

## **Health & Safety Checklist FAQs**

**What does the Champion do?** – Champions guide organisations through the checklist without advising H&S matters.

**What are Champions Responsibilities?** – Champions provide the checklist tool to organisations and direct them to points of contact for any questions about H&S.

**How do Champions use the tool – do you email or talk through it?** – It is recommended organisations are sent the Checklist tool to work through. If organisations have any questions about the checklist they can contact their local Champion, though again only for the checklist questions, any H&S questions arising from the checklist can be forwarded to [cam.pollock@gcvs.org.uk](mailto:cam.pollock@gcvs.org.uk).

**Who do Champions send the checklist to?** Ideally Champions send the list to the H&S Competent Person within their organisation's members. Champions can also send it to someone they have regular contact with and ask them to escalate to the relevant person within their organisation who deals with H&S.

**How do Champions find out who to contact?** If there is not a contact within the organisation, Champions should be able to find a contact from their website or contact info online or from other colleagues and so on, remember GDPR does not apply to work contact information – it is not personal data.

**How long should it take?** If the organisation has a competent person in place, it would take at most 45 mins to an hour otherwise it might take an hour or 2, it also depends on the size of the organisation.

**Do Champions have to follow up with organisations if they receive no response?** Once the Checklist has been sent; maintain a record of who it was sent to, the organisation and date of sending. Champions do not need to follow up on the status of the checklist as responsibility lies with the employers in the member organisation, Champions can ask how the organisation is progressing and if any support is required if they wish to.

**What do Champions do if the organisation scores low?** Guide the organisations to GCVS' Health & Safety Service Advisor, [cam.pollock@gcvs.org.uk](mailto:cam.pollock@gcvs.org.uk) for support with any H&S questions which have been brought up and provide information on how to achieve legal and moral compliance.

The Tool is to assess where an organisation's status with regards to H&S, it's a checklist which just breaks down their obligations into bite sized questions.

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](mailto:peopleservices@gcvs.org.uk)