



Health and Safety Management Checklist

Small Healthcare Facilities

This checklist can be used as an aid in assessing and reviewing the management of health and safety in your workplace. The checklist is not an exhaustive list of items to be addressed and will not necessarily be comprehensive for all work situations.

Safety Statement	Yes	No	Action Required
Have you got a safety statement which addresses the areas outlined in the Health & Safety at Work act 1974			
Are roles and responsibilities for particular health and safety jobs clearly set out in the safety statement?			
Is the safety statement signed by the responsible person(s) such as the employer or senior manager?			
Is the safety statement reviewed at least annually and updated as necessary?			
Has the safety statement been brought to the attention of employees in a manner and format they understand? (It should be included in induction and brought to employees' attention at least annually and following amendment).			
Competence	Yes	No	Action Required
Is there sufficient competence available to ensure safety, health and welfare at work?			
Risk Assessment	Yes	No	Action Required
Have the workplace, work activities and work tasks been risk assessed?			
Are risk assessments documented?			
Do the risk assessments take account of the safety of those at the workplace other than employees e.g. service users and members of the public?			

Are outstanding control measures implemented in a timely manner?			
Are risk assessments reviewed and updated as required?			
Emergency Plans	Yes	No	Action Required
<p>Have you plans and procedures in place in the event of an emergency or serious and imminent danger such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire? <input type="checkbox"/> Gas Leak? <input type="checkbox"/> Flooding? <input type="checkbox"/> Power or Water Cut? <input type="checkbox"/> Needle stick Injury? <input type="checkbox"/> Blood / Body Fluid / Patient sample spillage? <input type="checkbox"/> Chemical spillage such as mercury? <input type="checkbox"/> Violent or aggressive person? <input type="checkbox"/> Workplace accident? <input type="checkbox"/> Medical Emergency (Patient)? <input type="checkbox"/> Road Traffic Collision? 			
Contractors and Others	Yes	No	Action Required
Is there a system in place to manage contractors in the workplace, with a view to ensuring the health and safety of all at the workplace?			
Where employers share a workplace or other people's employees work on the premises, is there co-operation and coordination with regard to health and safety at work? For example, is there exchange of safety statements or relevant risk assessments?			
Consultation	Yes	No	Action Required
Is there a system in place for consulting with employees on health and safety matters e.g. appointment of a safety representative, health and safety on the agenda at staff meetings?			
Instruction, Information, Training and Supervision	Yes	No	Action Required
Have you identified the information, skills, knowledge and training required by employees to do their work safely and without risk to health?			

Are information, instruction and training provided to employees so that they can carry out their work safely?			
Is there supervision of work activities to monitor adherence to safe work practices?			
Accidents and Incidents	Yes	No	Action Required
Is there a system in place for reporting, recording and investigating work related accidents and incidents?			
Is there a system in place for reporting notifiable accidents to the Health and Safety Executive			
Are trends in work related incidents and ill health absence reviewed and remedial action taken where required?			
Occupational Health	Yes	No	Action Required
Is there access to occupational health services, as required?			
Monitoring Health and Safety Performance	Yes	No	Action Required
Is there a system in place for reviewing your management of health and safety and identifying areas for improvement ?			
Comments			
Signed		Date	

For further information, The Health & Safety Executives

Web site <http://www.hse.gov.uk/>