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| **Health & Safety HS2 – Annual Audit** |

**This audit should be completed by a suitably experienced person on an Annual basis. Evidence to be uploaded by 31st March each year.**

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| **Service Name** |  | **Site** |  | **Have mapped all codes just need to add radio buttons & Extra text in headings** |  |
| **Date of Audit** |  | **Completed by** |  |

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| **No** | **Audit Criteria** | **Y/N/NA** | **Evidence, Observations & Actions Identified****You MUST add actions to Datix Audit Record** |
| **Policy, Documentation & Performance** |
| **P01** | Does PC24 have a clear written Health & Safety Policy which has been read, signed, dated and communicated to all employees?  |  | **Quality Governance only**For HS2 annual audit, please upload evidence in April (Q1) |
| **P02** | Does PC24 have a Health & Safety Policy statement which has been signed by the CEO and made available to all staff?  |  | **Quality Governance only**For HS2 annual audit, please upload evidence of signed H&S statement in April (Q1) |
| **PO3** | Is the Health & Safety Executive (HSE) Law poster on display with up to date contact details?  |  | For HS2 annual audit, please upload evidence in April (Q1) |
| **PO4** | Is an up to date version of the Employers Liability Insurance on display?  |  | For HS2 annual audit, please upload evidence in April (Q1) |
| **P05** | Are arrangements in place for monitoring progress with the implementation of improvements/action plans, and measuring extent that targets and objectives set have been achieved?  |  | For HS2 annual audit, please upload evidence in April (Q1) |
| **Communication** |
| **C01** | Is H&S an agenda item on your team meetings, and is feedback provided by the H&S representative? |  | For HS2 annual audit, please upload evidence in April (Q1) |
| **C02** | Do you provide clear information to persons working on behalf of PC24 regarding hazards and control measures?  |  | Local induction, emergency exits, emergency fire evacuation process, assembly points For HS2 annual audit, please upload evidence in April (Q1) |
| **C03** | Do you involve the workforce in preparing H&S improvement plans, reviewing H&S performance, undertaking risk assessments, preparing safety related rules and procedures, investigating incidents and problem solving? |  | Team workingH&S MeetingsHigh level compliance of risk managementRisk assessments, Risk registerSafety first meetingsFor HS2 annual audit, please upload evidence in April (Q1) |
| **C04** | Do you have an active Health & Safety committee that is chaired by a senior manager or director and on which employees from all areas are represented?  |  | Quality Governance onlyFor HS2 annual audit, please upload evidence in April (Q1) |
| **Legionella & Asbestos** |
| **LA01** | Has twice weekly flushing (of little used outlets) taken place regularly?  |  | For HS2 annual audit, please upload evidence of last inspection as evidence in April (Q1) |
| **LA02** | Has a legionella inspection been carried out? |  | For HS2 annual audit, please upload evidence of last inspection in April (Q1) |
| **LA03** | Has an asbestos assessment has been undertaken?  |  | (Only applicable if building was built before 2000). For HS2 annual audit, please upload evidence of last assessment in April (Q1) |
| **Vehicle checks (IUC only)** |
| **V01** | Do staff complete pre-use checks before started their journey? |  | These checks consist of, tyres, lights, indicators, window wipers, window wash fluid. If any of the above do not work, then do not use the vehicle and report to manager.For HS2 annual audit, please upload last month’s check sheets as evidence in April (Q1) |
| **V02** | Has vehicle servicing been completed and recorded regularly?  |  | For HS2 annual audit, please upload the last service record as evidence in April (Q1) |
| **V03** | Have all vehicles been cleaned weekly?  |  | For HS2 annual audit, please upload cleaning record sheets as evidence in April (Q1) |
| **Fire Safety**  |  |  |
| **F01** | Have Emergency Evacuation drills been carried out at least twice yearly?  |  | For HS2 annual audit, please upload evidence of last emergency evacuation drill in April (Q1) |
| **F02** | Have Emergency Evacuation grab bag checks been completed and documented on a monthly basis?  |  | **SD to check contents of grab bags**For HS2 annual audit please upload the last month of check sheets as evidence in April (Q1) |
| **F03** | Have Firefighting Equipment checks been completed and documented on a monthly basis?  |  | Ensure extinguishers are present at their designated positions and that they appear in good order.For HS2 annual audit please upload check sheets as evidence in April (Q1) |
| **F04** | Have regular maintenance checks been completed and documented by a certified engineer?  |  | For HS2 annual audit please upload evidence in April (Q1) |
| **F05** | Have emergency lighting checks been completed and documented on a monthly basis?  |  | For HS2 annual audit please upload the last month of checks as evidence in April (Q1) |
| **F06** | Have Fire Signage checks been completed and documented on a monthly basis? |  | For HS2 annual audit, please upload copy of last check as evidence in April (Q1) |
| **F07** | Have fire alarm activations been completed and documented on a weekly basis? |  | For HS2 annual audit please upload check sheets for last month as evidence in April (Q1) |
| **F08** | Have Fire door checks been completed and documented on a weekly basis?  |  | For HS2 annual audit, please upload check sheets for last month as evidence in April (Q1) |
| **F09** | Have Fire Sprinkler checks been completed and documented on a regular basis? |  | For HS2 annual audit, please upload copy of last check as evidence in April (Q1) |
| **F10** | Has the Emergency Evacuation chair been checked and serviced as per manufacturer’s guidance at least on annually?  |  | For HS2 annual audit, please upload last service as evidence in April (Q1) |
| **F11** | Are there an adequate number of Fire Marshalls trained for the organisation, and is there a list on display?  |  | For HS2 annual audit, please upload current list of fire marshals as evidence in April (Q1) |
| **F12** | Have all PEEPs been reviewed at least within the previous 12 months? |  | Are we asking that every single service must upload a copy of each PEEP they have done or reviewed in past year – they will not be many. For HS2, please upload evidence in April (Q1) |
| **F13** | Has all portable electrical equipment been PAT tested in accordance with schedule? |  | For HS2 annual audit, please upload evidence in April (Q1) |
| **Risk Assessments**  |
| **RA01** | Have all Lone Worker Risk Assessments been reviewed at least within the previous 12 months?  |  | Are we asking that every single lone worker risk assessment carried out in past year is uploaded? For annual audit, please upload risk assessment as evidence in April (Q1) |
| **RA02** | Have all Moving & Handling Risk Assessments been reviewed at least within the previous 12 months?  |  | For HS2 annual audit, please upload risk assessment as evidence in April (Q1) |
| **RA03** | Have all staff completed a DSE self-assessment, and have those completed been reviewed within the previous 12 months?  |  | For HS2 annual audit, please upload risk assessments as evidence in April (Q1) |
| **RA04** | Has an Oxygen Risk Assessment been undertaken at least in the previous 12 months?  |  | For HS2 annual audit, please upload risk assessment as evidence in April (Q1) |
| **RA05** | Has a Site Risk Assessment been undertaken at least within the previous 12 months?  |  | For HS2 annual audit, please upload risk assessment as evidence in April (Q1) |
| **RA06** | Has a Fire Risk Assessment been undertaken at least within the previous 12 months?  |  | For HS2 annual audit, please upload risk assessment as evidence in April (Q1) |
| **RA07** | Has a COSHH Risk Assessment been undertaken at least within the previous 12 months?  |  | Please ensure the manufacturer’s data sheet is attached. For HS2 annual audit, please upload risk assessments as evidence in April (Q1) |
| **General Observations** |
| **GO1** | Has a COSHH Risk Assessment been undertaken at least within the previous 12 months? |  |  |
| **GO2** | Is their evidence that each site has adequate First Aid cover on each shift?  |  | **List to be displayed in work area/office**For HS2 annual audit, please upload current list of first aiders as evidence in April (Q1) |
| **Training** |
| **T01** | Have all staff completed mandatory Health and Safety training?  |  | For HS2 annual audit, please upload training record as evidence in April (Q1) |
| **T02** | Have all staff completed mandatory Manual Handling training?  |  | For HS2 annual audit, please upload training record as evidence in April (Q1) |
| **T03** | Have all staff completed mandatory Fire Safety training?  |  | For HS2 annual audit, please upload training record as evidence in April (Q1) |