

Managing a health and safety visit

About Envex

Most organisations don't think twice about calling in specialists to guide them through the increasing high-tech and legal complexities of running a business. Specialists who can help tackle health and safety issues in your workplace should be regarded as equally crucial to your success and profitability.

Envex are:-

- an established consultancy that provides a comprehensive range of health, safety, environmental and risk management consultancy and training services throughout the UK.
- specialists in the design and implementation of bespoke and nationally recognised certificated training courses.

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Providing practical solutions from experience

If an inspector calls from the Health and Safety Executive or local authority, the list below highlights the things he is likely to be looking for. Go through the list, and if you are able to supply answers to all the points on the list, you probably may not require our services. However if satisfactory answers are **not** available to certain points, then call **0118 9773030** or email info@envexconsultants.co.uk for Envex to help you, or to enquire about the **Envex Appointed Safety Advisor Support Service**.

- **Accident Reporting** Is there a means in place of recording accidents? Do you know where its is? Have any accidents in the last 12 months been reported to the enforcing authority (HSE or local environmental health officer)? Are you meeting the requirements of RIDDOR?
- **Asbestos** Have areas of asbestos been identified in the workplace? Are precautions in place prevent potential damage or being disturbed by employees or contractors? Is there an asbestos register in place?
- **Chemicals / Substances** Do you use hazardous substances? Do you know what they are? Are they stored correctly? Have manufacturers' or suppliers' data sheets (MSDS) been obtained and are available for inspection? Have employees been trained in the use of these hazardous substances, and have they been trained to use appropriate PPE when required? Do you have in place a COSHH (Control of Substances Hazardous to Health) assessment? Is the COSHH assessment properly documented for the HSE inspector to see?
- **Competent health and safety person** Is there an appointed person who has the relevant health and safety training and experience ie is the competent person?
- **Disability** Has an assessment been done on the needs for disabled personnel?
- **Display Screen Equipment** Have you staff who use computers and their monitors for continuous periods of more than one hour? Have users been trained? Are their workstations free of clutter, well lit and free from glare? Have the staff got the correct type of chair and appropriate wrist support?
- **Electricity** Have your portable electrical appliances been tested? Are they regularly maintained by a competent person?
- **Falls from heights** Have you any pits or openings in the workplace floor area? If you have, are they guarded or signed? Have you any raised areas/mezzanine floors? If you have, do they have appropriate guards to prevent people or objects falling over the edge? Have your stairs got appropriate

handrails? Is access or work required on any fragile roofing materials? Have you erected warning signs to notify staff and contractors of dangerous areas?

- **Fire** Have you undertaken a fire risk assessment? Do staff know how to raise an alarm? Have fire wardens been appointed? Has training been given to staff?
- **First Aid** Do you have a nominated person or trained first aider? Are your first aid boxes properly located? Do all staff know who their first aider is and where the first aid boxes are?
- **General Risk Assessment** Have you a General Risk Assessment (GRA) in place (to meet the Management of Health and Safety at Work Regulations 1999)? If a GRA is in place, do you regularly review it? Have you taken the actions identified on the GRA?
- **Health and safety policy** Is there an up to date health and safety policy in place? Have supporting safety procedures been communicated to staff?
- **Housekeeping** How tidy is your workplace? Are there any trailing leads? Do you keep materials properly stored? Are spillage procedures in place? Are floors slip resistant for the conditions and if not, are special footwear provided? Are systems and procedures in place to keep the workplace clean and tidy? Do you have systems in place to ensure health and safety standards are maintained? Are toilets and washing areas monitored and kept clean and tidy? Is the staff eating area/canteen kept clean and tidy? How do you keep up-to-date on health and safety information?
- **Insurance** Are employer's liability and public liability insurances policies in place?
- **Legionella** Have you undertaken a legionella risk assessment? Is there a written scheme in place? Do management understand their responsibilities?
- **Manual Handling** Have you carried out a manual handling assessment for each of your key tasks? Has action been taken to eliminate or reduce the risks from manual handling? Have instructions/training been given to the work force? Is lifting equipment used in your workplace? Is the lifting equipment regularly examined by a competent person?
- **Movements in the Work Place** Are fork lift trucks (FLT) used? Are FLT operators properly trained? Are there audible alarms and/or flashing lights on the FLT? Are there goods vehicles movements on the site? Are pedestrians segregated from vehicle movements? If not what other safety measures are in place? Are the roadways well illuminated, have good surfaces, are kept tidy, are well marked out? Do you have other control measure in place? (e.g. CCTV on vehicles, use of reflective jackets)
- **Noise** Is your workplace noisy? Has action been taken to protect staff in the working areas affected by the noise? Has a noise survey been undertaken? Has it identified the need for hearing protection? Where noise areas have been identified, have mandatory noise signs been put up?
- **Repetitive work involving manual tasks** Have staff who undertake repetitive tasks e.g. packing, assembling, loading, use of hand-tools and power tools been assessed? Has training been provided to undertake the task safely and to reduce injury?
- **Risk Assessment** Are you aware of your principal hazards and risks? Have you completed specific risk assessments identified on the GRA? (eg Off-site workers, disability, use of workplace equipment) Are these risk assessments regularly reviewed? Do you make employees aware of the risk assessments and their results?
- **Workplace equipment** Has the use of workplace equipment been suitably assessed? Is equipment maintained in a safe condition? Are regular inspections conducted? Are suitable records being kept? Have employees received adequate training, information and instruction?

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