



### This scorecard has been designed to assess the effectiveness and maturity of the organisation's Health & Safety Management System.

Proactive Health & Safety management will help a business comply with legislation, provide a positive health and safety culture and meet Health & Safety objectives. Solid Health & Safety procedures and documentation will assist in claims defensibility, should the need arise.

#### How to complete this form:

Work through the questions below, each response will be given a score dependant on the answer:

	5 points	0 points	0 points
<b>Business Continuity Arrangements</b>	YES	NO	Unsure
1. Do you have a Health & Safety policy in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If the above answer is YES; is there a fully implemented Health & Safety Management System throughout the business that ensures the overarching Policy is adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the business have a named Health & Safety Manager?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you identified the people responsible and competencies required for particular Health & Safety roles (e.g. accident investigation, fire marshal)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the business have a system for identifying hazards, assessing risks and deciding how they can be eliminated or controlled (risk assessments)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are risk assessments regularly reviewed to ensure they are fit for purpose and are reflective of the current workplace risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the business have arrangements for proactive monitoring (i.e. checking) to ensure that risk assessment control measures are in place and effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are individual fire risk assessments carried out for all buildings within the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are performance management measures in place in the event that control measures are not implemented following a risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the business provide clear information to people working on the premises about the hazards, risks, the risk control measures and safe systems of work, and is there written acknowledgement by employees that these have been read and understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you involve the workforce in preparing Health & Safety improvement plans, reviewing Health & Safety performance, undertaking risk assessments and preparing safety-related procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is there a clear procedure for the recording, reporting and investigating of accidents / incidents and documenting the corrective actions thereafter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is there a system for ensuring and evidencing that all employees, including managers, supervisors and temporary staff, are adequately instructed and trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the business have a system for analysing performance reporting data, to identify areas for future improvement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are there arrangements for dealing with unplanned / ad hoc work activities and the management of external contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is there a robust schedule for regular safety checks and planned maintenance of: <ul style="list-style-type: none"> <li>a. Plant and equipment (as per PUWER/LOLER regulations)</li> <li>b. Personal Protective equipment (PPE)</li> <li>c. Portable Appliance Testing (PAT)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Are there regular audits of the Health & Safety Management System carried out by competent external auditors or competent auditors employed by the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Once completed, return this form to your local Arch Insurance branch, who will support your business to get set up on Arch Business Protection.</b>	<b>TOTAL</b>		<input type="text"/>



HIGH RISK: 0 – 25	MEDIUM RISK: 30 – 60	LOW RISK: 65 – 80
This business has a significant risk of fines or prosecution from incidents in the workplace.	The Business should improve their Health & Safety arrangements to reduce the likelihood of incidents and improve defensibility.	The Business has robust Health & Safety Procedures.

Term	Definition
<b>Health and Safety Policy</b>	A legally required statement of a company strategy, consisting of their objectives to attain a safe working environment, their responsibilities, and the arrangements for implementing the strategy and achieving their aims.
<b>Hazard</b>	A situation or behaviour that has the potential to cause harm, injury, ill-health or damage to property and the environment.
<b>Risk Assessment</b>	An examination of the potential risks in the workplace, with the aim of assessing whether enough precautions have been put in place to prevent harm. A risk assessment focuses on the relationship between the worker, the work being carried out, the equipment being used and the conditions of the working environment.
<b>Safe System of Work</b>	A formal procedure which results from systematic examination of a task in order to identify all the hazards. It defines safe methods to ensure that hazards are eliminated or risks minimised.
<b>Competence</b>	The ability to apply knowledge and skills to achieve intended results.
<b>Performance Management</b>	Performance management includes activities which ensure that goals are consistently being met in an effective and efficient manner.
<b>Corrective Actions</b>	Improvements to an organisation's processes taken to eliminate causes of non-conformities or other undesirable situations.
<b>LOLER</b>	Lifting Operations and Lifting Equipment Regulations 1998. The regulations aim to reduce risks to people's health and safety from lifting equipment provided for use at work.
<b>PUWER</b>	Provision and Use of Work Equipment Regulations 1998 (1999 in Northern Ireland). The regulations deal with the work equipment and machinery used every day in workplaces and aims to keep people safe wherever equipment and machinery is used at work.