

Practical Risk Management

22 Kirby Lane, Kirby Muxloe, Leicester. LE9 2JG
 Head Office: 0116-2392594 Rugby Office: 01788 226111

Risk Management Health Check

	Fire and Health & Safety Policies & Procedures	N/A	OK	Not Sure	No
1	Written and updated?				
2	Sets out responsibilities?				
3	Sets out procedures and practices for implementation?				
4	Reviewed Regularly?				
5	Ways of finding out about changing requirements?				
6	Someone competent advises you on H&S?				
7	Someone competent advises you on Fire Safety?				
8	Adequate first aid arrangements?				
9	Accidents and incidents investigated & recorded?				
10	Adequate emergency arrangements?				
11	Adequate records of employee induction training?				
12	Records of employee job-specific training?				
13	Records of issue of personal protective equipment?				
14	Records of plant/equipment safety examinations?				
15	Records of electrical testing?				
16	Employee Health Surveillance records kept?				
17	Employees involved/consulted?				
	General Risk Assessments	N/A	OK	Not Sure	No
18	H&S Risk Assessments current and documented?				
19	Fire Safety Assessment – current and documented?				
	Specific Risk Assessments (Legal requirements and topical priorities)	N/A	OK	Not Sure	No
20	Young Persons – Special risk assessments <18's?				
21	Disability Discrimination – Any disability needs?				
22	Use/Exposure to hazardous substances?				
23	Legionella from water systems?				
24	Flammable Liquids?				
25	Noise?				
26	Vibration – Hand/Arm & Whole Body?				
27	Asbestos?				
28	Manual Handling?				
29	Computer Workstations?				
30	Workplace Transport?				
31	Work at height?				
32	Slips/Falls?				
33	Maintenance Risks?				
34	Plant and Machinery?				
35	Gas, pressure system and Electrical supplies?				

(note: Blacked out boxes will normally be applicable and should not be ticked N/A)

Head Office

Nigel Daniels
 Tel: 0116 2392594
 Fax: 07005 803086
 Mob: 07850 377570
 e-mail: nigel.daniels@prruk.co.uk

Rugby Office

Dave Daniel
 Tel: 01788 226111
 Fax: 07005 982176
 Mob: 07970 672274
 e-mail: david.daniel@prruk.co.uk

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	Environmental Policy	N/A	OK	Not Sure	No
36	Written and updated?				
37	Organisation & Arrangements – detailed in policy?				
38	Competent Person – Adviser appointed?				
	Water & Air Pollution	N/A	OK	Not Sure	No
39	Processes/Pollutants identified?				
40	Any processes requiring permits in operation?				
41	Permit conditions clearly identified and followed?				
42	Records kept?				
	Noise Nuisance	N/A	OK	Not Sure	No
43	Nearby residents?				
44	History of complaints?				
45	Imposed/Voluntary controls in place?				
	Waste Disposal	N/A	OK	Not Sure	No
46	Waste categorised/classified via Euro Waste Catalogue (EWC)?				
47	Hazardous wastes identified and categorised?				
48	Hazardous Waste Producer Registration made?				
49	Waste management/ separation and mixing procedures effective?				
50	Waste Transfer licenses/records kept and available?				

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Nigel Daniels
 Tel:
 Fax:
 Mob:
 e-mail

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 Tel:
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Employment	N/A	OK	Not Sure	No
Employment Contracts Issued and Reviewed?				
Employment Manual Available?				
Recruitment	N/A	OK	Not Sure	No
Competent assistance provided?				
Application form used?				
Medical questionnaire used?				
Specific Policies & Procedures	N/A	OK	Not Sure	No
Disciplinary				
Grievance				
Sickness Absence				
Race Discrimination				
Equal Opportunities				
Disability				
Maternity				
Paternity				
Adoptive Leave Policy				
Smoking Policy				
Mobile Phone Policy				
Company Car Policy				
Competent Support Service	N/A	OK	Not Sure	No
Arrangements to find out about changed requirements?				
Telephone help				
On-site help				
Regular visits				
Drafting of letters (Disciplinary/Employment)				
Attending Grievance Proceedings				
Tribunal advice inc IT3 forms				

No checklist of this sort can be exhaustive and it can only give an indication of possible areas of concern. If you have ticked boxes as “Not Sure” or “No”, you will need to seek advice as you may have unmanaged risks.

Call **PRM** for a free discussion without obligation.