

Health and Safety Audit

SITE - _____

Site Audit – to be completed 6 monthly

Site Audit to be completed by site manager or deputy.
Once completed the audit should be filed in the Health and Safety Policies and Procedures Manual. Any issues raised during the audit should be recorded on the form and the correct follow up action taken.

Audit completed (month/year) - _____ / _____

Section 1 – Notices & Information		Action Required	Action Completed
Health & Safety Notice Board complete	YES / NO		
Policies & Procedures Manual available	YES / NO		
Risk Assessments completed for all activities including site-specific risks	YES / NO		
Training records up to date for all colleagues (inc fire, dangerous equipment)	YES / NO		
Section 2 – First Aid			
First Aid Box(es) available & stocked	YES / NO		
All electronic accident reporting email requests answered and accident CCTV sent for review if applicable	YES / NO		
First Aider(s) / Appointed Person(s) have valid certificate(s)	YES / NO		
Section 3 – Fire Safety			
Are Fire Safety checks up to date and recorded on C365? (Fire Alarm tests, equipment tests / inspections & all existing colleagues Inc. new colleagues should have completed their Fire Safety Training Records within last 12 months	YES / NO		
Electrical cupboard signed and clear of combustibles	YES/NO/NA		
Stairs clear of combustibles	YES/NO/NA		
Housekeeping in good order	YES / NO		
Section 4 – Office Safety			
Cables tidy to prevent trip hazards	YES / NO		
Files stored tidily	YES / NO		
Floor area tidy & clear	YES / NO		



Chairs suitable and in good working order	YES / NO		
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Section 5 – COSHH		Action Required	Action Completed
Are only approved products in use in all areas	YES / NO		
Are all products stored in original clearly marked container	YES / NO		
Are all colleagues trained in the use of products and have they completed appropriate COSHH training (COP)	YES / NO		
Section 6 – Electrical Safety			
Portable Appliance Test (PAT) completed within last 2 years	YES / NO		
Any linking of extension leads	YES / NO		
Section 7 – Workplace Facilities			
Toilets in good repair	YES / NO		
Handwash & drying facilities available	YES / NO		
Adequate lighting in all areas	YES / NO		
Heating / ventilation systems working	YES / NO		
Section 8 – External / Back Areas			
Car park clear of rubbish / hazards	YES/NO/NA		
Designated areas for returned brochures	YES/NO/NA		
Storeroom tidy – brochures tidy	YES/NO/NA		
Shelving tidy and in good repair	YES/NO/NA		
Section 9 – Salesfloor			
Floors – clean and in good repair	YES / NO		
Shelving erected safely and not overloaded	YES/NO/NA		
Automatic Doors appropriately signed & operating correctly	YES/NO/NA		
Mats located correctly and in good condition	YES / NO		

ANY OTHER HAZARDS REQUIRING ACTION:



Working Safely

Completed by: _____

Position: _____

Date: _____

