

# Site Audit & Assessment

**Site Inspection Address**

DBE Ltd

Address Line 1

Dock Road

Address Line 2

Birkenhead

City

ch41 1lt

Postal / Zip Code

**Date of Inspection**

14/06/2021

**Inspection Completed By:**

Rob Chappell

**Director in Charge of H&S:**

Paul Cairns

**Their Email Address:**

paulcairns@dbeltd.co.uk

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

YES

**What is their Email Address:**

rob.chappell11@yahoo.co.uk

**Work undertaken by the company:**

Repair of domestic white goods in customers homes and also in a repair centre in Birkenhead.

**Number of Employees:**

15

**Number of Company Vehicles:**

13

## 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:**

No fire log book in place. No fire marshals

**HSAWA Poster on Display & Filled Out:**

Yes  No

**Notes / Actions:**

**Training Policy in Place:**

Yes  No

Not current version, needs to be updated and visible.

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

Yes  No

**Notes / Actions:**

Training policy required.

**Auditors Comments:**

The business does not currently have a fire policy in place.

A training policy is required and a training matrix

**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:**

NO

**Notes / Actions**

Only one wet floor sign in the building, I would recommend that you need at least two and a return location for storage.

**Aisles / stores are lined, signed and unobstructed:****Notes / Actions****Fire exits are clearly marked, no obstructions, doors not locked:****Notes / Actions**

NO

In correct signage in place for fire,

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

N/A

No Stairs in the building.

**Stairwells are adequately lit, no loose carpets or****Notes / Actions**

<b>flooring:</b> N/A	No Stairs
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**Furniture / office equipment is secured from tipping; appropriate for use:**

YES

**Auditors Comments:**

Office areas is well spaced and presented, there is a reception area to separate any visitors to staff areas.

**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**

Signage needs to be updated, the rear fire doors from the workshop area needs to be replaced and the other 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**

No out side steps

**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:**

N/A

**Notes / Actions**

No Air Conditioning

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

YES

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

YES

**Auditors Comments:**

Good level of PPE issued, Mobile phone policy is to issue a phone or to issue a £15.00 credit a month. Tablets are carried.

**Section Pass Score:**

YES

## Health & Safety Information

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

NO

### Notes / Actions

Not currently displayed. As the company is decorating - these will be displayed once completed.

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

NO

### Notes / Actions

Fire signage needs to be updated - a walk through plan is required.  
Assembly point signage needs to be in place.  
Fire marshals are required.  
Fire tests are not currently completed.

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

NO

### Notes / Actions

Not requested to sign in - it is recommended that a visitors book is put in place.

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

NO

### Notes / Actions

Items found to be out of date. Posters need to be updated.  
First aider needs to be retrained.

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

YES

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

NO

### Notes / Actions

Poster requires replacing.

**Auditors Comments:**

Some work around signage and staff training is required in this area. The signage is out of date and the HASWA poster in the incorrect version - I will send through details of the correct.

Eye wash is currently in date but needs to be topped up.

Fresh water (drinking) sign required for the kitchen area.

Insurance certification is not currently displayed, this is due to works being completed, these will need to be displayed once the works are completed - it is noted that Paul has a copy on his PC for display if required.

**Section Pass Score:**

NO

## Fire Safety

**Annual fire inspection completed, in date and actions completed:**

NO

**Notes / Actions**

No Fire audit is completed currently - this will need to be completed as soon as possible.

Paul is currently working to ensure this is completed.

**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 reasonable time to inspect this audit.

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

NO

**Notes / Actions**

They are tagged, however, most are water based, due to the electrical works that are completed in the building more CO2 are required, at least 2 for the workshop area.

**Fire plan displayed:**

NO

**Notes / Actions**

Fire plan is required for the building to show exits and emergency exits along with the assembly point area.

**Staff understand fire plan:**

NO

**Notes / Actions**

As point above, they will require training once completed.

**Fire marshals trained and in place:**

NO

**Notes / Actions**

Fire marshal training is required.

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

**Notes / Actions**

NO

Not currently in place - Paul needs to speak to the alarm company to gain an understanding of the control panel, zones and how to operate the system.

**Full fire drills completed 6 monthly:**

NO

**Notes / Actions**

Not currently completed - a full test needs to be completed at least every six months. Staff need to understand the importance of such tests.

**Auditors Comments:**

There is a lot of work to be completed around the fire safety for the building, I will send through a full action plan for this and we will complete a fire audit over the next couple of months.

**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**

Signage required to identify the drinking water taps / locations.

**Auditors Comments:**

[Large empty box for Auditor's Comments]

**Section Pass Score:**

YES

## Storage

**Materials are neatly and safely stored:**

NO

**Notes / Actions**

Warehouse areas needs to have the boxes removed from the floors, these are a trip hazard. Door areas must be kept clear at all times.

Electrical cupboard area needs to be tided up and the area around the fuse boxes to be kept clear at all times - this is a fire hazard area.

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

YES

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

**Notes / Actions**

Policy required

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

NO

**Notes / Actions**

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

NO

**Notes / Actions**

Data sheets are required for the cleaning materials stored. These can be obtained from the manufacturers websites. Place in a folder to be kept next to the storage of the chemicals

**PPE for COSHH available as required:**

YES

**Notes / Actions**

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

N/A

**Notes / Actions**

None on site.

**Auditors Comments:**

Overall storage areas is not bad, however there is evidence of some boxes on floors, these are a trip hazard all walk ways must be kept clean and tidy, to prevent slips and trips or falls.

**Section Pass Score:**

NO

## Electrical safety

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

NO

**Notes / Actions**

Not currently completed - this will need to be completed as soon as possible.

**Sockets not overloaded:**

NO

**Notes / Actions**

Good practice in place.

**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):**

NO

**Notes / Actions**

PAT testing is required for all items currently in the building - PAT testing should be completed annually PC's can be every 5 years.

**Electrical panels clearly labelled:**

YES

**Electrical panels easily accessible:**

NO

**Notes / Actions**

Storage areas - this needs to be cleared so there is easy access to the panels.  
Panel doors need to be kept closed at all times to protect the switches.

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

N/A

**Notes / Actions**

No machines with guards required.

**Auditors Comments:**

[Large empty box for Auditor's Comments]

**Section Pass Score:**

NO

## Machinery / Tools

**Guards are suitable for the job and are in place:      Notes / Actions**

N/A

**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:**      Notes / Actions

N/A

**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:**

Employees supply their own power tools, all of which are battery operated and only used for basic works only.

**Section Pass Score:**

YES

## **Vehicles**

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

YES

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

NO

**Notes / Actions**

Not currently completed - the forms are available and ready to go.

**Drivers licence checks completed annually:**

NO

**Notes / Actions**

Recommend that checks are completed.

**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:**

NO

**Notes / Actions**

First aid boxes are supplied but not fire equipment - one per van should be supplied. Hot works should carry two.

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

YES

**Auditors Comments:**

Vehicle safety checks are required, this is essential protection for the business.

**Section Pass Score:**

NO

**Overall Audit Result:**

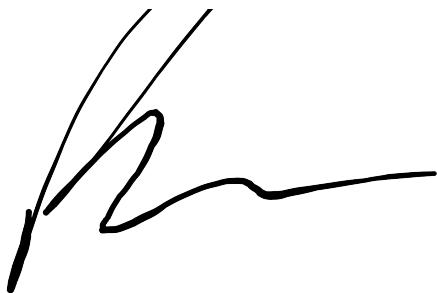
FAIL

**Company Statement:**

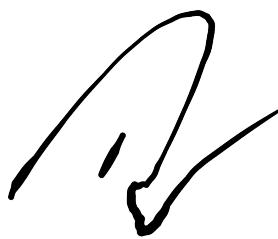
**Auditors Statement:**

Paul is very keen to move the Health and Safety forward for the business and over the next few months we will work to get the standards correct.

**Customers Signature**

A handwritten signature in black ink, appearing to read 'John Doe'.

**Signature**

A handwritten signature in black ink, appearing to read 'Jane Smith'.

**Upload any documents here**