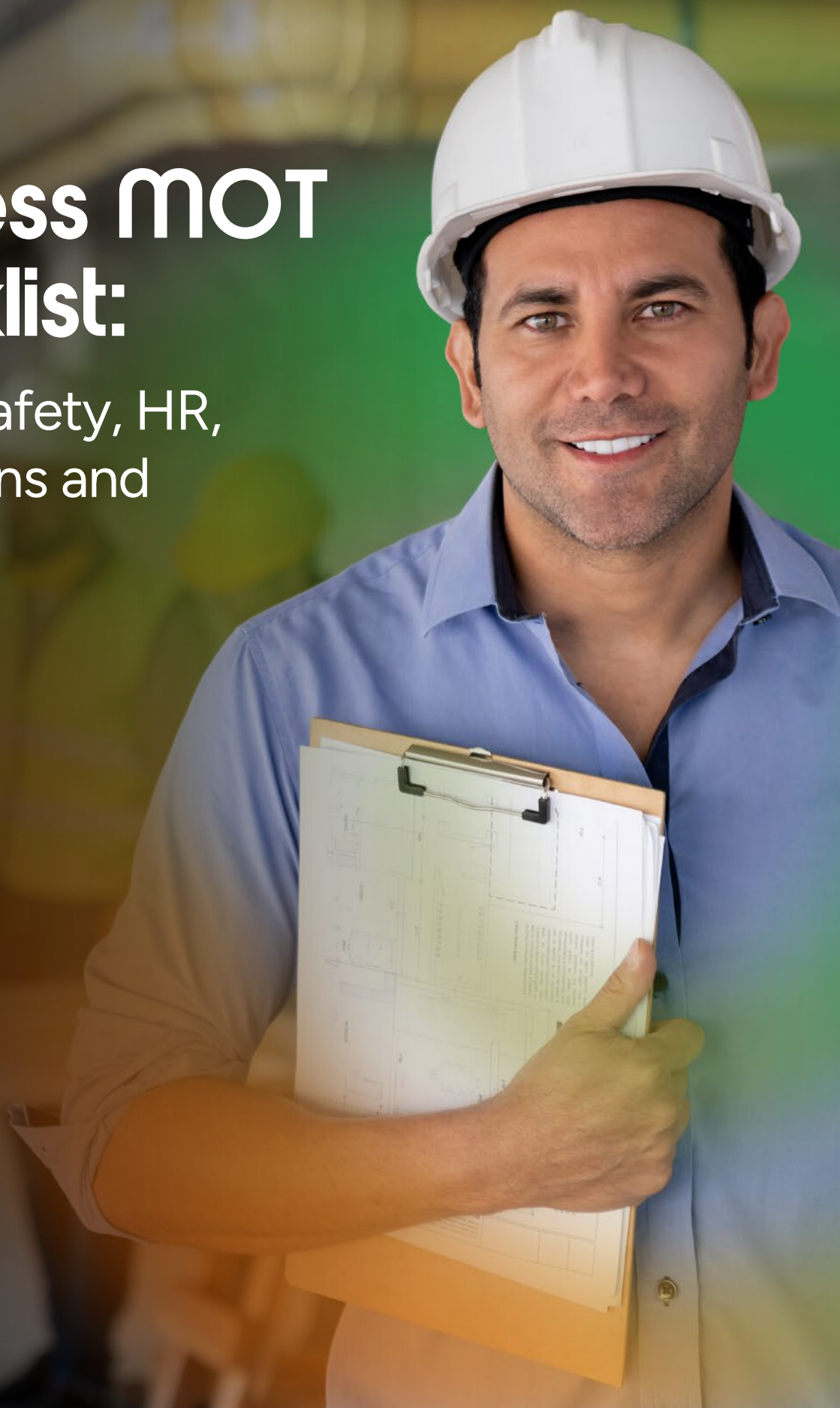


Business MOT checklist:

Health & Safety, HR,
certifications and
beyond





Your business MOT checklist

Worried about whether your business is where it needs to be when it comes to compliance and your legal responsibilities? Whether you just need a bit of reassurance or you're confident in your compliance but want to know what else you can do to make your business stand out, our business MOT is for you.

Carry out a full health check of your compliance and see if you're up to standard simply by answering the questions below.

Core pillars of compliance

Processes

Do you have a competent Health & Safety person or adviser?

Yes ☐

No ☐

Have you and anyone involved in your business completed all mandatory training?

Yes ☐

No ☐

Are all people employed by your business competent to undertake their duties?

Yes ☐

No ☐

Do you risk assess all relevant work activities and your wider workplace?

Yes ☐

No ☐

Including:

Work at height ☐

Work in confined spaces ☐

COSHH ☐

Asbestos ☐

Legionella ☐

Stress ☐

Fire ☐

Have you arranged for essential Health & Safety testing to be carried out?

Yes ☐

No ☐

Including:

Occupational health surveillance ☐

Air monitoring ☐

Sound level testing ☐

Sound level testing ☐

Do you routinely record and investigate accidents?

Yes ☐

No ☐

Do you consult and communicate with your employees on your Health & Safety matters?

Yes ☐

No ☐



Documentation

Do you have a Health & Safety policy?

Yes ☐

No ☐

Do you have a Health & Safety handbook in place and communicated with employees?

Yes ☐

No ☐

Have you risk assessed all relevant work activities and your wider workplace?

Yes ☐

No ☐

Including:

COSHH

☐

Stress

☐

Fire

☐

Manual handling DSE

☐

Working from height

☐

Do you have an employee handbook in place and shared with employees?

Yes ☐

No ☐

Are all your employee contracts up to date?

Yes ☐

No ☐

Do you work with subcontractors and have up-to-date agreements in place if so?

Yes ☐

No ☐

Do you know the employment status of all your team, and are you confident your contracts reflect that accurately?

Yes ☐

No ☐

Is all your important employee information up to date? E.g. addresses, next of kin, bank account details.

Yes ☐

No ☐

Do you have a continuity plan in place in case any of your essential staff are unable to work?

Yes ☐

No ☐

Is your winter preparedness plan updated and communicated?

Yes ☐

No ☐

Do you have an accident reporting log?

Yes ☐

No ☐

Do you have relevant HR policies in place?

Yes ☐

No ☐

Including:

Sickness absence

☐

Annual leave/holiday

☐

Bullying and harassment

☐

Alcohol and drug use

☐

GDPR

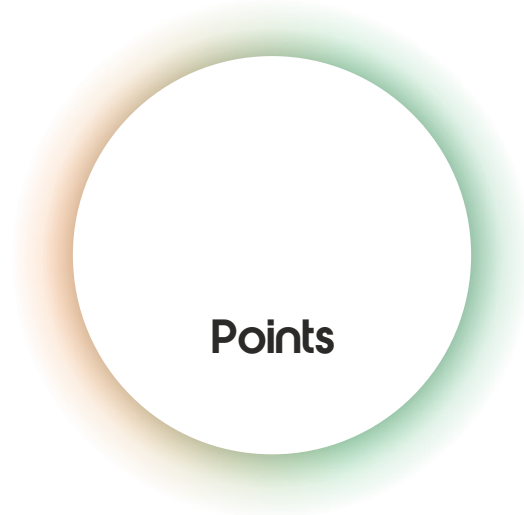
☐

Menopause

☐



Your results are in...



0-70 points

Looks like there's some room for improvement

There's some important gaps in your compliance that could leave your business at risk. Want to get back on track? Just chat to Smas Worksafe today.

71+ points

Good job! But are you ready to take good to great?

You're doing well, but now's not the time to get complacent. We're here to help you take your practice from good to great with more of our business-boosting support.

You're ready to win big

If you're not sure you're ticking off those boxes or you're looking to boost your business with the right certification, we're here to help. Get in touch and let's have a chat, simply call us on **01752 697370** or email **info@smasltd.com**.

86%

of members rate Smas Worksafe's service as Good or Excellent.

83%

of members say Smas Worksafe is good value for money.

76%

of members have won tenders thanks to their Smas Worksafe certification.