



HEALTH AND SAFETY CHECKLIST

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Health and Safety Checklist

If not already in place, the following are practical steps you should take today:

UNDERTAKEN BY: _____ DATE: ____/____/____

	Yes	No
1. Is an Employer's Liability Insurance Certificate displayed?		
2. Is a Health and Safety Poster displayed?		
3. Have all outstanding tasks from previous risk assessments been completed?		
4. Are there sufficient Fire Marshalls?		
5. Are there sufficient Fire Action Notices displayed to inform staff of the procedures to take in the event of a fire?		
6. Are all new recruits advised of the Health and Safety procedures?		
7. Is the fire alarm tested regularly?		
8. When was it last tested and by whom?		
9. When were the fire extinguishers last tested?		
10. Is the first aid box complete and available to all staff?		
11. Are there sufficient trained first aiders?		
12. Is there an accident book and is it being used?		
13. When was the last time portable electrical equipment was tested by an electrician?		
14. Is the electrical equipment labelled and dated with the test?		



15. Have risk assessments of display equipment been undertaken within the last 12 months?		
16. Is everyone aware of their right to free eye tests?		
17. Are all items of mechanical cutting equipment adequately guarded (shredders, guillotines etc.)?		
18. Are filing cabinets where more than one drawer can be opened at a time bolted down?		
19. Have staff been advised to take precautions when changing toner cartridges?		
20. Are trolleys etc. provided to assist in the manual handling of loads?		
21. Are heavy, frequently used items stored on waist level shelves?		
22. Are steps available for reaching items stored at height?		
23. Is lighting adequate and in good working order?		
24. Is there a suitably marked drinking water supply available?		
25. Are passage ways clear of tripping hazards eg cables, boxes, rubbish etc.?		
26. Are the tops of cabinets clear of heavy items that could fall?		
27. Are all entrances and exits in good working order (no grease, broken slabs, poor lighting etc.)?		

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SMES AT FD EXCELLENCE AWARDS



2014

WINNER
ACCOUNTANCY FIRM
OF THE YEAR



2015

WINNER
ACCOUNTANCY FIRM
- LARGER CLIENTS

**OVER
60**



**LOCATIONS
AROUND THE UK**

WINNER
AUDITOR OF THE
YEAR FOR SMES



2012

&



2013

ACCESS TO
OVER 100
SPECIALIST SERVICES



TO HELP WITH EVERY ASPECT OF
YOUR BUSINESS & PERSONAL NEEDS



VIA OUR INTERNATIONAL ALLIANCE



FUNDRAISING
FOR OVER 100 LOCAL CHARITIES

HELPING OVER

35,000

BUSINESS OWNERS REACH THEIR GOALS

OVER 1,000 PEOPLE



AROUND THE UK WORKING TO SUPPORT CLIENTS

Having advisers that can add expert advice and value to both your business and personal wealth aspirations is important for most business owners. By understanding what you want to achieve, Haines Watts is able to work with you to identify opportunities for growth, saving money and managing risk to help you reach your goals. If you have an hour to spare, why don't you arrange a meeting with Haines Watts to find out how we can help you with your business needs? Contact your local office: www.hwca.com/offices