



Office Health & Safety Self-Audit Checklist

Use this checklist to assess compliance and identify areas for improvement. Mark each item as Compliant, Partially Compliant, Non-Compliant or N/A.

Health & Safety Management

Question	Status
Do you have a current Health & Safety Policy reviewed within the last 12 months?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Do you issue a copy of the current Health & Safety policy to all staff and obtain acknowledgement of understanding?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are health and safety responsibilities clearly assigned throughout the business?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are arrangements in place to monitor site safety performance?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are accidents, incidents and near misses reported and investigated?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A

Training & Competence

Question	Status
Is there a training matrix identifying employee training requirements?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Have all employees completed a health and safety induction?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are training records maintained and regularly reviewed?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Have employees received Manual Handling training?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Have employees received Fire Safety Awareness training?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are refresher training requirements monitored and completed?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A

Risk Assessments & Method Statements

Question	Status
Are suitable and sufficient RAMS available for all work activities?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are RAMS reviewed at least annually?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are employees briefed on relevant risk assessments and procedures?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are briefing records retained?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A

Office Compliance

Question	Status
Are office and depot inspections completed regularly?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are DSE assessments completed where required?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are welfare facilities adequate?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are electrical safety inspections up to date?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are housekeeping standards maintained?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Is a suitable and sufficient Fire Risk Assessment available?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Have Fire Marshals been appointed?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are fire extinguishers inspected and maintained?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Is fire safety training provided?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are weekly or monthly fire checks undertaken?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Office inspections completed	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are suitable numbers of First Aiders available?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are first aid kits adequately stocked and maintained?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Is an Accident Book available and completed when required?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are emergency contact details readily available?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A

Mental Health & Wellbeing

Question	Status
Have work-related stress risks been assessed?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Is there a Mental Health & Wellbeing Policy?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Are employees aware of available wellbeing support?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A
Has a Mental Health First Aider been appointed?	☐ Compliant ☐ Partial ☐ Non-Compliant ☐ N/A

Your Compliance Health Check

If you answered **"Partially Compliant"** or **"Non-Compliant"** to any question within this checklist, there is likely an opportunity to strengthen your management system and reduce risk.

Many contractors are surprised to discover that seemingly minor gaps such as:

- Out-of-date policies
- Expired training certificates
- Generic RAMS
- Incomplete inspection records
- Poorly documented inductions

can quickly become significant issues following an accident, client audit or HSE inspection.

Don't Wait for an HSE Inspector to Identify the Gaps

If your self-audit has identified any areas of concern, DCP Safety & Training can provide practical, support to help you achieve compliance and demonstrate due diligence to clients, principal contractors and enforcement authorities, including:

- ✓ Health & Safety Policies
- ✓ Risk Assessments and Method Statements
- ✓ Compliance Audits
- ✓ Head Office, Retail and Workshop Inspections
- ✓ Fire Risk Assessments
- ✓ Training Matrix Reviews
- ✓ Classroom Training & Toolbox Talks
- ✓ Accident and Incident Investigation
- ✓ E-Learning Courses

Compliance Review

Arrange a consultation to discuss any gaps identified during this self-audit.

During your consultation we can:

- Review your audit findings
- Identify high-risk compliance gaps
- Advise on legal requirements and industry best practice
- Recommend practical improvements
- Provide a clear plan to help achieve compliance

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