

Sample Audit/Inspection to match 2007 regs

Audit Description		
Site	Sample	
Reference	1935	
Audit Date	28/08/2012	
Project		
Audit Description	An audit document designed to match the requirements of the 2007 regulations.	
Auditor	Derek Madden	
Audit Template	2007 Regulations Compliance	
Time Spent		2.50
No. Of People		2
Company		
Department		
Area		
Conclusion		
Maximum Score	283	
Maximum Possible Score	283	
Actual Score	0	
Percentage Score (%)	0.00	
Review Date		
Workplace	Maximum Score	Actual Score
Is the Workplace a Solid place of work with structure appropriate to use?	1	0
Sufficient fresh air provided in enclosed places of work?	1	0
Air-conditioning or mechanical ventilation draught free?	1	0
Appropriate temperature in rooms containing workstations	1	0
For sedentary office work, a minimum temperature of 17.5°C	1	0
Sufficient natural light with adequate artificial lighting?	1	0
Emergency lighting of adequate intensity where employees are especially exposed to risks if normal	1	0

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lighting fail?		
Floors have no dangerous bumps, holes or slopes and are fixed, stable and not slippery?	1	0
Floors, walls and ceilings can be cleaned or refurbished?	1	0
Access to roofs and suspended ceilings of insufficient strength only permitted if equipment to ensure work can be carried out in a safe manner, and appropriate warning signs are provided?	1	0
Transparent and translucent walls, in particular all-glass partitions, clearly indicated, made of safety material or shielded from places or traffic routes?	1	0
Windows and skylights can be cleaned without risk by design, by being fitted with devices, or in conjunction with the use of equipment?	1	0
The position, number, construction and dimensions of doors and gates are appropriate?	1	0
Swing doors and swing gates are transparent or have see through panels?	1	0
Transparent doors are appropriately marked at a conspicuous levels?	1	0
There are doors or gates for pedestrian traffic in the immediate vicinity of gates for vehicle traffic, unless it is safe for pedestrians to pass through and such doors or gates are clearly marked and kept unobstructed?	1	0
Mechanical doors and gates function with no risk of accident, are fitted with easily identifiable and accessible emergency shut-down devices, and can be opened manually in an emergency, unless they open automatically in the event of a power failure?	1	0
Emergency routes and emergency exits themselves are kept clear and lead as directly as possible to the open air or to a safe area?	1	0
Emergency exit doors open outwards?	1	0
Sliding or revolving doors are not used, or intended to be used, as emergency exits?	1	0
Emergency doors and gates are not locked or fastened so that they cannot be easily and immediately opened in an emergency?	1	0
Specific emergency routes and exits are indicated by signs placed at appropriate points?	1	0
Emergency routes and exits, and the traffic routes and doors giving access to them, are free from obstruction?	1	0
Emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity?	1	0
The place of work is equipped with appropriate fire-fighting equipment and, as necessary, fire detectors and an alarm system?	1	0
Non-automatic fire-fighting equipment is easily accessible and simple to use, and indicated by signs?	1	0

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Fire detection equipment and fire-fighting equipment is inspected and maintained as frequently as necessary and serviced by a competent person as frequently as necessary?	1	0
Outdoor and indoor places of work are organised so that pedestrians and vehicles can circulate in a safe manner?	1	0
Traffic routes are designed, located and dimensioned to ensure safe and appropriate access for pedestrians or vehicles?	1	0
Pedestrian routes and traffic routes are clearly identified where the use and equipment so require?	1	0
Escalators and travelators function safely, are equipped with any necessary safety devices, and are fitted with easily identifiable and accessible emergency shutdown devices?	1	0
Loading bays and ramps are suitable for the dimensions of the loads?	1	0
Loading ramps are as far as possible safe enough to prevent employees from falling off?	1	0
Loading bays have at least one exit point?	1	0
Loading bays longer than the width of 5 vehicles have an exit point at each end or an appropriate refuge?	1	0
Workrooms have sufficient surface area, height and air space?	1	0
The free unoccupied area at a workstation allows employees sufficient freedom of movement to perform their work and, where not possible, the employee is provided with sufficient freedom of movement near his or her workstation?	1	0
Place of work is kept clean and accumulations of rubbish removed at regular intervals?	1	0
Floor cleaned as frequently as necessary?	1	0
Where employees have reasonable opportunities for sitting or a substantial proportion can properly be done sitting, suitable facilities for sitting are provided and maintained, or they are otherwise ergonomically supported?	1	0
An adequate supply of potable drinking water is provided and maintained at suitable points?	1	0
Suitable and adequate facilities for boiling water and taking meals are provided?	1	0
Taking of meals is prohibited where there is likely to be a risk?	1	0
Where the type of activity or the number of employees so requires, employees are provided with an easily accessible rest room or appropriate rest area, providing relaxation during breaks.	1	0
Rest rooms are large enough and equipped with tables with easily cleaned surfaces and seats with backs, adequate for the number of employees?	1	0
If working hours regularly and frequently interrupted and no rest room, other rooms provided in which employees can stay during such interruptions, wherever required for safety, health or welfare?	1	0

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Adequate and suitable sanitary and washing facilities?	1	0
Adequate lavatories and washbasins, with hot and cold running water?	1	0
Separate use of lavatories or washbasins for men and women, when so required?	1	0
Adequate and suitable showers if required by the nature of the work?	1	0
Appropriate changing rooms if they have to wear special work clothes and if they cannot change in another area?	1	0
Separate changing rooms or separate use of changing rooms for men and women?	1	0
Adequate provision for drying wet or damp work clothes?	1	0
If circumstances so require facilities in changing rooms to enable working clothes to be kept in a place separate from personal clothing?	1	0
If changing rooms are not required, ensure every person is provided with a place to store clothes?	1	0
Fixed living accommodation areas are safe and without risk to health?	1	0
Pregnant, postnatal and breastfeeding employees are able to lie down to rest in appropriate conditions?	1	0
Places of work are organised to take account of persons at work with disabilities?	1	0
Section Maximum	58	(100%)
Section Actual	0	(0%)

Work Equipment	Maximum Score	Actual Score
Equipment selected, which is CE marked, where relevant, suitable for the work and working conditions and takes account of characteristics and hazards in the workplace?	1	0
Work equipment is installed and located and suitable or properly adapted for work?	1	0
Appropriate measures are taken to minimise any risk?	1	0
Sufficient space is provided between moving parts of equipment and their environment?	1	0
Equipment likely to involve a specific risk is restricted to employees required to use it?	1	0
Employees who carry out repairs, modifications, maintenance or servicing, are competent?	1	0
Working posture and position using equipment, and ergonomic requirements are taken into account?	1	0
Working areas where equipment used are suitably lit?	1	0

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Equipment parts at high or very low temperature are protected to avoid contact?	1	0
Equipment bears essential warnings and markings?	1	0
Safe access to, and egress from, all equipment?	1	0
Equipment offers appropriate protection against catching fire or overheating, or discharges of substances?	1	0
Equipment prevents risk of explosion of equipment or substances?	1	0
Equipment erected or dismantled under safe conditions in particular observing instructions?	1	0
Equipment which may be struck by lightning is protected by devices or appropriate means?	1	0
All forms of energy, substances and articles supplied or removed in a safe manner?	1	0
Employees have adequate information and, where appropriate, written instructions concerning:	1	0
• the conditions of use of equipment	1	0
• foreseeable abnormal situations	1	0
• the conclusions to be drawn from experience	1	0
Where safety depends on installation, an initial inspection is carried out and inspection after assembly at new location?	1	0
Work equipment exposed to conditions causing:	1	0
• periodic inspections and testing	1	0
• special inspections when exceptional circumstances	1	0
• appropriate inspections are carried out by a competent	1	0
Inspections results are recorded and kept available for 5 years?	1	0
Equipment used in another place of work, is accompanied by evidence of the last inspection?	1	0
Equipment is kept compliant by means of adequate maintenance?	1	0
Where possible maintenance operations are carried out when equipment is shut down?	1	0
Otherwise appropriate protection measures are taken or operation carried out outside the area of danger?	1	0
Maintenance log for any machine is kept up to date?	1	0
Control devices which affect safety are clearly visible and identifiable?	1	0
Control devices are outside danger zones except where necessary?	1	0

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The operation of control devices cannot cause additional hazards?	1	0
Unintentional operation of control devices cannot give rise to any hazard?	1	0
The absence of persons in danger zones is verifiable from the main control position?	1	0
If it is impracticable to verify the absence of persons in danger zones, a safe system such as a warning signal is given whenever the machinery is about to start?	1	0
An exposed employee has time, the means, or both, to avoid hazards caused by the starting or stopping?	1	0
Control systems are safe making allowances for expected failures, faults and constraints?	1	0
It is possible to start work equipment only by deliberate action on a control?	1	0
A control is included in equipment to restart it after a stoppage and to control significant change?	1	0
All equipment is fitted with a control to stop it completely and safely?	1	0
Each workstation is fitted with a control to stop some or all equipment?	1	0
The equipment's stop control has priority over the start controls?	1	0
Where appropriate, equipment is fitted with an emergency stop device?	1	0
Equipment presenting risk due to falling objects or projections is fitted with appropriate safety devices?	1	0
Equipment presenting hazards due to emissions of gas, vapour, liquid or dust is fitted with appropriate containment or extraction devices?	1	0
Where a risk of rupture or disintegration of part of work equipment exists, appropriate measures have been taken?	1	0
Where there is a risk of physical contact with moving parts, guards or protective devices are provided?	1	0
Guards and protection devices are of robust construction?	1	0
Do not give rise to any additional hazard?	1	0
Are not easily removed or rendered inoperative	1	0
Are situated at sufficient distance from the danger zone?	1	0
Do not restrict more than necessary the view of the operating cycle of the equipment?	1	0
Allow operations necessary to fit or replace parts, and restrict access for maintenance work to the area where work is to be carried out, if possible, without removal of the guard or protection device?	1	0
Warning devices are unambiguous and easily perceived and understood?	1	0

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Equipment is fitted with clearly identifiable means to isolate it from energy sources?	1	0
Reconnecting of equipment poses no risk?	1	0
Mobile work equipment if relevant see separate sub-audit.	1	0
Lifting Equipment, Important – There are highly detailed requirements for lifting equipment. Please complete separate Sub-Audit if applicable.	1	0
Section Maximum	60	(100%)
Section Actual	0	(0%)

Personal Protective Equipment	Maximum Score	Actual Score
Before choosing PPE, was there an assessment to determine its adequacy under the conditions of use and compatibility?	1	0
Did the assessment consist of:	1	0
• an analysis of risks which cannot be avoided	1	0
• definition of characteristics which personal protective equipment must have, taking into account any risks which this equipment itself may create.	1	0
• comparison of the characteristics of the personal protective equipment.	1	0
Were the conditions of use, in particular the period for which it is worn, determined on the basis of seriousness of risk frequency of exposure to risk characteristics of workstation of employee and adequacy of the personal protective equipment?	1	0
Personal protective equipment used only for purposes specified?	1	0
Are simultaneously worn items compatible and effective?	1	0
Use of personal protective equipment normally confined to individuals?	1	0
Where worn by more than one employee, such use does not create health or hygiene problems.	1	0
Employee to ensure equipment returned to storage after use by him or her?	1	0
Personal protective equipment in good working order and satisfactory hygienic condition by means of storage, maintenance, repair or replacement?	1	0
Inform employee of risks against which equipment protects?	1	0
Provide adequate information?	1	0
Inform of level of protection afforded by personal protective equipment?	1	0
Instructions provided on use of equipment?	1	0

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Training and, if appropriate, demonstrations arranged in wearing equipment?	1	0
Section Maximum	17	(100%)
Section Actual	0	(0%)

Manual Handling	Maximum Score	Actual Score
Appropriate organisational measures taken or appropriate means used, in particular mechanical equipment, to avoid manual handling?	1	0
Means to reduce risk provided, having regard to the risk factors in schedule 3?	1	0
Where manual handling cannot be avoided, organise workstations to make such handling safe?	1	0
For assessment of specific risks as in Schedule 3 - Carry out separate MH assessment.	1	0
Section Maximum	4	(100%)
Section Actual	0	(0%)

Display Screen Equipment	Maximum Score	Actual Score
General use of the equipment is not a risk?	1	0
Analyse workstation, particularly as regards eyesight, physical problems and stress?	1	0
On evaluation, have measures been taken to remedy risks, taking account of minimum requirements in Schedule 4, and additional or combined effects?	1	0
Further assessment on specific individuals may be needed?	1	0
Provide training before commencing work and when workstation substantially modified?	1	0
Perform analysis where employee transfers to a new workstation, or significant new equipment or technology?	1	0
Have employees been informed of statutory entitlement to eye tests?	1	0
Section Maximum	7	(100%)
Section Actual	0	(0%)

Electricity	Maximum Score	Actual Score
Are all electrical equipment and electrical installations designed, constructed, installed, maintained, protected and used so as to prevent danger?	1	0

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Electrical equipment and installations protected from ingress of moisture or particles and foreseeable impacts?	1	0
Electrical equipment is safe in regard to exposure to adverse or hazardous environments, including mechanical damage, weather, natural hazards, temperature or pressure, wet, dirty, dusty or corrosive conditions and flammable or potentially explosive	1	0
All electrical equipment suitably identified where necessary?	1	0
All electrical equipment, other than cables and overhead lines, display the maker's name with all ratings necessary?	1	0
All electrical circuits suitably identified at source to allow circuits to be de-energised and isolated?	1	0
All live parts suitably covered with insulating material or suitably placed for protection?	1	0
Precautions by earthing and automatic disconnection or other suitable means to prevent danger where exposed conductive part may become live?	1	0
RCD's (residual current devices) fitted on circuits supplying showers or other similar water heating devices?	1	0
Portable equipment maintained fit for safe use?	1	0
RCD's fitted to circuits supplying portable equipment operating above 125 volts A.C.?	1	0
Portable equipment exposed to deterioration and exceeding 125 volts alternating current is visually checked by the user before use (r81) and periodically inspected by a competent person, appropriate to the nature, location and use?	1	0
A competent person tests and certifies portable equipment exposed to deterioration and exceeding 125 volts alternating current?	1	0
Portable equipment certified as not safe not used?	1	0
Portable equipment, other than transformers and generators, exceeding 125 volts alternating current not used in construction work external quarrying activities or damp or confined locations, unless its rating exceeds 2 kilovolt amperes?	1	0
Electrical joint and connection of adequate construction to prevent danger?	1	0
Suitable means provided to switch off electricity and isolate equipment?	1	0
Every switch, circuit breaker or other control device clearly marked "ON" and "OFF" unless self-evident and readily accessible and adequately lit?	1	0
Before work is carried out on live electrical equipment, is it made dead?	1	0
Adequate working space, access, egress and lighting at all electrical equipment?	1	0
Emergency lighting in all switchrooms?	1	0

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No person in any electrical or related work activity unless competent or under appropriate supervision?	1	0
New installation and major alteration or extension inspected and tested by a competent person and report verifying compliance?	1	0
Existing electrical installation tested from time to time having regard to the nature, location and use or if inspector so requires, and a report of the test is completed?	1	0
All defects found during testing and inspection rectified promptly?	1	0
Is further electrical assessment may be required for construction and high voltage?	1	0
Section Maximum	26	(100%)
Section Actual	0	(0%)

Working at Height	Maximum Score	Actual Score
Work at height properly planned, supervised and carried out in a safe manner?	1	0
Risk assessment and safety statement prepared?	1	0
Plan prepared for emergencies and rescues?	1	0
Surface and every parapet, permanent rail or other such fall protection checked visually prior to use and at appropriate intervals?	1	0
Work at height carried out only when weather conditions pose no risk?	1	0
No work at height where reasonably practicable to carry out work safely otherwise than at height?	1	0
Where necessary to work at height, prevent employee falling a distance liable to cause injury, including work from an existing place or using existing access or egress and where not practicable ensure equipment to prevent a fall?	1	0
Where risk of a fall provide equipment to minimise the distance and risk of injury and provide training and instruction or other measures to prevent any employee falling?	1	0
Ladder used only if risk assessment demonstrated more suitable equipment not justified because risk is low, and duration of use is short or existing features at the place of work cannot be altered?	1	0
Specific Work at Height Sub-Audit to be used for further assessment.	1	0
Section Maximum	10	(100%)
Section Actual	0	(0%)

Noise	Maximum Score	Actual Score
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Are employees likely to be affected by Noise during the working day?	1	0
Where exposed to noise above a lower exposure action value, in consultation with employees or representatives, has the risk been assessed?	1	0
Ensure assessment is planned and carried out competently at suitable intervals?	1	0
Ensure consultation of employees and in particular consultation on risk assessment, noise elimination and reduction and selection of hearing protectors?	1	0
Ensure appropriate health surveillance is made available to employees for whom risk assessment reveals a risk?	1	0
Make available services of a registered medical practitioner for a hearing check for employees who exceed upper exposure action value?	1	0
Make available preventive audiometric testing to employees who exceed lower exposure action value?	1	0
Where hearing damage has been identified, ensure a registered medical practitioner assesses whether such damage is likely to be the result of exposure to noise at work.	1	0
Section Maximum	8	(100%)
Section Actual	0	(0%)

Children and Young Persons	Maximum Score	Actual Score
Are children or young persons employed by the company?	1	0
Has a risk assessment been carried out before employing a child or young person and whenever major change which could affect such child or young person?	1	0
Assess any specific risk from lack of experience, absence of awareness of risks or lack of maturity.	1	0
Assess any specific risk from exposure to agents.	1	0
Section Maximum	4	(100%)
Section Actual	0	(0%)

Pregnant, Post Natal and Breastfeeding Employees	Maximum Score	Actual Score
This section applies to an employee subject to her notifying her employer as soon as is practicable and producing a medical or other appropriate certificate.	1	0
Are Pregnant, postnatal and breastfeeding employees are able to lie down to rest in appropriate conditions?	1	0

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Are specific employee relevant Pregnancy Risk Assessments on file where relevant?	1	0
Section Maximum	3	(100%)
Section Actual	0	(0%)

Nightwork and Shiftwork	Maximum Score	Actual Score
Is night or shift work a feature of the workplace?	1	0
If "yes" are shift specific risk assessments carried out?	1	0
Section Maximum	2	(100%)
Section Actual	0	(0%)

Safety Signs	Maximum Score	Actual Score
Are signs provided where hazards cannot be avoided or reduced by collective protection or organisation of work?	1	0
Signboards and-or a safety colour mark permanently the location and identification of fire-fighting equipment?	1	0
Are places where risk of colliding with obstacles or falling permanently marked with a safety colour and-or with signboards?	1	0
Traffic routes permanently marked with a safety colour?	1	0
Illuminated signs, acoustic signals and-or verbal communication where occasion requires?	1	0
Effectiveness of a sign not adversely affected by poor design, insufficient number, incorrect positioning, poor state of repair or incorrect functioning of the signs or signalling devices?	1	0
Signs and signalling devices cleaned, maintained, checked, repaired, and if necessary replaced on a regular basis?	1	0
Fire-fighting equipment identified using red colour for equipment and location signboard and-or red colour for places where equipment kept, or access points?	1	0
Places where risk of colliding with obstacles, of falling or of objects falling marked with alternating yellow and black, or red and white stripes?	1	0
Where so required traffic are routes for vehicles clearly identified by continuous stripes in clearly visible colour, preferably white or yellow?	1	0
Are permanent traffic routes in built-up areas outdoors similarly marked, unless suitable barriers or pavements?	1	0

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Are acoustic signals sound levels considerably higher than ambient noise without being excessive or painful?	1	0
Is a continuous evacuation signal provided?	1	0
Is any spoken message short, simple and clear and in language understood?	1	0
Are the verbal skills of speaker and hearing abilities of hearers sufficient to ensure reliable verbal communication?	1	0
If hand signals are used, see separate Sub-Audit	1	0
Section Maximum	16	(100%)
Section Actual	0	(0%)

First Aid	Maximum Score	Actual Score
Is suitably marked and easily accessible first-aid equipment provided and maintained?	1	0
Appropriate number of first aiders designated?	1	0
Training provided to first aiders?	1	0
Arrangements for first-aid, including names of first-aiders and location of first-aid rooms included in safety statement?	1	0
Names, addresses and telephone numbers of local emergency services clearly displayed?	1	0
Where provided first-aiders absent in exceptional circumstances, designate person to take charge of injured-ill person?	1	0
Provide first-aid room(s) at every place of work where undertaking size, type and scale of activity and the frequency of accidents so require?	1	0
Every first-aid room fitted with essential first-aid equipment	1	0
Section Maximum	8	(100%)
Section Actual	0	(0%)

Explosive Atmospheres	Maximum Score	Actual Score
If explosive atmosphere is likely to be present, refer to DSEAR guidelines and conduct specialist audit	1	0
Section Maximum	1	(100%)
Section Actual	0	(0%)

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Management and Leadership		Maximum Score	Actual Score
Is there a current Safety Statement in place?		5	0
Are all functional managers given measurable KPIs?		5	0
Is Health and Safety part of the Performance Review Process?		3	0
Is there a suite of Risk Assessments in place?		5	0
Are any Risk Assessments workplace specific?		5	0
Were functional staff involved in the Risk Assessment process?		5	0
Help/Guidance	Functional staff are staff who actually do the task. The names should be recorded.		
Are there records of training on the Risk Assessments?		5	0
Is there a validated program of review for the Risk Assessments?		5	0
Has one senior Manager been given functional responsibility for Health and safety?		5	0
If "Yes" has that Manager received an appropriate level of competence training?		5	0
How is effective communication of Health and Safety achieved with staff?		5	0
What level of workplace inspection is in place?		5	0
Section Maximum		58	(100%)
Section Actual		0	(0%)

Approval			
Approval Status			
Submitted By		Date Submitted	
Approved By		Date Approved	
Archived By		Date Archived	
Approval History			