



## Site Audit & Assessment

### Site Inspection Address

Domestic Repair Centre, Hereford

Address Line 1

Unit 5, Harrow Park, Harrow Road

Address Line 2

Hereford

City

HR4 0EN

Postal / Zip Code

### Date of Inspection

05/02/2022

### Inspection Completed By:

Rob Chappell

### Director in Charge of H&S:

Neil Lloyd

### Their Email Address:

nelly.chiki@googlemail.com

### Is there any other H&S Advisor on Site:

NO

### Work undertaken by the company:

Repair of domestic home appliances, field based. With a small warehouse and office facility.

### Number of Employees:

14

### Number of Company Vehicles:

12

## Documentation

### H&S Policy in Date:

☒ Yes ☐ No

### H&S Statement in Date:

☒ Yes ☐ No

### Covid-19 Secure Policy in Place:

☒ Yes ☐ No

### Fire Policy in Place:

☐ Yes ☒ No

### Notes / Actions:

To be booked in.

### HSWA Poster on Display & Filled Out:

☒ Yes ☐ No

**Training Policy in Place:**

☐ Yes ☒ No

**Notes / Actions:**

Required.

**Training Matrix in Place / In Date:**

☒ Yes ☐ No

**Auditors Comments:****Section Pass Score:**

Further Assessment Required

**General Office / Works area.****Floors: Clean, dry, slip free, no hazards or clutter:**

YES

**Wet floor or warning signs in use if floor is wet or has a slip hazard:**

YES

**Aisles / stores are lined, signed and unobstructed:**

YES

**Fire exits are clearly marked, no obstructions, doors not locked:**

YES

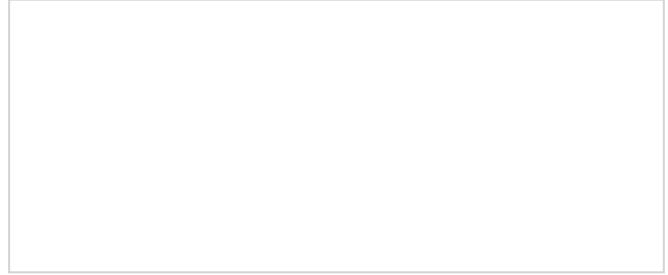
**Stairs / stair ways and steps are in good order, not worn:**

YES

**Stairwells are adequately lit, no loose carpets or flooring:**

N/A

**Notes / Actions**



**Furniture / office equipment is secured from tipping; appropriate for use:**

YES

**Auditors Comments:**

Good standards of house keeping in place.

**Section Pass Score:**

YES

## **Exits, Entrances & Exterior parking area.**

**Doors / entrances are not blocked:**

YES

**Routes / signage and doors are clearly marked, outside areas have enough lit for darkness:**

YES

**Exterior walkways and parking areas are slip free and no hazards:**

YES

**Outside steps are made of metal, grated and slip free:**

YES

**Lighting levels are good and work stations are free of glare:**

YES

**Air quality is good, temperature levels are comfortable:**

YES

**Air conditioning has at least an annual service:**

YES

**Noise levels are good for type of environment:**

YES

**Workers understand PPE and have the correct level of PPE issued:**

YES

**Auditors Comments:**

**Section Pass Score:**

YES

## Health & Safety Information

**Current Insurance certificates in date and displayed in public areas:**

YES

**Fire exit signage and assembly point clearly signed:**

YES

**Visitors register in place and up to date:**

N/A

**Notes / Actions**

No visitors allowed.

**First aid posters in place, first aid stations clearly signed and fully stocked:**

YES

**Emergency eye wash station signed and fully stocked:**

NO

**Notes / Actions**

Eye station required due to addblue.

**H&S Representation information on display:**

YES

**Auditors Comments:**

Section Pass Score:

YES

Fire Safety

Annual fire inspection completed, in date and actions completed:

NO

Notes / Actions

Audit to be booked in.

WARNING!

The assessor has confirmed that no fire audit is in date, at the time of the audit. Please note it is a legal requirement for all business premises have an annual fire safety audit and complete any actions required.

Your local fire officer has the power to end your address as any resonable time to inspect this audit.

Adequate fire extinguishers in place, tagged, serviced and in the right locations:

YES

Fire plan displayed:

NO

Notes / Actions

Will be completed as part of audit.

Staff understand fire plan:

N/A

Notes / Actions

Fire marshals trained and in place:

NO

Notes / Actions

**Weekly / monthly recorded fire alarm testing:**

NO

**Notes / Actions**

Need to record fire

**Full fire drills completed 6 monthly:**

NO

**Notes / Actions**

**Auditors Comments:**

Full fire audit is required, fire log book required.

**Section Pass Score:**

Further Assessment Required

## Staff Facilities

**Staff wash rooms in place all facilities working:**

YES

**Floors are free from clutter and clean:**

YES

**Hot & cold running water and soap available in toilet areas:**

YES

**Drinking water available:**

YES

**Notes / Actions**

**Auditors Comments:**

**Section Pass Score:**

YES

## Storage

**Materials are neatly and safely stored:**

YES

**Storage shelves are not overloaded and are not at an unsafe height:**

YES

**Steps or ladders are non slip and safe, weekly checks completed:**

YES

**Working from height policy in place and staff trained for all storage areas over 3 metres:**

YES

**Chemicals are stored in original containers with data sheets for each. COSHH control in place:**

YES

**PPE for COSHH available as required:**

YES

**LPG / Flammable chemicals stored in line with manufacturers requirements:**

YES

**Auditors Comments:**

**Section Pass Score:**

YES

## Electrical safety

**Five year electrical safety certificates in place:**

N/A

**Notes / Actions**

Due 2023

**Sockets not overloaded:**

YES

**Extension leads only used if required, no trip hazard and they are not overloaded, turned off when unattended:**

YES

**PAT testing completed annually (5 yearly for PC's):**

YES

**Electrical panels clearly labelled:**

YES

**Electrical panels easily accessible:**

YES

**Any machines in use are earthed correctly and have all safety guards in place:**

YES

**Auditors Comments:**



Section Pass Score:

YES

Machinery / Tools

Guards are suitable for the job and are in place:

N/A

Notes / Actions

Employees have training files in place are updated on a regular basis:

NO

Notes / Actions

Training Manual handling.

Emergency stop buttons / switches are not blocked and can be easily reached:

N/A

Notes / Actions

Manufacturers instructions are easily accessible at all times:

YES

Power tools show no signs of damage, cables are in good order:

N/A

Notes / Actions

**Manual tools are in good condition and staff are trained in their use.:**

YES

**Auditors Comments:**

**Section Pass Score:**

YES

## Vehicles

**Fleet insurance in place and valid, certificate available to view:**

YES

**Daily vehicle safety checks completed and recorded:**

YES

**Drivers licence checks completed annually:**

YES

**Tax and MOT's in date:**

YES

**Tyres, lights and windscreens all working with no signs of damage:**

YES

**Mirrors in good order and no damage:**

YES

**Fire equipment and first aid kits carried in each vehicle – drivers have a hi-vis jacket on board for emergencies:**

YES

**Breakdown service / actions in place if required:**

YES

**Auditors Comments:**

Good standards in place in all areas

**Section Pass Score:**

YES

**Overall Audit Result:**

PASS

**Company Statement:**

Fire to be booked in as soon as possible, some first aid and fire marshal training to be completed.

**Auditors Statement:**

**Customers Signature**



**Signature**



**Upload any documents here**