



— GUIDE 02

HSE Inspection checklist

The Health and Safety Executive (HSE) conducts audits to ensure that companies comply with health and safety regulations. Here's a checklist of what the HSE may typically look for during an audit:



Documentation and records

- ☐ **Health and safety policy:** Is there a written health and safety policy?
- ☐ **Risk assessments:** Are comprehensive risk assessments available and up-to-date?
- ☐ **Training records:** Documentation of health and safety training provided to employees.
- ☐ **Incident reports:** Records of any accidents, near-misses, and other incidents.
- ☐ **Inspection records:** Logs of regular safety inspections and findings.
- ☐ **Maintenance records:** Documentation of maintenance schedules and repairs for equipment and machinery.
- ☐ **Audit and review records:** Records of previous audits and subsequent actions taken.



Management and leadership

- ☐ **Responsibility assignment:** Clear assignment of health and safety responsibilities to managers and staff.
- ☐ **Management involvement:** Evidence of active management involvement in health and safety.
- ☐ **Communication:** Regular health and safety meetings and communication channels for reporting hazards.



Risk management

- ☐ **Hazard identification:** Procedures for identifying and mitigating hazards.
- ☐ **Control measures:** Implementation of control measures to manage identified risks.
- ☐ **Emergency procedures:** Availability and clarity of emergency response plans.

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- ☐ **Personal Protective Equipment (PPE):** Adequate provision, maintenance, and usage monitoring of PPE.
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Training and competence

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- ☐ **Induction training:** Health and safety induction for new employees.
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- ☐ **Ongoing training:** Continuous training programs for current employees.
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- ☐ **Competence assessment:** Regular assessment of employee competence in health and safety practices.
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Workplace environment

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- ☐ **Housekeeping:** Cleanliness and orderliness of the workplace.
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- ☐ **Welfare facilities:** Availability of basic welfare facilities (e.g., restrooms, drinking water, heating).
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- ☐ **Ergonomics:** Assessment of workstation ergonomics to prevent musculoskeletal disorders.
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- ☐ **Lighting and ventilation:** Adequate lighting and ventilation in all work areas.
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Equipment and machinery

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- ☐ **Safe Operation:** Safe operation procedures for all equipment and machinery.
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- ☐ **Guarding:** Proper guarding of dangerous machinery parts.
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- ☐ **Maintenance:** Regular maintenance and servicing of machinery and equipment.
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Hazardous substances

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- ☐ **COSHH Assessments:** Control of Substances Hazardous to Health (COSHH) assessments and records.
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- ☐ **Storage:** Safe storage of hazardous substances.
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- ☐ **Handling:** Proper procedures for handling hazardous substances.
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Fire Safety

- ☐ **Fire risk assessment:** Up-to-date fire risk assessments.
- ☐ **Fire extinguishers:** Availability and maintenance of fire extinguishers.
- ☐ **Emergency exits:** Clear and unobstructed emergency exits.
- ☐ **Fire drills:** Regular fire drills and staff training on fire safety procedures.



Incident management

- ☐ **First aid:** Availability of first aid facilities and trained first aid personnel.
- ☐ **Accident reporting:** Procedures for reporting and investigating accidents and near-misses.
- ☐ **Corrective actions:** Implementation of corrective actions following incidents.



Contractor management

- ☐ **Contractor vetting:** Procedures for vetting contractors' health and safety standards.
- ☐ **Monitoring:** Monitoring of contractors' compliance with health and safety requirements.



Continuous improvement

- ☐ **Performance monitoring:** Regular monitoring and review of health and safety performance.
- ☐ **Employee feedback:** Systems for employees to provide feedback on health and safety issues.
- ☐ **Improvement plans:** Implementation of health and safety improvement plans.



This checklist can vary depending on the industry and specific regulations applicable to the company. It's important for companies to stay informed about relevant health and safety legislation and best practices.