

Compliance Audit & Safety Checklist

A structured tool for SMEs to assess legal compliance and safety performance.

Section 1 — Legal Requirements

Tick YES/NO

- Do you have a named Competent Person?
- Have risk assessments been reviewed in the last 12 months?
- Do you have a written H&S policy and arrangements (5+ employees)?
- Can you evidence staff training and instruction?
- Have you completed a formal safety audit in the last 12 months?

Section 2 — Risk Assessment Quality

- Are RAs suitable and sufficient?
- Are control measures clearly defined?
- Are staff aware of the controls?
- Are high-risk tasks reviewed more frequently?

Section 3 — Workplace Controls

- Housekeeping
- Machinery guarding
- COSHH controls
- Manual handling
- Fire safety
- First aid
- Lone working
- PPE

Section 4 — Documentation

- Accident book
- Training records
- Induction records
- Contractor controls
- Equipment inspections
- Fire logbook

Section 5 — Action Plan

- Priority actions
- Responsible person
- Target dates
- Completion notes

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