



Site Audit & Assessment

Site Inspection Address

PR Cooling

Address Line 1

Address Line 2

Hereford

City

HR4 0EE

Postal / Zip Code

Date of Inspection

19/04/2022

Inspection Completed By:

Rob Chappell

Director in Charge of H&S:

Stephen

Their Email Address:

Stephen@prcooling.com

Is there any other H&S Advisor on Site:

NO

Work undertaken by the company:

Refrigeration and cooling services

Number of Employees:

5

Number of Company Vehicles:

5

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

HSWA Poster on Display & Filled Out:

☒ Yes ☐ No

Notes / Actions:

Not currently in place, requires an audit.

Image of HSAWA Poster

Training Policy in Place:

☒ Yes ☐ No

Training Matrix in Place / In Date:

☐ Yes ☒ No

Notes / Actions:

Training materials to be set up and tool box talks .

Auditors Comments:

Tool box talks to be written for tools the staff use.

Section Pass Score:

YES

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:

NO

Notes / Actions

Fire exit signs require replacement, Fire Marshal required for site. Fire audit to be completed once all in place.

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

N/A

Notes / Actions

No stairs

Stairwells are adequately lit, no loose carpets or flooring:

N/A

Notes / Actions

As above

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

YES

Auditors Comments:

DSE risk assessment to be sent through

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:

NO

Notes / Actions

Fire exit signage needs to be updated.

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

YES

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

N/A

Notes / Actions

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:

NO

Notes / Actions

PAT testing register required.

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:

NO

Notes / Actions

Audit required.

Visitors register in place and up to date:

N/A

Notes / Actions

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

NO

Notes / Actions

New first eye and eye wash stations required - link to be sent over.

Emergency eye wash station signed and fully stocked:

NO

Notes / Actions

New required.

H&S Representation information on display:

YES

Auditors Comments:

Vehicle safety checks to be completed.

Section Pass Score:

NO

Fire Safety

Annual fire inspection completed, in date and actions completed:

NO

Notes / Actions

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:

NO

Notes / Actions

Fire plan displayed:

NO

Notes / Actions

Staff understand fire plan:

NO

Notes / Actions

Fire marshals trained and in place:

NO

Notes / Actions

Stephen to be trained.

Weekly / monthly recorded fire alarm testing:

N/A

Notes / Actions

No fire alarm in place.

Full fire drills completed 6 monthly:

NO

Notes / Actions

None completed.

Auditors Comments:

Fire detectors required for the building. Fire marshal required and a full audit required.

Section Pass Score:

NO

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:

NO

Notes / Actions

Ladder safety check to be added to the van check.

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:

N/A

Notes / Actions

Auditors Comments:

Section Pass Score:

YES

Electrical safety

Five year electrical safety certificates in place:

NO

Notes / Actions

Required from Landlord

Sockets not overloaded:

NO

Notes / Actions

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

N/A

Notes / Actions

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

NO

Notes / Actions

No PAT Testing currently completed.

Electrical panels clearly labelled:

YES

Electrical panels easily accessible:

YES

Any machines in use are earthed correctly and

Notes / Actions

have all safety guards in place:

N/A

Auditors Comments:

Section Pass Score:

Further Assessment Required

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:

N/A

Notes / Actions

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

N/A

Notes / Actions

Manufacturers instructions are easily accessible at all times:

N/A

Notes / Actions

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

YES

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:

Notes / Actions

To be completed.

NO

Drivers licence checks completed annually:

NO

Notes / Actions

Tax and MOT's in date:

N/A

Notes / Actions

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

N/A

Notes / Actions

Mirrors in good order and no damage:

N/A

Notes / Actions

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

N/A

Notes / Actions

Breakdown service / actions in place if required:

YES

Auditors Comments:

Section Pass Score:

YES

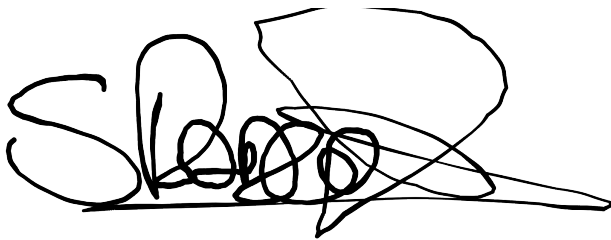
Overall Audit Result:

PASS

Company Statement:

Auditors Statement:

Customers Signature

A complex, stylized handwritten signature in black ink, featuring multiple loops and a long horizontal stroke at the bottom.

Signature

A stylized handwritten signature in black ink, consisting of a large loop followed by a smaller loop and a short horizontal stroke.

Upload any documents here