

Health & Safety Checklist Guidance

Send this checklist to the appropriate person in your member organisations to support and improve awareness of legal and moral compliance requirements of Health & Safety.

To complete the checklist, you can either go through it with them or they can complete in their own time. The purpose of the checklist is to ascertain the condition of organisations' current Health & Safety compliance status and is intended to be a live document.

Go through each section in the checklist and fill in an answer for each statement, adding notes where necessary. If unsure about the answer, you can either go away and check or move onto the next one and come back. If unsure about anything either check with your local Health & Safety Champion or contact cam.pollock@gcvs.org.uk for support.

The checklist is separated into sections:

Policy:

This section checks if the organisation has meet the requirement of having a H&S policy in place, does it state who is responsible, has the organisation set H&S aims and objectives, is the policy written down and reviewed?

Responsibilities:

This section covers who holds specific duties within the organisation and if they have the recommended training and competence.

Communication:

This section looks at how the organisation trains and provides information to their staff, volunteers, service users, etc. It also looks at ways for staff etc. to raise concerns and feedback information.

Participation:

It is vitally important and part of an employer's legal duties to ensure staff are consulted in the Health & Safety process. This section looks at these duties and if they are being fulfilled.

Competence:

Another duty is to ensure staff have their capabilities taken into account when allocated tasks and also to ensure adequate H&S training is provided. This section will cover the areas an organisation must have in place.

Planning and Implementing:

This section looks at the risk profiling, risk management and risk assessing aspects of the H&S management system and specific areas which need to be addressed.

Measuring Performance:

This section covers the Active and Reactive monitoring organisations must have in place, such as accident books, accident reporting and investigation. This also looks at any inspection regimes the organisation has in place.

Auditing and Reviewing Performance:

This sections checks organisations' review policies within their management system, what systems to have in place for review of documentation, processes, etc. The GCVS Health & Safety Service incorporates a bespoke Health & Safety Management system with expert



advice and assistance for organisations setting up or reviewing their internal process and procedures.

For more information, contact peopleservices@gcvs.org.uk