

# Self Assessment Report [DATE]

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## Health and Safety Policy

### General

- [w] a. .... does not have an effective written Health and Safety Policy that sets a clear direction for the company to follow.
- [w] b. Our Policy is not used as a working document, it does not summarise a safety management system that is based on 'Successful health and safety management' HSG 65 and a commitment to continuous improvement.
- [w] c. Our Policy statement does not demonstrate a strong commitment to developing physical and human resources including the safe learner.
- [w] d. Our Policy is not signed by the most senior person and is not up to date, it is not reviewed on an annual basis or sooner if circumstances dictate, it was last reviewed on .....
- [w] e. We recognise the need to effectively communicate our Policy but have not issued a copy to all our staff and learners, it is also not displayed.

## Health and Safety Policy

### Organising for health and safety

- [w] a. Our management structure and how we deliver our health and safety Policy is not clearly set out in our organisation section of our Health and Safety Policy.
- [w] b. Our Policy does not clearly specify the need to identify posts with specific safety responsibilities including emergency response.
- [w] c. Our Policy does not identify the source of competent assistance.
- [w] d. Our Policy does not outline our approach to health and safety training including: induction, the introduction of new equipment and safe ways of working.
- [w] e. Our Policy does not outline our approach to learner health and safety.
- [w] f. Our Policy does not make reference to the general duties of learners, staff, managers and directors.
- [w] g. Our Policy does not make reference to the provision of health and safety information to staff and learners.
- [w] h. Our Policy does not describe our procedures for consultation and participation with staff and learners on safety matters.

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## Health and Safety Policy

### Planning for and controlling health and safety

- [w] a. Our Policy does not make reference to the assessment and control of risks.
- [w] b. Our Policy does not make specific reference to the assessment and control of risks to learners and/or young persons.
- [w] c. Our Policy does not make reference to the procedures for serious and imminent danger including response to fire.
- [w] d. Our Policy does not make reference to arrangements for contact with the emergency services.
- [w] e. Our Policy does not make reference to co-operation in respect of safety of shared premises.
- [w] f. Our Policy does not make reference to special arrangements for ensuring the safety of visitors, contractors, volunteers and temporary staff, including those of an employment agency.
- [w] g. Our Policy does not make specific reference to the control of the company's activities that may affect the general public.
- [w] h. Our Policy does not make specific the need to assess contractors and employers health and safety arrangements prior to placing learners.
- [w] i. Our procedures do not state that a competent person is to assess the health and safety arrangements of employers and the competency level required.
- [w] j. Our procedures do not specify the need to assess contractors and employers against the LSC standards.

## Health and Safety Policy

### Monitoring for health and safety

- [w] a. Our Policy does not make reference to safety inspections, audits, incident and accident investigation and follow up.
- [w] b. Our policy does not make reference to the monitoring of learner health and safety.
- [w] c. Our policy does not make reference to the monitoring of the learning environment.

## Health and Safety Policy

### Reviewing the health and safety management system

- [w] a. Our Policy and organisation is not reviewed at senior management level each year and updated where necessary.
- [w] b. We do not have a mechanism for recording the results of reviews.
- [w] c. We do not have a system to ensure actions identified in the review are carried out within agreed timescales.

## Organising for Health and Safety

### Organisation for safety and key related posts

- [w] a. We have not identified posts with specific safety responsibilities.
- [w] b. We have not clearly set out an effective management structure for the delivery of our health and safety Policy.

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## Organising for Health and Safety

### Safety responsibilities

- [w] a. We do not have an effective process which defines the responsibilities and relationships that are required to promote a positive health and safety culture.
- [w] b. We have not appointed a director to take responsibility for safety.
- [w] c. We do not make formal appointments to other safety related posts e.g. managers, instructors, assessors and supervisors.
- [w] d. The directors do not monitor the policy implementation.

## Organising for Health and Safety

### Accountability and setting performance standards

- [w] a. We have not incorporated specific safety responsibilities into the job descriptions of staff including; managers, instructors, assessors and supervisors.
- [w] b. We have not set performance standards in relation to the level of competency of staff and in particular for those with supervisory responsibilities.
- [w] c. Our staff appraisal does not include an assessment of individual safety performance and achievement of safety objectives.
- [w] d. Our performance standards do not specify the responsibilities of staff towards learners.
- [w] e. Our performance indicators do not identify performance of health and safety duties.

## Organising for Health and Safety

### Management commitment

- [w] a. Our senior management team, and all those with management and supervisory responsibilities do not clearly demonstrate a commitment to safety by being seen as placing as high a priority on safety as on productivity, cost and quality. They do not encourage discussion on safety issues, or demonstrate a commitment to participate in problem solving. They do not set a good example by following all safety procedures, such as the wearing of personal protective equipment/clothing where required and by driving safety initiatives and attending 100% of safety meetings.

## Organising for Health and Safety

### Selection

- [w] a. Staff responsible for selection and recruitment are not competent in their role.
- [w] b. We do not use health and safety as a preferred criteria when recruiting staff at (a) Advertising (b) Interview.
- [w] c. We do not have an appropriate method of identifying health and safety training needs, which involves the mapping of skills against specific criteria.
- [w] d. We do not clearly set out what is expected of staff as regards to health and safety related matters during recruitment and selection.
- [w] e. During selection, all applicants applying for posts with specific safety responsibilities such as managers, assessors and supervisors, are not asked questions on safety related matters including, health and safety performance and knowledge.
- [w] f. During selection for senior management positions we ask applicant's questions on achievements in, and commitment to, safety.

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## Organising for Health and Safety

### Induction

- [w] a. We do not give induction training to 100% all new staff and learners that includes information, instruction and training to enable them to perform safely.
- [w] b. Our induction programme is not evaluated for its effectiveness following each induction.

## Organising for Health and Safety

### Training (Competence)

- [w] a. We have not given job specific training to 100% of staff and learners.
- [w] b. Our staff and learners have not been given site specific safety training when transferred from one location to another.
- [w] c. We have not given staff and learners specific training when new equipment, technology and systems of work are introduced or changes are made to them.
- [w] d. We have not designed into staff and learners training and learning programmes safe working practices and safe working procedures.
- [w] e. We do not make clear in 100% of our training programmes how failing to do the job safely will increase the risks of harm.
- [s] f. We have instructed 100% of supervisors and managers in the safety responsibilities of their job during.....
- [w] g. We have not instructed 100% of maintenance staff in the less frequent but sometimes hazardous tasks they are required to undertake.
- [w] h. We do not ensure that 100% of staff with emergency response roles (e.g. reception, fire wardens and first aiders) are trained for those roles.
- [w] i. We do not ensure that periodic refresher training is given to 100% of staff and learners.

## Organising for Health and Safety

### Co-operation

- [w] a. We do not have arrangements in place for consulting staff on safety related matters.
- [w] b. We do not have a safety committee or works council/forum.
- [w] c. Health and Safety is not included as an agenda item for all meetings.
- [w] d. Our minutes of meetings do not indicate health and safety action points and who they have been allocated to or monitored through to completion.
- [w] e. Our meetings are not chaired by a director who has sufficient authority to ensure action can be taken on decisions made.
- [w] f. Staff and learners across different departments are not represented at the relevant meetings.
- [w] g. Our health and safety consultation process does not involve directors, managers, supervisors, staff, the competent person, and learners.

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## Organising for Health and Safety

### Information (Communication)

- [w] a. We do not display the "Health and Safety Law - what you should know" poster (or give a leaflet as personal issue at induction).
- [w] b. We do not display all of the appropriate signs where necessary to make staff aware of relevant health and safety hazards, and preventive measures.
- [w] c. Where workplace risks are still present, after all appropriate risk reducing measures have been taken; we do not make such risks known to staff through appropriate safety signs.
- [w] d. Such signs do not warn or instruct or both of the nature of the risks and the measures to be taken to protect against them.
- [w] e. We do not make staff and learners aware of our safety rules, and the consequences of a failure to abide by them.
- [w] f. We do not encourage staff and learners to report hazards and concerns immediately.
- [w] g. We do not make staff and learners aware of the consultation arrangements, e.g. the safety committee and grievance procedures.
- [w] h. We do not have union appointed safety representatives, and we do not make managers aware of 'safety representatives' rights to paid time off work for carrying out their functions and for training, to carry out safety inspections and to access to relevant safety information.
- l. We do not have union appointed safety representatives, but managers are aware of the rights of elected "employee representatives of safety" to have time off with pay to complete their role and training this is achieved by.....
- [w] j. Managers do not encourage safety representatives or support them in their role.
- [w] k. We do not make managers and supervisors aware of the guidance specific to their areas of responsibility.
- [w] l. We do not have arrangements in place for liaising with enforcing authorities and other external organisations such as trade associations.

## Planning and Implementing

### Premises, plant and processes

- [w] a. We have not carried out risk assessment for all existing activities, processes, plant, equipment, substances and premises.
- [w] b. We do not carry out risk assessment for all new or modified activities, processes, plant, equipment, substances and premises maintenance prior to the work being carried out.
- [w] c. Our risk assessments do not take account of young persons, expectant mothers or vulnerable groups.
- [w] d. We have not identified or implemented the controls arising from the process of risk assessment.
- [w] e. We have not allocated responsibility for carrying out risk assessment.
- [w] f. Staff who carry out risk assessments are not suitably trained or competent to perform this function.
- [w] g. We have not identified the level of supervision required for learners as part of our risk assessment.
- [w] h. We do not have arrangements for the co-ordination of risk assessments.
- [w] i. We do not record our risk assessments.
- [w] j. We do not evaluate the risk assessment results to identify how risks can be eliminated or reduced.
- [w] k. We do not communicate the results of our risk assessment to those who may be affected by it including (staff, learners, volunteers, visitors and contractors).
- [w] l. We do not have instructions included in our assessment documentation to indicate when an assessment should be reviewed.

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## Planning and Implementing

### Health Surveillance

- [w] a. We are not able to identify special occupational health hazards (e.g. upper limb disorders, asthma, deafness) that will enable us to give consideration to health surveillance where appropriate.
- [w] b. We have not identified all the jobs for which a health assessment is necessary before recruitment.
- [w] c. We have not identified those staff and learners for whom health surveillance may be appropriate.
- [w] d. We have not made arrangements for obtaining medical advice if required on occupational health questions.
- [w] e. We do not have arrangements for reviewing sickness absence or helping staff and learners to return to work after serious illness.
- [w] f. We do not have a system of after care that enables us to identify the reason for early leavers or extended absence. (Health reasons)

## Planning and Implementing

### Control of substances hazardous to health

- [w] a. We have not carried out an exercise to identify all hazardous substances.
- [w] b. We have not recorded an assessment of the risks created by all hazardous substances used in, or arising from, work activities.
- [w] c. Our assessment does not include information on the following: -
- [w] d. We have not communicated the outcome of our assessment to all those who need to know including (staff learners and supervisors).
- [w] e. Our control measures, are not being properly used, examined, or maintained.
- [w] f. We do not carry out routine examinations of engineering controls (LEV) and personal protective equipment.
- [w] g. We are not able to identify any processes for which work place monitoring may be appropriate (e.g. airborne dusts and fumes).
- [w] h. We have not identified staff and learners for whom health surveillance may be appropriate and implemented the necessary arrangements.
- [w] i. We do not maintain appropriate records of equipment examinations, work place monitoring and health surveillance.
- [w] j. Our COSHH assessments do not cover hazardous substances used in all maintenance activities and those who may be affected have not been made aware of the outcome of the assessment.
- [w] k. All of our flammable liquids and gases are not properly stored in suitably constructed facilities.
- [w] l. We have not carried out an assessment of needs and identified the appropriate personal protective equipment and clothing (PPE/C) required for the hazards involved.

## Planning and Implementing

### Setting health and safety objectives

- [w] a. We have not set suitable and sufficient health and safety objectives.
- [w] b. We have not set long-term and short-term objectives.
- [w] c. Our objectives are not Specific, Measurable, Achievable, Realistic and Timebound.
- [w] d. We have not set safe learner targets.
- [w] e. We have not set long-term and short-term objectives.

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## Planning and Implementing

### New premises and extensions

- [w] a. We do not adhere to the requirements of the Construction (Design and Management) Regulations 1994 for relevant building construction and demolition work.
- [w] b. We are not aware of our duties as “the client” under the Construction (Design and Management) Regulations 1994 including the appointment of a Planning Supervisor and Principle Contractor and ensuring that a project health and safety file is available upon project completion.
- [w] c. We do not have arrangements in place to ensure competent advice is sought so that health and safety aspects are taken into account when designing, selecting and purchasing buildings, structures, extensions or modifications.
- [w] d. We do not have arrangements in place to ensure that the competent adviser is kept fully informed as to the use to which the buildings etc. are to be put.
- [w] e. Our new premises and extensions do not comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations.

## Planning and Implementing

### New plant and equipment

- [w] a. Those responsible for specification or purchase of work equipment do not check to ensure that adequate information and design features are provided to fulfil health and safety standards.
- [w] b. We do not consider past health and safety performance when selecting suppliers' of equipment.
- [w] c. We do not have arrangements in place to ensure that the manufacturer or importer of new equipment complies with machinery safety regulations and that the equipment carries the CE mark.
- [w] d. We do not have arrangements in place to ensure that adequate design features and information is provided so that equipment can be installed, set, used, maintained, dismantled or disposed of safely.
- [w] e. We do not have a system to identify the appropriateness of personal protective equipment and clothing (PPE/C) prior to purchase and issue.

## Planning and Implementing

### New substances

- [w] a. We do not consider the health and safety risks in 100% of potential substance purchase decisions.
- [w] b. We do not have arrangements in place to ensure that health and safety data, exposure limits, outcome of tests etc, are sought before a purchase decision is made.
- [w] c. We do not avoid the use of hazardous substances where possible or consider alternatives prior to purchase.
- [w] d. We do not have appropriate arrangements in place to ensure that hazardous substances delivered are accompanied by warnings and material safety data to help ensure that they are safe when handled, stored, used or disposed of.

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## Monitoring Health and Safety

### Active monitoring

- [w] a. We do not have a system to ensure that every place and activity within the company is subject to a scheme of active monitoring (safety inspections, safety tours, safety surveys and safety management audits).
- [w] b. We do not have an effective system to ensure that employer placements are monitored at appropriate frequencies based on the level of risk to learners.
- [w] c. We have not allocated responsibility for active monitoring.
- [w] d. We have not properly trained the staff who have been allocated the responsibility for carrying out active monitoring.
- [w] e. We do not provide assistance for those who are responsible for active monitoring.
- [w] f. We do not set adequate monitoring frequencies for those who are responsible for monitoring.
- [w] g. Our system of active monitoring does not ensure the recording of results.
- [w] h. We do not have an effective system for following up on the results of active monitoring and checking on the action taken.

## Monitoring Health and Safety

### Reactive monitoring

- [w] a. We have not placed a requirement on managers to ensure that all incidents and accidents (harm to learners, staff, harm to the environment, damage to plant, property and processes) are investigated.
- [w] b. We do not have arrangements in place for incident and accident investigation and the recording of the results.
- [w] c. We have not allocated responsibility for investigation.
- [w] d. We have not properly instructed and/or trained those responsible for incident accident investigation.
- [w] e. We do not have an effective system for identifying trends and taking appropriate action on the results of investigations and checking the effectiveness of any action taken to prevent re-occurrence.
- [w] f. We do not have an effective system to identify reportable incidents, ill health and/ or injury to the relevant authority.

## Review of the Health and SMS

### Working Area

- [w] c. We do not ensure that each person has an adequate amount of workspace.
- [w] d. 100% of our fixed workshop machinery is not adequately guarded.
- [w] e. We do not ensure that there is enough working space around every machine.
- [w] a. We do not ensure that 100% of workstations are suitable for any person likely to use them, including where appropriate persons with disabilities.
- [w] b. We do not ensure that workstations provide protection from adverse weather, enable any person to leave swiftly and, so far as is reasonably practicable, ensure that any person at the workstation does not slip.

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## Review of the Health and SMS

### Maintenance of Premises and Equipment

- [w] a. 100% of our equipment is not maintained in a safe condition.
- [w] b. We do not have a system to record the maintenance, inspection, assessment and completion of actions in relation to machinery and equipment.
- [w] c. We have not made provision to ensure that every enclosed learning environment has effective and suitable ventilation.
- [w] d. We have not made provision to ensure that during operating hours, the learning environment temperature is maintained as a minimum at the legal limit.
- [w] e. We do not provide each learning environment with a thermometer.
- [w] f. We do not provide suitable and sufficient lighting, using natural light wherever possible, which takes account of the activities to be carried out.
- [w] g. Where windows or skylights are used for lighting, we do not keep them clean and free from obstruction.
- [w] h. We have not provided emergency lighting where people would be exposed to danger.
- [w] i. We do not ensure that floor surfaces, walls and ceilings are capable of being cleaned to a suitable standard, and are kept clean.
- [w] j. We do not ensure that learning environments are kept free from overflows, spillages and waste material.
- [w] k. We do not have access to all the necessary information regarding the strength of floors.
- [w] l. We have not ensured that all doors, gates, walls or partitions that are transparent and with which persons may come into contact, have been made of safety material or protected so as to avoid injury in the event of breaking, and they are not all appropriately marked.
- [w] m. We have not ensured that sliding doors are so constructed that they do not come off their tracks.
- [w] n. All of our powered doors do not have identifiable emergency stop controls.
- [w] o. All of our powered doors can not be operated manually, and there are no alternative means of escape, if the power fails.
- [w] p. All of our doors, gates and curtains, which are opened by pushing, do not allow a clear view through when closed.
- [w] q. We have not taken steps to eliminate or reduce the risk of pedestrians being struck by doors and/or vehicles where the same doors as vehicles are used.

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## Review of the Health and SMS

### General Fire Precautions

- [w] a. We do not have a fire certificate in place for all our premises which require them.
- [w] b. We have not carried out a fire risk assessment on all of our premises.
- [w] c. All our emergency exits and routes are not clear of obstructions.
- [w] d. All our emergency doors do not open in the direction of escape and can not be immediately opened in an emergency.
- [w] e. All our emergency exits, assembly points, emergency routes are not properly identified, marked and illuminated where necessary.
- [w] f. All our emergency routes are not designed for safe egress.
- [w] g. We do not have a suitable fire detection and alarm system installed.
- [w] h. We do not test alarms at regular intervals or keep records.
- [w] i. An appropriate sprinkler system has been advised but has not been installed to the premises.
- [w] j. We do not flow test sprinklers according to manufacturers instructions.
- [w] k. 100% of our fire extinguishers are not up to date, suitable or adequate for the risks involved.
- [w] l. 100% of our fire extinguishers are not colour coded, simple to use, easily accessible and indicated by signs.
- [w] m. 100% of our fire extinguishers are not tested annually.
- [w] n. All of our internal fire doors are not fitted with self-closing devices and keep shut notices.
- [w] o. We do not carry out fire drills frequently enough to cater for the turnover of learners and staff and at least once in every 12 months.
- [w] p. We have not appointed and trained 100% of fire marshals/wardens to a standard that will enable them to carry out their role safely and effectively.
- [w] q. We have not trained all those who may be called upon to use fire extinguishers in the use of extinguishers.
- [w] r. We have not placed restrictions/prohibitions on those who have not been trained in the use of fire extinguishers.

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## Review of the Health and SMS

### Electrical Safety

- [w] a. We have not allocated specific responsibility for the safety of the electrical distribution system(s) in each of our premises.
- [w] b. The person we have appointed is not technically competent and does not have access to competent technical advice.
- [w] c. We do not have adequate diagrams and descriptions of the electrical distribution system.
- [w] d. All modifications to the electrical distribution system are not carried out in accordance with IEE Wiring Regulations.
- [w] e. The electrical distribution system is not inspected and tested on a systematic basis.
- [w] f. We do not restrict the work on the distribution system and electrical equipment to authorised personnel only.
- [w] g. We do not ensure that 100% of authorised personnel are adequately trained and/or experienced and competent to do the work allotted to them.
- [w] h. We do not ensure that there are clear instructions on the limitation of live working.
- [w] i. We do not ensure that there are clear arrangements for allocating responsibilities when electrical contractors are on the premises.
- [w] j. We have not allocated specific responsibility for the safety of fixed and portable equipment.
- [w] k. The person(s) that we have appointed is not technically competent and does not have access to competent technical advice.
- [w] l. Our purchasing arrangements do not take full account of electrical safety factors when purchasing new equipment, e.g. suitability for wet or dusty conditions.
- [w] m. Our equipment has not been inspected and tested on a systematic basis.
- [w] n. Our system of inspection and testing is not working effectively.
- [w] o. We do not have effective arrangements in place for dealing with faults detected during electrical inspection or testing.
- [w] p. We do not have effective arrangements in place for reporting faults to electrical equipment during normal use.
- [w] q. Our arrangements for reporting faults to electrical equipment are not working effectively.

## Review of the Health and SMS

### PPE/Clothing

- [w] a. We do not provide suitable and sufficient accommodation for personal clothing not worn at work, and for special clothing worn at work but not taken home.
- [w] b. We have not identified all circumstances in which personal protective equipment (PPE/C) may be needed.
- [w] c. We have not assessed whether the PPE/C used is suitable and sufficient.
- [w] d. We do not have a system in place to ensure 100% of PPE/C is properly maintained. This is achieved by.....
- [w] e. We do not provide suitable storage facilities for 100% of PPE/C.
- [w] f. We do not provide the necessary information, instruction and training in relation to PPE/C for staff and learners.

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## Review of the Health and SMS

### Falls From Height (HSE Priority Topic)

- [w] a. We have not identified all potential work at height and have not considered ways of doing it safely.
- [w] b. We have not fixed warning signs at all the access points to fragile roofs, and we do not strictly control the access to them.
- [w] c. For jobs requiring working at height, we have not considered alternatives to ladders.
- [w] d. We have not instructed 100% of staff who use ladders in "the safe use of ladders".
- [w] e. We do not regularly inspect 100% of access equipment including ladders and stepladders and maintain them in good condition.
- [w] f. When lift trucks are used to gain access we do not always use a properly constructed safety platform.
- [w] g. All teagle openings and crane doors do not have suitable barriers and safety harnesses and handholds are not provided and used.
- [w] h. We do not fit guardrails and toeboards to 100% of the work areas with open edges where there is a risk of falling two metres.
- [w] i. We do not assess the health and safety arrangements and instruct contractors who carry out work at height on our behalf.

## Review of the Health and SMS

### Slips and Trips (HSE Priority Topic)

- [w] a. We have not taken measures to ensure that floors are even and free from holes, these include.....
- [w] b. We do not ensure all our work areas and access routes are kept free from, waste and equipment, including tools and trailing cables.
- [w] c. We do not ensure that all work areas and access routes are adequately illuminated.
- [w] d. We do not ensure that all our stairs are well constructed in good condition and are fitted with handrails.
- [w] e. We do not ensure that floors that get contaminated by water, oil, or grease are cleaned at appropriate frequencies.
- [w] f. We have not taken appropriate steps to protect people from inherently slippery floors.
- [w] g. We have not taken appropriate steps to reduce the risks of slipping including the provision of slip resistant footwear.

## Review of the Health and SMS

### Musculoskeletal disorders (Priority Topic)

- [w] a. We have not taken wherever possible the appropriate action to eliminate 100% of manual handling activities that pose a significant risk.
- [w] b. We have not carried out an assessment of 100% of our manual handling tasks where there is a significant risk of injury.
- [w] c. Where it is not possible to eliminate manual handling activities, we have not taken steps to reduce the risk of injury, taking into account the tasks, the loads, the working environment and individual capability.
- [w] d. We have not recorded the significant findings and implemented appropriate controls following our manual handling assessment.
- [w] e. We do not have an effective system for ensuring that our written risk assessments are reviewed when there is reason to believe they are no longer valid, or when there has been a significant change.
- [w] f. We do not provide all those who carry out manual handling activities with suitable and sufficient training.
- [w] g. All our managers are not committed to, and workers are not actively involved in, controlling risks from manual handling activities.

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## Review of the Health and SMS

### Upper Limb Disorders (ULDs)

- [w] a. We are not able to identify activities that pose a risk of ULDs.
- [w] b. We have not taken action to eliminate or control activities that pose a risk of ULDs.
- [w] c. We have not carried out a risk assessment, taking into account the task, working environment and individual capability.
- [w] d. The significant findings of the risk assessment have not been recorded.
- [w] e. Staff have not been provided with suitable and sufficient instruction and training.
- [w] f. We do not have an effective system for ensuring that our written risk assessments are reviewed when there is reason to believe they are no longer valid, or when there has been a significant change.

## Review of the Health and SMS

### Work with Display Screen Equipment

- [w] a. We have not identified all staff who may be classified as “users” under the Regulations.
- [w] b. We do not assess the risks arising from the use of DSE workstations.
- [w] c. We do not have a system for ensuring that 100% of new workstations brought into use after 31st December 1992 comply with the minimum requirements of the Regulations.
- [w] d. We do not adequately plan the work of users to permit periodic breaks or changes of activity.
- [w] e. Arrangements have not been made for users to have free eyesight tests as required by the Regulations.
- [w] f. Users have not been provided with comprehensible information on measures taken to comply with the Regulations.
- [w] g. Health and safety training is not given to users as required by Regulations.

## Review of the Health and SMS

### Workplace Transport (HSE Priority Topic)

- [w] a. The layout of traffic routes do not keep vehicles and pedestrians safely apart.
- [w] b. We have not identified all potentially dangerous areas used by pedestrians such as unmarked crossing points, blind corners, routes used from car parks and implemented all the appropriate controls.
- [w] c. Our vehicle routes are not in good condition, wide enough and free from obstructions.
- [w] d. Our roadways and traffic flow systems are not all well designed, we have not made effective use of one-way systems, signs, speed bumps and barriers to separate pedestrians from traffic.
- [w] e. All of our vehicles are not suitable for use and well maintained.
- [w] f. 100% of drivers are not trained in on-site safety.
- [w] g. We do not ensure drivers and pedestrians behave in a safe manner.
- [w] h. We have not put arrangements in place to ensure that reversing vehicle are as safe as possible.
- [w] i. We do not ensure all vehicles are loaded and unloaded safely.
- [w] j. All potentially vulnerable cast iron columns have not been protected from moving vehicles by properly designed means.

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## Review of the Health and SMS

### Emergency Response

- [w] a. We do not have arrangements in place to deal with serious or imminent danger e.g. fire, chemical release or structural collapse.
- [w] b. We have not appointed sufficient competent persons to assist in the event of an emergency.
- [w] c. Arrangements have not been made for the involvement of the emergency services.

## Review of the Health and SMS

### Control of Contractors and Visitors

- [w] a. We have effective arrangements for controlling contractors.
- [w] b. Our arrangements do not provide for: clear allocation of responsibility, liaison with a named member of management, use of contractor's equipment, use of company equipment and services, exchange of information on health and safety, emergency procedures, observance of safe procedures.
- [w] c. We do not assess the safety standards before awarding contracts to external contractors.
- [w] d. We do not have an effective method for controlling visitors.
- [w] e. Our visitors' rules do not make provision for any necessary personal protective equipment and clothing, information on any risks to health and safety and emergency procedures.

## Review of the Health and SMS

### Shared Premises Arrangements

- [w] a. We have not made effective arrangements for co-operating and co-ordinating where necessary on health and safety matters with other employers in the same building.
- [w] b. We do not have a clear agreement on who is responsible for maintaining and cleaning common parts of the building and any common facilities.
- [w] c. We do not have adequate arrangements for communicating health, safety and welfare problems to the person responsible for common facilities.

## Review of the Health and SMS

### Placements, Work experience and work-based learning

- [w] a. We do not assess learners working environments against the LSC key standards prior to placing them with employers.
- [w] b. We do not assess the working environments of employed status learners against the LSC key standards prior to funding the proposed learning.
- [w] c. All of these health and safety assessments are not carried out by a competent person and recorded.
- [w] d. We do not agree development plans with employers who do not fully meet the LSC key standards prior to approving them.
- [w] e. For learners already in employment their employer and workplace is not assessed against LSC Key standards.
- [w] f. We do not follow up 100% of employers who do not fully comply with the LSC standards.

# Self Assessment Report [DATE]

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## Organising for Health and Safety

### Medical Screening

- [w] d. We do not take into consideration a young persons/learners age, immaturity, special needs and lack of experience in relation to the needs of the job or learning programme.
- [w] a. We do not take into consideration physical capabilities such as strength, reach, height and any previous injuries and match them to the requirements of the job or learning programme during the selection process.
- [w] b. We do not take into consideration sharpness of hearing, eyesight or colour vision were it imposes particular requirements in a job.
- [w] c. We do not ask applicants questions on general health, relevant allergies, ability to work at heights, past performance and attitude to safety during selection.

## Review of the Health and SMS

### Reviewing Performance

- [w] a. We have not implemented an effective formal management procedure for reviewing health and safety performance.
- [w] b. We do not draw conclusions from the review of performance and action improvement opportunities to policy, standards or targets.
- [w] c. We do not set targets for future health and safety performance and incorporate them into our action plans.
- [w] d. All actions that we allocate to individuals are not monitored for progress and tracked to completion.
- [w] e. The results of our review are not communicated to all levels of the company.

## Safe healthy and supportive environment

### Welfare Arrangements

- [w] a. We do not provide suitable and sufficient sanitary conveniences in all our learning environments.
- [w] b. We do not provide at readily accessible places, suitable and sufficient washing facilities, including showers if the nature of the work requires.
- [w] c. We do not provide and maintain an adequate supply of drinking water in all our premises.
- [w] d. We do not provide suitable and sufficient rest facilities, including facilities for eating meals where meals are taken in the learning environment.
- [w] e. We do not provide suitable and sufficient seating to ensure all persons who, whilst at work, or on learning programmes are able to sit without adversely affecting their health or learning.

## Safe learner

### General (safe learner)

- [w] a. We do not identify learner's medical/health conditions prior to starting them on a course of learning/training to identify suitable and unsuitable occupations, jobs and tasks.
- [w] b. We do not assess 100% of learner's current understanding of health and safety at recruitment.
- [w] c. We have not set 'safe learner' targets.
- [w] d. We have not set learning objectives for learner induction at recruitment and other stages of learning.
- [w] e. We do not consult with learners and encourage them to participate in health and safety such as safety committees/forums, inspections, surveys etc.

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## Safe learner

### Induction (safe learner)

- [w] a. We have not set learning objectives for learner induction.
- [w] b. We do not ensure that learning objectives are reviewed by a competent person and amended as necessary.
- [w] c. Our learning objectives are not based on the level of risk and the learner's ability to learn.
- [w] d. A competent person (s) does not deliver our induction programme.
- [w] e. Our induction programme is not evaluated for its effectiveness following induction.
- [w] f. Learners' knowledge and understanding is not assessed again, several weeks following induction.
- [w] g. Our inductions and evaluations are not recorded.

## Safe learner

### Ongoing information, instruction and training (sl)

- [w] c. Monitoring and reviews of learner progress does include health and safety.
- [w] d. Learners' health and safety understanding and its practical application is not periodically assessed against objectives in the learning environment.
- [w] e. We do not carry out learner health and safety surveys or include health and safety into other surveys.
- [w] a. We have not set health and safety targets for learners to achieve e.g. foundation level understanding.
- [w] b. We do not ensure that a competent person reviews learning targets.

## Safe learner

### Supervision (safe learner)

- [w] a. 100% of supervisors are not competent in health and safety.
- [w] b. Supervision of non-core learning and training such as breaks, lunchtime and off-site activities has not been assessed.
- [w] c. Supervision is not reflected in the safety policy organisation (responsibilities) and in the arrangements section to secure the health and safety of learners.
- [w] d. Supervisors do not enforce appropriately health and safety rules such as the wearing of personal protective equipment and clothing.