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Following your submission of the **Health & Safety Compliance Checklist** and your free 45-minute review with one of our Health & Safety specialists, this short report highlights the key areas that may require attention. The purpose of the review is to help you understand what your checklist responses mean in practice, where the most important gaps may sit, and what proportionate next steps should be considered. Addressing these areas can help strengthen compliance with the Health and Safety at Work etc. Act 1974 and associated regulations, reduce avoidable risk, and support a clearer, prioritised action plan for your organisation.

Checklist submission date: 09/02/26 (Redacted for client confidentiality)

Question	Key observations and suggested next steps
Health & Safety:	In the UK, under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Employers with five or more employees:
If you answered yes - Is this policy regularly reviewed and updated?	Health and safety policies should be reviewed regularly to make sure they remain accurate, relevant and suitable for the organisation. A review is normally recommended at least annually, or sooner if there are significant changes such as new work activities, premises, equipment, legislation, incidents or staffing changes. Suggested next step: review the current health and safety policy, confirm that responsibilities and arrangements are clearly stated, and ensure the signed policy statement is displayed or made readily available to employees.
Have you conducted a thorough risk assessment to identify and control all potential hazards in your workplace?	Risk assessments should identify significant workplace hazards, who may be harmed, and what controls are in place to reduce risk. They should be suitable and sufficient for the organisation's activities, not just generic documents kept on file. Suggested next step: review whether core risk assessments are in place and specific to the business, including first aid, manual handling, COSHH, DSE and any activity-specific risks.

Are you regularly reviewing and updating your risk assessments?

Risk assessments should be reviewed regularly to make sure they still reflect the way work is actually carried out. Reviews should also take place after incidents, near misses, changes to work activities, new equipment, changes in staffing, or changes in legislation or guidance.

Suggested next step: set a clear review schedule for each risk assessment and record when reviews are completed, what changed, and who approved the update.

Fire: Fire safety legislation in England and Wales is gathered under 'The Regulatory Reform (Fire Safety) Order 2005'. New regulations surrounding new duties for building owners and managers came into effect in 2023, with the introduction of the Fire Safety England Regulations 2022.

Do you have a written Fire Risk Assessment (FRA) conducted by a competent person?

A suitable Fire Risk Assessment should identify fire hazards, people at risk, existing control measures and any further actions needed to reduce fire risk. The assessment should be written down where required and completed by someone with appropriate competence for the premises and level of risk.

Suggested next step: confirm whether a current written FRA is in place, when it was last completed, who completed it, and whether all recommended actions have been closed.

Do you have clear emergency procedures, including fire evacuation plans?

Emergency procedures should clearly explain what people need to do in the event of fire or another emergency. This should include evacuation arrangements, roles and responsibilities, assembly points, communication arrangements and any support needed for people who may require assistance.

Suggested next step: review the written emergency procedures and fire evacuation arrangements to confirm they are clear, current and communicated to employees, visitors and relevant contractors.

Are emergency procedures regularly practiced and reviewed?

Emergency procedures should be tested and reviewed so that employees understand what to do and any weaknesses can be identified before a real incident. Practice drills should be proportionate to the workplace risk and recorded so the organisation can evidence what took place and what was learned.

Suggested next step: schedule and record emergency drills, review the outcome, and update the emergency procedures where improvements or changes are identified.

Health & Safety: In the UK, under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Employers with five or more employees:

Are emergency contacts and first aid kits readily available?	Emergency contact information and first aid equipment should be easy to access and suitable for the workplace. First aid arrangements should reflect the nature of the work, the number of people on site, work patterns, location and any specific risks identified through the first aid needs assessment. Suggested next step: check that emergency contact details are current, first aid kits are accessible and stocked, and first aid arrangements match the needs of the workplace.
Do you have a sufficient number of trained first-aiders on-site?	The number and level of trained first-aiders should be based on the organisation's first aid needs assessment. This should take account of workforce size, workplace hazards, work patterns, lone working, location, visitors and how quickly emergency medical support could arrive. Suggested next step: complete or review the first aid needs assessment to confirm the number of first-aiders required, the level of training needed, and when refresher training is due.
Are first-aid kits well-stocked and easily accessible?	First-aid kits should be suitable for the workplace, easy to access and checked regularly. The contents should reflect the nature of the work, the number of people on site and any specific risks identified through the first aid needs assessment. Suggested next step: create a simple checking process for first-aid kits, including who is responsible, how often checks are completed, and how missing or expired items are replaced.
Do you have a system in place for reporting accidents and near-misses?	Accident and near-miss reporting helps the organisation identify patterns, respond to issues early and maintain a clear record of workplace incidents. The process should be easy for employees to understand and should explain what needs to be reported, who it should be reported to, and how records are maintained. Suggested next step: review the accident and near-miss reporting process, confirm employees know how to use it, and check that records are being kept consistently.
Are accidents and near-misses investigated to identify root causes and prevent future occurrences?	Accident and near-miss investigations should look beyond the immediate event and identify underlying causes. This helps the organisation prevent repeat incidents, improve controls and demonstrate that issues are being taken seriously. Suggested next step: document a simple investigation process, record findings and corrective actions, and make sure actions are followed through to completion.

Have you provided health and safety training to all employees?	Employees should receive suitable health and safety training so they understand the risks relevant to their work and the controls they are expected to follow. Training should normally be provided during induction, when roles or activities change, and when new risks, procedures or equipment are introduced. Suggested next step: review induction and refresher training arrangements, confirm what training has been completed, and identify any gaps by role, activity or risk area.
Is training tailored to specific roles and responsibilities?	Health and safety training should reflect the work people actually do and the level of responsibility they hold. Managers, supervisors, operational staff and office-based employees may need different levels of training depending on their role, the risks they manage and the decisions they are expected to make. Suggested next step: map training requirements by role and responsibility, including whether managers and supervisors need additional health and safety training.
Are training records maintained?	Training records help demonstrate what training has been provided, when it was completed, who attended and when refresher training may be needed. Records should be easy to access and kept up to date so gaps can be identified before they become an issue. Suggested next step: create or update a training matrix showing required training, completed training, expiry or refresher dates, and any outstanding actions.
Do you have a designated health and safety officer or responsible person?	Organisations should be clear about who has responsibility for managing health and safety arrangements. This does not always need to be a dedicated health and safety officer, but responsibilities should be clearly assigned, understood and supported by appropriate time, authority and resources. Suggested next step: confirm who is responsible for health and safety, document their responsibilities, and make sure employees know who to contact about health and safety matters.
Do they have the necessary training and qualifications to fulfil their role?	Anyone with health and safety responsibilities should have suitable competence for the role they are expected to perform. This may include relevant training, experience, knowledge of the organisation's risks, and an understanding of when specialist support is needed. Suggested next step: review the responsible person's current training, experience and support arrangements, and identify whether additional training or external competent advice is required.