Self-Audit Tool – Completed by Directors or Senior Managers

Location Name: _____

Review Date: _____

Person Completing the Review: _____

Key

Score					
	If it is missing or out of date in excess of 4 months	If it is missing or out of date in excess of 3 months	If it is missing or out of date for less than 2 months	About to run out of date	All present and in date. Action plans in place for any defective equipment
Meaning to an Authority	Prohibition Notice and further HSE Action if not dealt with. Extreme serious outcome if the activity goes wrong	Activity is likely to fail. Very exposed and likely to legal action if not dealt with. Stop operation and deal with the issue	Improvement Notice likely as activity failure is foreseeable. Improvement requirements likely to be within 28 days and likely to be enforced	Acceptable but running a risk of failure due to systems weaknesses. Possible enforcement letter	Acceptable standard viewed and evidence the standards are Regularly Maintained

Pre-Audit Self-Assessment.

- Yellow boxes are legal compliance duties if this activity is carried out at your location. Most are Absolute Duties in the legislation.
- The grey are Best Practice suggestions, so you have a good chance of proving your arrangements are suitable or sufficient.
- If a requirement is Not Applicable, I Suggest you sya that in the comment box. You can use this Self Check to show you carry out internal reviews.

Legislation Compliance *[noncompliance may also be reflected in comments further on in this report, comments will include assistance to gain legal compliance]*

Legal Duty to have in place	Risk Band	Comments or Commitment
Company H&S Policy [If you employ or manage 5 or more persons, absolute duty. Is there one / does it commit to requirements / state arrangements for delivery, does it outline employee duties. When last reviewed]		
Services Plan showing Power, Mains Gas, LPG, Water, and Compressed Air Services layout and isolation points.		
Buildings plan that shows high risk items storage or live animals / humans domicile at night.		
Electrical fixed 3 yearly installation [IET Wiring Regulations 18th edition] Inspection/Test		
PAT/Portable equipment inspection regime?		
Annual Electrical installation [incl fuse box] fixtures/fixings inspection		

BSEN PAS79 Fire Risk Assessment			
GasSafe Annual Inspections			
Heating Inspection Cert and Annual Pipe Work Inspection			
Safe flammable liquid usage and storage facilities?			
Fire Alarms Installation tested and inspected.			
Fire Extinguishers Annual Inspections			
Up to Date Asbestos Survey & Register			
Pressure System Cert [for items over 0.5 bar pressure]			
Lifting Equipment [LOLAR] Testing & Inspection			
Planned/Preventative Maintenance programme equipment and services you provide.			
Play equipment Annual Inspection to BS1176 -1177			
ADIPS Inspection and written scheme to HSG175 for rides classed as fairground rides			
Inflatable equipment and service blowers to BS 14960 standards.			
Jumping Pillow inspection to standard BS 14960 written scheme			
Risk Assessments [Are there any / when last updated. Do they identify the main 3 stages of an assessment. How are the controls implemented / how are they communicated to staff / how are they monitored. Are they Suitable or Sufficient]	Business Risk/Continuity		
	Public Activities		
	Staff Activities		
	Substance Use & Storage		
	DSE		
	Manual Handling		
	Water Purity [external drinkers]		
	Activity Fire Risk		
	Disability or Challenged Public		
	Disability or Challenged employee		
	Legionella		
	Pregnant Employees		
External Cladding conform to BS8414 – Fire Performance of External Cladding Systems			
CDM H&S Files [Planned Projects, Permanent or Temporary]			
Tree Surveys for public access areas			

Contractors Due Diligence [Skills/Qualification & Insurances]		

Fire Management Systems [dependant on what is required for your business]

Fire Alarms Installation tested and inspected.		
Fire Extinguishers Annual Inspections		
Fire Extinguisher Weekly Inspections Completed.		
Fire emergency lighting tested and inspected.		
Smoke Detection Fitted Acceptable Annual Inspection/test acceptable??		
Does the use of External Cladding to structures conform to BS8414 – Fire Performance of External Cladding Systems		

Food Safety [if you provide Food Served or Prepared]

Local Authority Food Registration		
HACCPS process documentation		
SFBB Records over and above HACCPS		
Clear process in place for Allergens Identification and Assistance {Natasha's Law]		
Food date policy/procedure for date monitoring.		

Contractor Management

Is there a set of contractor rules for informing contractors of the risks they may be exposed to when on site, and what is required for workplace site segregation.		
Is there a record of information that has been exchanged between contractor and operator before work commences		
is there a record of contractor competence/qualification for the work the contractor carries out		
Is there a up to date record of contractor insurances for working on your worksite. [Public Liability/Employer Liability/ Product Liability/ Professional indemnity]		

Best Practice Management of Health and Safety Systems Review

Does the Policy apply the principles of HSG65 / BS45002;2023 regarding targets or goal setting for Compliance, Staff Competences & Continual Improvement		

Has the business been inspected by any external enforcement authority in the past 2 years.		
Are there any outstanding action placed on the business which are not complied with within the specified period		
Is there a planned or regular review of Business Continuity / Sustainability with an emphasis on maintain of standards and continual improvement		
Is there a planned CHANGE Impact Assessment process for staff, services, and public safety		
Is there a Planned Cleaning, Deep Cleaning & Maintenance Programme in place for Kitchen Equipment, Structures, Equipment and Services		
Is there an acceptable OH&S monitoring / management system in place?		
Is H&S a regular item on the Management meetings		
Is there an action plan drafted for incidents where significant changes are required		
Is there a regular location share regime with other businesses in the company group or other nearby businesses		
H&S training in place (documented, signed–for)?		
Competent H&S, Business or Other Professional Services person appointed? Do you have filed credentials?		
Does Accident Book reveal trends/incidents that might lead to claim?		
Is there a Near Miss recording system in place for incidents which COULD have caused significant issues		
Acceptable First Aid provisions at all times when open?		
Do records and the review process include Near Miss Incidents		
Are subcontractors' training, insurances and method statements checked?		
Are they all subject to acceptable RAs and controls?		

Structures and Service

Is there a planned regular structure inspection carried out internally to identify failing components and defects requiring action.		
Heating installation acceptable Inspection/test acceptable??		
Safe flammable liquid usage and storage facilities?		
Wastepaper & Cardboard Storage		
Gas Interlock or Lock Out Inspections		
Improvement recommendation made during last teat yet to be implemented		
Fire Alarms Installation tested and inspected.		
Fire Extinguishers Annual Inspections		
Fire Extinguisher Weekly Inspections Completed.		
Fire emergency lighting tested and inspected.		
Smoke Detection Fitted Acceptable Annual Inspection/test acceptable??		
Does the use of External Cladding to structures conform to BS8414 – Fire Performance of External Cladding Systems		
Is there a regular Fire Inspection Practice carried out with staff to ensure search systems operate correctly		
Do you have an Emergency Response Plan that responds to identified incidents and indicates staff response? Has this plan been practices outside of Fire Evacuation?		

Farm & Adventure Parks

Are all rides subject to an inspection and test run by a trained / competent member of staff prior to use each day?		
Are all ride operators trained prior to deployment on each ride?		
Does access to elevated areas of tracks incorporate fall restraint / arrest with operatives trained in use?		
Is there CCTV coverage of the rides and the public areas of the park?		

Has a major incident plan been prepared in conjunction with the emergency services?		
On site catering?		
On site camping or caravan parking?		
Car parking arrangements clear and concise?		
Has consideration been given to exposure of staff to violence?		
Are suitable self-inspection and closedown procedures in place?		
Is the site made available for hosting 'events' run by others?		

Contact Area Management

Contact areas fenced and signed to allow contact where and how you intend the contact to be made		
Handwash at exits and clearly visible and clearly signed		
Are wash stations logically placed		
Does used water drain away well, with no signs of overflow from ground drains.		
Is the provision and advice for wheelchair/pushchair wheel cleaning		
Is there a reminder about Zoonosis near to hand wash stations to prompt public to use them		
Who is the target audience for the signage. Is there Child level wording or indicators.		
Is there a direction signs or maps showing where hand wash can be found near to animal contact, but hand wash not visible.		
Signage re No Eating / Drinking in Contact Areas		
Wash Hand reminders at exits from Contact Areas		

Reminder signs re eating / drinking around Contact Area		
Antibacterial Liquid Soap in dispensers		
Paper towels only used in Contact Area		
Do signs show HOW TO rather than just DON'T DO		
Measures for walkway monitoring		
Measures for pen divider/gate monitoring		
Are there reminders regarding footwear hygiene		
Is there deterrence signs or provisions to stop entering of pens		
Pen or area cleaning out service routes management		
Staff footwear management when not in contact areas		
Staff procedure for sick or injured animal		
Specific Zoonosis guidance issued to staff reflecting a positive contact for zoonotic materials		
Staff footwear rules applied and monitored when leaving contact zones		
What induction training is given to temporary staff [one day working question]		

Non-Contact Area Management

Non-Contact areas double fenced		
Handwash available		
Fencing that prevents contact with animals		
Wash Hand reminders at exits from Contact Areas		
Reminder signs re eating / drinking around Contact Area		

Antibacterial Liquid Soap in dispensers	
Paper towels or hand dryers used in Contact Area	

Catering and & Trade Outlet Locations

Is the Catering Standards listed by the Local Authority as at Least 4*	
Are the HACPPS / SFBB records showing consistent management for the last 3 months.	
Are catering, storage, and servery areas subject to regular cleaning through the day.	
Are additional fridges and food storage areas included in food regime	
Is the Senior Catering Personnel and those preparing meals trained to at least Level 3	
Are all other Food Preparation Staff and those serving meals trained to at least Level 2	
Are all other Food Preparation Staff trained to at least Level 2	
Are all other Food Preparation Supervisors/managers trained to at least Level 3	
Has consideration been given to exposure of staff to violence or abuse?	
Are suitable self-inspection for opening & closedown procedures in place?	
SFBB Management Records up to date and showing Critical Control Points	
SFBB Support docs showing what levels and temperatures deemed tolerable or intolerable.	
Fridge Food Dates in date and easily read.	
Daily Cleaning Records and levels of cleaning	
Deep Cleaning Records and Plan, sowing levels of cleaning	
Sink signage clearly showing	
Access to Kitchens and behind servery.	
Cleanliness of Dishwasher and Service pipes.	