

FOSTON VILLAGE HALL
HEALTH, SAFETY AND ENVIRONMENTAL AUDIT
ON THE OCCASION OF REOPENING
FOLLOWING COVID 19 LOCKDOWN
ON 8th JULY 2020

Question No	Outline	Question	Comments	Scoring	Grade
1 H&S Statement	Does the Site have a statement signed by the which is up to date. The Statement must be reviewed at least annually to take account of any significant changes (e.g. new equipment, the introduction of new regulations or a significant increase in young or inexperienced persons within the team). The Statement should be concise (limited to one side of A4). This will make it more likely to be read and understood. HSWA 2(3)	Is there a concise but effective H&S statement which is up to date?	There appears to be no clear evidence that previously H&S Statements existed or indeed in the recent past. Efforts have been made to address this shortfall. This Audit is testament to the Commitment of the FVH Committee in taking this forward	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	G
2 Management of H&S	The Management of Health and Safety at Work Regulations 1999 requires that employers describe, in writing, their organisation and arrangements for ensuring the health, safety and welfare of their employees and anyone else affected by their activity.	How effectively is the Committee's statement to cover their intent in the organisation and arrangements to discharge their H&S responsibilities; including arrangements for volunteers, contractors, visitors and neighbouring businesses?	There appears to be no clear evidence that previously H&S Statement existed or indeed in the recent past. Efforts have been made to address this shortfall and a statement is now in place.		G
3 Identification & Control of Risk	Legislation mandates that suitable and sufficient risk assessments shall be conducted to establish the level of risk and determine the appropriate mitigating controls that must be put in place. (Suitable and Sufficient implies that all the risks must have been identified as well as all who could be affected and that all persons to whom the risk assessment applies are aware of the control measures).(Management of Health & Safety at Work Regulations Reg 3)	Does the Statement stress that the systematic identification and control of risk (is fundamental to meeting the legal obligations)	1. Risk Assessments are generated per FVH Event and Compliment the generic Risk Assessments 2. User Groups are to fully comply with the FVH Policy and must provide copies of their own Specific Risk Assessment associated to their Activity. Copies need be forwarded to the Committee. Work ongoing.		A

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4 Safety Culture	Auditors will seek evidence that proactive measures are in place which are successful in improving safety culture across the workforce. SHE initiatives should be included in the Management Plan and should be discussed at Management Boards and not confined solely to SHE Management Meetings. Examples will, as a minimum, include all of the following:	How well does the Committee demonstrate commitment by taking proactive action to improve the safety culture?	1. H&S is topical when event planning but tends to be experience driven. During Village Hall Events, a welcome Briefs is given and H&S forms part of that presentation. 2. The hall is well managed and maintained but fault reporting could be better; a Maintenance/ Fault register should also be introduced. This must be review quarterly by the Committee.		A
5 Publicising Statement	Is H&S Policy Statement brought to the attention of all staff and visitors. This is usually done by posting them on SHE Notice Boards. Individuals must be aware of their existence and their relevance to them. Auditors will confirm with a cross section of staff at the workplace that they are aware of the documents and understand their significance.	Has the site ensured that the SHE Statement have been brought to the attention of and are accessible to all staff and visitors and that they understand their intent?	We are currently working to establish a H&S notice Board and developing a Committee Mission Statement.		A
6 Law Poster	Details must be correct and up to date. (The Health and Safety Information for Employees Regulations 1989)	Is the HSE Law Poster (ISBN 978071763149 dated 06/09) prominently displayed in the work area with the correct details added?	Need to obtain a Law Poster for the Notice Board		A
7 Committee Direction	Action Points from the Committee relating to H&S concerns and deemed relevant must be incorporated into the Site Action Plan. The Site must develop this and enter his own targets and objectives.	Does the Site H&S Management Plan contain the correct Stakeholder (User Gp) direction in line with H&S Policy?	H&S has been introduced as an Agenda Point on the FVH Committee Meeting.		A

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8 Risk Management Planning	The Site must make their own plans for the identification and risk assessment of local hazards so that appropriate control measures can be put in place. Where appropriate these should be placed in the units SHE Management Plan in order to give visibility and to ensure that the SHE committee is aware of and deals with the matters. E.g. Fire safety works recommendations made in FSMPs which have yet to be completed and where there is an outstanding risk to be controlled, should be placed on the SHE Management Plan as should any matters arising from inspections and surveys such as the site hazard survey. The same applies to other risk assessments for which management oversight, further direction and guidance is appropriate.	Where SHE Risk Assessments require additional local control measures to be taken, are these measures included in the SHE Management Plan?	1. The Committee have put in place a Loan worker process where the cleaner is required to phone in and out of the building with the Hall Manager. This however is not in policy as yet. 2. This is our First Site Survey and this will now become an annually event and will assist in Risk Management Planning.		G
9 Induction Training	Induction training for those joining FVH should be conducted as soon as reasonably practicable, but within a maximum of 3 months. Regular refresher training should also be conducted as a minimum to the standard laid down (Annually).	Have all personnel received induction and refresher training and are records maintained on Personal Development records	1. No Annual H&S meeting with Committee or user groups. This is something we want to introduce and maybe this could be achieved via on line training. 2. This is work in progress	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	A
10 Safety Advisor	The Site Safety Advisor should be suitably qualified and competent. They should be programmed onto a suitable course at the earliest opportunity (SA equally covers Fire Safety and Environmental Issues)	Does the Site have a qualified and designated SA who keeps themselves up to date with safety practices and legislation?	Reliant on the Chairman's Previous H&S qualification and experience. A more structured protocol should be introduced and FVH should seek further guidance from YMCA Community Linc's		G

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11 Extinguisher Maintenance	To check fire fighting equipment the individual must be suitable trained.	Does the Site have a suitably qualified person to check Fire Equipment and if not what are the arrangements	Done Annually by a local contractor		G
12 Trained First Aider	The Site is required to ensure a documented assessment of the first aid requirements and areas of responsibility has been undertaken and actioned. Where the assessment has concluded that first aiders are not required (because of low numbers of staff or low health and safety risks) the Committee must nominate sufficient appointed persons. (An appointed person takes charge if someone is injured or falls ill; with the duties to call in the emergency services and, if necessary, ensure that the first aid boxes are properly maintained and stocked).	Has a documented assessment of the First Aid requirements for the Site been undertaken and effectively implemented?	1. There are two trained First Aiders who are in date. Copies of Certificate must be held by the committee, however it is unclear on the mandated requirement for a Village Hall 2. User Groups should adopt best practise, however youth Groups need to have a provision in place in line with their respective governing body. 3. We need to seek additional advice on First Aider requirements for a Village Hall.		G
13 First Aid Box	The location of the first aid boxes and the names and contact points for the first aiders and/or appointed persons have been brought to the attention of all staff. Often this is done by using notices which are well displayed and by publishing details on the website. All newly joined members, after their induction training, should be fully aware of the first aid arrangements. Auditors should confirm whether or not this is the case.	Has the Site ensured that the location of First Aid Boxes and the names and contact points for the First Aiders and/or Appointed Persons have been brought to the attention of the workforce?	One first aid kit is currently Held in the Hall Kitchen. This is not in fully compliant with regulation and a Green Suitably equipped first aid box needs to be visibly sited on a wall in the Main Hall. The Accident Book needs to be checked regularly and signed off accordingly.		A

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14 SHE Committees	To establish co-operation between Committee and User Groups, a SHE committee is to be established. This is to meet as often as necessary (but at least twice a year) and be chaired personally by the Chairman at least once a year to demonstrate commitment. . FVH SHE action plan is to form a standing agenda for the SHE Committee. All User Groups and should be represented.	Is there a H&S Committee that meets as often as required, which is chaired personally by the Chairman at least once a year and attended by the appropriate staff (appropriate and applicable)?	The FVH runs H&S through the Committee meetings however need to make this an Agenda Point at every meeting. We aim to annually meet with User groups and this will in future be a mandated as part of the Hire Terms and Agreement.	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	A
15 SHE Committee Minutes	It is essential that the minutes of SHE committees are communicated to everyone. Whilst these may be published online, they are also to be placed on the SHE notice board; Best practice is to ensure that attention is drawn to them.	Are the SHE Management Committee Meeting minutes effectively and promptly promulgated to all on site?	No this is not practical for the committee, however we will introduce H&S as an Agenda Point on all future committee meetings		A
16 Control of Visitors	1.User Group & Private Hire booking the Hall must be inducted in all aspects and once inducted are responsible for safety of their event until they have left the premises. 2. Visiting workers and contractors should use Visit Logs which record who the visiting workers are, the purpose of their visit, the area in which they will be working, whether an induction or safety brief has been received and their time in and out	How effective are the arrangements in place to control visitor entry and subsequent visitor movement within premises?	Organised Gps Via Booking and when Contractors are engaged they work to our H&S TOR set out in the Schedule of work		G
17 Contractor Responsibilities	There may be hazards identified by the contractor but not of their making or hazards created by the contractor in the course of their work. Either way a system should be in place to ensure that these risks are reported to the unit safety advisor so that appropriate action can be taken.	Does the communication (4Cs) system in place allow for Contractors to alert Management to any hazards identified by them? (4 C's Confirm, Clear, Cordon, Control)	Fault Register/ Maintenance Book is required (Checked Monthly). Site inductions needs to be delivered to all visiting contractors. We may need to introduce a formal process.		A

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18 Site Risk Assessment	Where the site risk assessment requires action to be taken then auditors will wish to see an action plan which assigns responsibilities and time scales. As finance may be a factor there may be a need to determine the most significant risks and allocate an order of priority. Such action plans must be live documents, managed until the specific matter has been concluded and tabled as required at SHE committees.	Where individual site risk assessments, have identified a need for action, has this been translated into an action plan which assigns responsibilities, priorities and timescales?	1. Site Risk Assessment needs to be available for all to see. We are currently establishing a H&S Notice Board. 2. Any Areas for improvement need to be featured in the FVH Action Plan	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	A
19 Asbestos Inspections	The Committee has a duty to ensure that workplace Health and Safety inspections monitor the visible condition of known and marked accessible ACMs and establish a fault reporting regime to ensure early notification of suspected asbestos related degradation or incidents of damage to those responsible for implementing the AMP.	FVH Committee must ensure that workplace inspections monitor and record the visual condition of known and marked ACMs and that a system is in place to report suspected faults?	Understanding is that we do not have Asbestos on site.		G
20 Legionella Management	Legionella is most likely to occur in water systems particularly those that have not been used for some time. The greatest risks are from showers, air conditioning sprays and re-circulating water cooling systems or stagnant water. It can be controlled by adequate maintenance, routine cleaning and, where necessary with the use of biocides. The organism needs certain conditions to multiply e.g. the presence of sludge, scale, algae, rust and organic material plus a temperature range of =>20°C to =<60°C	Where applicable is there an effective system in place to minimise the risk of contamination from Legionnaires' Disease?	Cleaner needs to be directed to run taps for 1 minute and toilet flushed weekly. This is more prevalent with the low usage due to COVID 19. This process is to be recorded in the FVH Maintenance Register		A

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21 Work Activity - Risk Assessment	A Work Risk Assessment is a careful examination of what, in your work, could harm people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to yourself, your colleagues, contractors, visitors or anyone else who may be affected by your undertakings. Risk assessment helps employers to focus on the risks that really matter in the workplace, the significant ones with real potential to cause harm.	How effective are the Risk Assessments which have been conducted to cover work activities?	1.Kitchen Requires its Own Generic Risk Assessment. 2.The Site Risk Assessment covers everything else	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	G
22 Risk Assessment Effective promulgation and Controls	There is a danger that risk assessments, having been carried out by a competent person, are not then translated into effective controls in the workplace. The risk assessment should produce effective mitigating controls which must be communicated to those who can ensure that they are successfully implemented in the workplace. This could include obvious notices next to machinery, pictograms etc.	Have the mitigating controls from the above risk assessments been communicated to all affected parties and have the controls been effectively implemented by competent personnel?	1.Currently Done on a event basis where a Dynamic Risk Assessment is produced. A robust site Risk Assessment has now been put in place for day-to-day use. 2, We will review Risk Assessments annually or earlier if required. or following an incident.		G
23 Display Screen Equipment Assessments	The need for employers to adequately manage the risk of harm to DSE users has been exemplified by increasing civil claims activities in the field of work related upper limb disorders, commonly referred to as repetitive strain injuries. Employers must recognise and act accordingly to identify and manage DSE risk.	Have suitable and sufficient Display Screen Equipment (DSE) Risk Assessments been conducted and have they been reviewed following major changes to the software, hardware, furniture, environment or work environment?	No IT or monitors are currently used in FVH		N/A

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24 Control of Substances Hazardous to Health (COSHH)	The Committee must ensure that all activities or processes where employees are, or likely to be exposed to hazardous substances are identified, risk assessed and where necessary, controlled to reduce the risk of harm to as low as is reasonably practicable. Exposure is to be monitored and adequate information, training, supervision and instruction provided to employees and others; this is a legal duty. If necessary, COSHH assessment may need to be translated into other language(s). Note: COSHH excludes lead and asbestos which are covered by separate regulations.	Have suitable and sufficient COSHH Risk Assessments been conducted and the control measures communicated to those affected?	COSHH locker now established to accommodate cleaning material and other routine chemicals. Safety Data Sheets will need to be available for all routine chemicals/ cleaning products and is Work on Going A approved list of cleaning materials and chemicals is required	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	A
25 COSHH Controls	This would include controls for signing out hazardous substances, ensuring that the risk assessment is up-to-date, has been read and understood. The risk assessment must be complied with and the approved process followed. Substances may only be issued to competent persons and any remaining substances must be returned to the authorised storage place.	Have effective controls been put in place to cater for those dealing with hazardous substances?	Hazard Sheets are not yet in place but products in use are for domestic operation. That said, we will apply best practise and induct the cleaner accordingly.		A

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26 Noise Assessments	Employers have a legal duty to prevent damage to the hearing of their staff not only when they are at their main place of work but also when they are working elsewhere. In addition the potential impact of noise on contractors, maintenance personnel, visitors and others who share the workplace must be considered. The preferred method in reducing noise should be firstly through engineering solutions, secondly by organisational measures and finally the issue and use of hearing protection should only be considered as a last resort. Key to the issue is the identification of potential noise sources and the consequential risk assessment and application of suitable and sufficient control measures. This is a specialist area and further guidance is given in the reference.	Where applicable have suitable and sufficient noise assessments been made by a competent person and the results recorded and the control measures communicated to those affected?	N/A		N/A
27 Manual Handling	In order to reduce the risk of harm to employees, the line manager must try to avoid manual handling in the first instance or if that is not possible automate or mechanise the operation. If some residual risk still remains then a manual handling risk assessment must be undertaken by a competent person and appropriate control measures put in place. Effective control measures will include training of and compliance by staff to whom the risk assessment applies.	Where it is not reasonably practicable to avoid Manual Handling Operations, have suitable and sufficient risk assessments been conducted, recorded and the control measures communicated to those affected?	All lifting is supervised and individuals are coached accordingly. No formal processes are in place but this is being considered. Other Risk Assessment included the Storeroom which has been declutter making it easier to mover around and lifting and shifting stores is easier with the additional space	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	G

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28 Lone Workers	Establishing safe working arrangements for lone workers should be no different to organising the safety of other staff. Line managers should be fully familiar with the work staff are expected to undertake and assess whether the requirements of the task can be met by a person working alone, and without placing that person significantly more at risk than when working with others.	Where applicable have suitable and sufficient risk assessments been conducted to cater for lone workers and the control measures communicated to those affected?	1. The Committee have put in place a Loan worker process where the cleaner is required to phone in and out of the building with the Hall Manager. This however is not in policy as yet. 2. This features in the Site Risk Assessment		G
29 Young Persons	A young person is defined as a person who has not reached the age of 18. Employers are legally obliged to ensure that young persons are protected from any risks to their H&S, which are the consequence of their lack of experience, absence of awareness of risk or the fact that the young person may not yet have fully matured. Young persons may include those who are long-term employees, school pupils on work experience, students on sandwich courses and military cadets. It does not apply to young persons who visit for reasons other than to work for the MOD or to planned and controlled events such as school visits which are subject to their own control measures. A young person or child is not to be given work activities or tasks beyond their physical or psychological capability; all risk assessments MUST take this into consideration. Additionally, risk assessments must take account of a young person or child's lack of experience, limited safety awareness and immaturity.	Where applicable have suitable and sufficient risk assessments been conducted to cater for young persons and the control measures communicated to those affected?	User Groups such as Rainbows and Brownies comply fully. All outer doors to the Hall are locked when they meet. Restricted Access.		G

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30 Expectant Mothers	<p>The law requires special attention to be given to identifying and controlling risks at work to protect the health and safety of new and expectant mothers and their babies. This means that consideration must be made not only to the specific hazards but also to the health related aspects of pregnancy that could be exacerbated by the work or the workplace. Many of the risks to new and expectant mothers at work are already covered by existing legislation, and control measures should already be in place. However, some hazards in the workplace can affect the health and safety of new and expectant mothers and their babies and therefore working conditions, normally considered acceptable, may no longer be suitable. Therefore written risk assessments are required of the work environment, materials and activities, to ensure that appropriate protection is offered to the mother and baby</p>	<p>Where applicable have suitable and sufficient risk assessments been conducted to cater for expectant mothers and the control measures communicated to those affected?</p>	N/A		N/A
31 DisableA32:F36d Persons	<p>It will be apparent that disabled persons may be more at risk whilst at work and therefore due care should be taken by employers to ensure that any relevant risks are identified and controlled. The generic risk assessment process shown in the reference should be the starting point to identify any specific considerations and control measures. Additionally the reference provides HSE guidance on conducting risk assessments for disabled persons.</p>	<p>Where applicable have suitable and sufficient risk assessments been conducted to cater for disabled persons and control measures communicated to those affected?</p>	<p>Access for Elderly and disabled is good. Ramp Access at all doors. Entrance way floor is in need of renovation and could provide a low trip risk. Managed with supervision and local knowledge. Plans for renovation work will happen in the coming weeks</p>	<p>G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A</p>	G

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32 Retention Risk Assessments	To comply with the Statute of Limitations all versions of risk assessments (RA) are to be retained as records for a minimum period of 3 years so that they may be used as evidence in injury litigation if so required. This includes RA for redundant and superseded risks.	Is there evidence to show that all RA have been retained for a minimum of 3 years?	Poor management of this in the past and this is work in progress		A
33 Checking Fire Equipment	The frequency for checking Fire Safety Equipment must be clearly laid down in FVH Fire Safety Policy. Auditors should check that the arrangements are satisfactory, are adhered to and records kept. (Fire Diary Best Practise)	The Committee must ensure that suitable arrangements are in place for all Fire Safety Equipment, Alarms, Call Points, FSPs, Fire Panels, Emergency Lighting and Portable Fire Fighting Equipment to be regularly tested and maintained with suitable records kept?	We will be organising in the coming weeks a Fire Inspection by the local Fire Brigade. This will become an annual Event.		A
34 Fire Evacuation Drills	Fire evacuation drills are to be conducted at annual intervals and more frequently when warranted by the local risk or a Fire Risk Assessment and whenever the procedures are changed.	Are Fire evacuation drills regularly practiced and recorded?	N/A as the site is not in full use but everyone is briefed on drills and know the assembly points. Fire Plan needs to be formalised		G
35 Safety Standards	Auditors will seek compliance with fire safety standards and that fire prevention measures are effective including: 1. Fire doors not being disabled. They must open and close properly, have intact seals and functioning latches/locks. Where self-closing devices are fitted these must work correctly. 2. Fire doors are not wedged open. 3. Smoking is prohibited in all areas. 4. Overloaded electrical sockets or inappropriate electrical adapters. 5. Unauthorised or unapproved electrical equipment. 6. Means of escape are kept clear and uncluttered.	Is there evidence of non-compliance with fire safety standards and fire prevention measures?	All Fire Doors up to standard but not fitted with closing device	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	G

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36 Housekeeping	Housekeeping is a very cheap and effective means of controlling risk. It involves keeping the workplace clean and tidy at all times and maintaining good storage systems for hazardous substances and other potentially dangerous items. The risks most likely to be influenced by good housekeeping are fire, slips, trips and falls.	How well is housekeeping managed?	Good, however room for improvement. Shed needs to be decluttered. Currently undergoing renovation which has stalled due to COVID-19		A
37 Emergency Preparedness and Response (EPR)	The Committee is required to have an integrated emergency/disaster plan which caters for all possible emergencies/disasters identified through a documented risk assessment. (E.g. terrorist incident, serious car/helicopter crash, major flooding, fire, serious spillage). The plan should also meet the provisions of integrated contingency planning and the requirements of business continuity management. EPR should be reviewed/ Tested Annually	How effective is the Emergency Control Plan in preventing or mitigating H&S and/or environmental impacts (including a Spillage Plan) and has it been practiced annually?	Need to another First Aid Box but we need to develop a response Plan, however the risk on site is low due to the infrequency and type of activities.		A

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38 Workplace Inspections	<p>The law, requires employers to maintain the workplace and relevant equipment, devices and systems in efficient working order and good repair. An element of such maintenance should be routine inspection to confirm safe conditions exist. The Committee should identify and nominate Line Managers, as the competent persons, to carry out the inspections for designated work areas and to report and follow up to safe conclusion any shortfalls found. This is a personal duty of line managers and is not to be delegated to or carried out by safety advisors; their professional assistance and advice should be sought but the inspection, reporting and follow up responsibility lies with the manager. Results of inspections are to be recorded in writing in accordance with the Guidance. Where appropriate an action plan to rectify shortcomings is to be developed.</p>	<p>Has the Committee ensured that regular and detailed SHE Inspections of the workplace activities have been carried out by Line Managers and the results recorded? Equally any faults must put in a fault register and a request for repair or replacement via Committee.</p>	<p>This will happen from this point forwards following the Annual Inspection done on 8 July 20</p>	<p>G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A</p>	G
39 Portable Electrical Appliance Testing (PAT)	<p>PAT portable electrical equipment must include privately owned equipment that is used in the workplace. All such equipment must be checked by a competent (trained) person and an Equipment Register kept. If PAT testing is contracted out access to the Equipment Register must be readily available. Once inspected, equipment should be labelled with the date of the inspection/and/or the date the next inspection is due?</p>	<p>Are adequate arrangements in place to ensure that portable electrical appliances, including privately owned equipment used in the workplace, is subjected to test, that an equipment register is maintained, and that all tested equipment is appropriately marked?</p>	<p>Done Annually and all up to date</p>		G

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40 RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. To identify trends and to implement preventative policies it is important that all accidents, near misses, dangerous occurrences and environmental incidents including Serious Equipment Failures (SEF), are reported to the HSE	How effective is the system in place to ensure that accidents, near misses, dangerous occurrences and environmental incidents, including SEF, are, where appropriate, reported to the AINC and to the host nation authorities as appropriate?	Policy statement Required; With COVID -19 separate risks are being included and notification under this crisis has brought RIDDOR to the fore.		G
41 Review of the Site Risk Assessment	Although site hazards are less likely to change than those associated with activities or processes a two yearly interval between reviews is recommended although this will be less if new hazards have been introduced (e.g. new equipment, buildings, building damage etc.) Simply saying on the risk assessment that it is due for review is not sufficient.	Are effective arrangements in place to review the Site risk Assessment at an appropriate interval?	Previously not been Proactive Enough, however we now have a system in place to review our risks on site.	G: Conformance/identified good practice. Y: Opportunity for improvement/observations R: Non-compliance (a breach of legislation/a safety critical problem). N: N/A	G

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