, signed and dated by the senior person and displayed for employees to view?	Y / N				
109.	Have you made sure that your Employer's Liability Insurance is valid, in date and available for employees to view?	Y / N				

4.41 Safety Monitoring Checklist

Name	Position	Signature	Date of review

General Health and Safety Management

Risk Assessments & Safe Systems of Work			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
1.	Have suitable risk assessments been documented for activities, areas and tasks under your control, any identified actions closed and employees aware of their content?	Y / N				
2.	When significant changes are made to the environment, working practices, equipment, etc. are risk assessment suitability reviewed/ new assessments documented?	Y / N				
3.	Have Safe Systems of Work been developed and employees trained and working effectively to them?	Y / N				

Accident Control

Accident, Incident and Ill Health Reporting			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
4.	Is the accident book in its designated location, accessible to all employees?	Y / N				
5.	Have all completed accident book entries been removed from the book and stored in a secure location accessible to senior management only?	Y / N				
6.	Are accidents, incidents and near misses promptly reported, recorded in the accident book and reported under RIDDOR if appropriate?	Y / N				

Accident Investigation			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
7.	Are accidents, incidents and near miss's promptly investigated and appropriate actions implemented?	Y / N				
8.	Is information from accident investigations communicated to relevant employees?	Y / N				
First Aid Arrangements			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
9.	Are first aid kits located in appropriate locations accessible to employees?	Y / N				
10.	Are the contents of first aid kits checked periodically?	Y / N				
11.	Are there suitable levels of identified first aid personnel to cover all working times?	Y / N				
Near Miss/ Hazard Reporting			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
12.	Are there suitable systems in place for employees to report near misses and hazards that they have identified?	Y / N				
13.	Are reported near misses and hazards promptly investigated and actioned appropriately?	Y / N				
14.	Is there a suitable system in place to feedback to employees on actions taken as a result of their reports?	Y / N				

Work Equipment

Access Equipment			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
15.	Is access equipment stored appropriately?	Y / N				
16.	Do employees conduct pre-use checks of access equipment?	Y / N				
17.	Are periodic checks recorded to ensure access equipment is maintained in an effective, good working condition?	Y / N				
Display Screen Equipment (DSE)			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
18.	Are all DSE users using their equipment appropriately?	Y / N				
Hand Tools (Powered and Unpowered)			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
19.	Are hand tools stored appropriately and maintained in a good working order?	Y / N				
Office Equipment			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
20.	Is sufficient space provided between office furniture to provide safe access and egress?	Y / N				
21.	Are good standards of housekeeping maintained in the office environment?	Y / N				

Work Activities

Home Working			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
22.	Have employees who work at home completed home worker's viability assessments and suitable control measures implemented where required?	Y / N				

Lone Working			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
23.	Are employees working alone adhering to Safe Systems of Work established?	Y / N				
Work at Height			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
24.	Are employees working at height following Safe Systems of Work?	Y / N				

Workplace Transport

Occupational Road Safety			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
25.	Are pre-use checks conducted and weekly checks recorded to ensure vehicles remain in a good condition?	Y / N				

Personnel

Agency and Temporary Staff			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
26.	Do temporary/ agency staff receive suitable induction training (e.g. fire and emergency arrangements, site rules, accident reporting, hazards present, etc.)?	Y / N				
27.	Do all agency and temporary staff receive suitable on-job training and supervision?	Y / N				
Children & Young Persons			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
28.	Are young person's suitably supervised?	Y / N				
Health and Safety of Visitors			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
29.	Do visitor sign in on entering the premises?	Y / N				

30.	Do visitors receive pertinent information when attending site (e.g. fire, first aid, welfare arrangements)?	Y / N				
31.	Are visitors suitably supervised?	Y / N				
Health and safety Training			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
32.	Are all employees suitably trained to enable them to conduct their work activities in a safe manner?	Y / N				
Manual Handling			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
33.	Are employees utilising lifting equipment/ aids where practicable?	Y / N				
34.	Is corrective action implemented in the event of witnessing poor manual handling technique?	Y / N				
New and Expectant Mother			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
35.	Are risk assessments conducted when notified by a new and expectant mother?	Y / N				
36.	Are risk assessments reviewed throughout the duration of the pregnancy and when new mothers return to work?	Y / N				
Personal Protective Equipment (PPE)			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
37.	Do employees wear PPE in line with Safe Systems of Work?	Y / N				
38.	Is PPE fit for purpose (CE marked)?	Y / N				
39.	Are records of issue of PPE retained?	Y / N				

Premises

Cleaning			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
40.	Are cleaning materials stored in a safe designated area?	Y / N				
41.	Is suitable signage displayed when cleaning activities are being conducted?	Y / N				
Control of Hazardous and Non-hazardous Waste			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
42.	Is waste stored in suitable receptacles?	Y / N				
43.	Are waste receptacles emptied at suitable frequencies (i.e. waste not allowed to accumulate)?	Y / N				
Slips, Trips and Falls			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
44.	Are periodic workplace checks conducted to ensure housekeeping standards remain in a good condition and to minimise the risk of tripping incidents?	Y / N				
45.	Are stair ways in a good condition, free from obstruction and hand rails provided?	Y / N				
46.	Are floor surfaces maintained in a good condition?	Y / N				
Staff Amenities and Rest Rooms			Comments, Evidence or Action Required	Allocated to:	Target Date	Completed
47.	Are suitable toilet and hand washing facilities available to all staff which are adequately maintained/ cleaned?	Y / N				