

Ref No.	Main Section	Audit Question	Findings	Evidence	Scores	Gaps
11.0	Policy and Organisation	Policy and Organisation			11/1	0/1
11.1	Policy and Organisation	Health & Safety (H&S) Policy			1/1	1/1
11.1.1	Policy and Organisation	Does a Health and Safety Policy Statement exist?	Partial		0/1	0/1
11.1.2	Policy and Organisation	Does a H&S policy exist containing arrangements & responsibilities?	No		0	1
11.1.3	Policy and Organisation	Is the policy signed, dated, periodically updated and being communicated to all personnel?	No		0	1
11.1.4	Policy and Organisation	Is the Health and Safety Law Poster posted on site and is it current?	Yes		1	0
11.1.5	Policy and Organisation	Are policies & procedures in place for managing occupational road risk?	No		0	1
11.2	Policy and Organisation	Competent Advice and Information			1	1
11.2.1	Policy and Organisation	Has a competent person been appointed with suitable experience and qualifications?	Yes		1	0
11.2.2	Policy and Organisation	Does the competent person have clear access to senior management?	Yes		1	0
11.2.3	Policy and Organisation	Is there sufficient time available to the competent person to enable them to fulfil their duties?	No		0	1
11.2.4	Policy and Organisation	Where necessary - is specialist competent external advice available?	No		0	1
11.2.5	Policy and Organisation	Are systems in place for keeping track of health and safety developments (legislation, staff issues etc) and disseminating information to management?	No		0	1
11.2.6	Policy and Organisation	Does the competent person prepare regular reports for the Managing Director / Business Head?	Yes		1	0
11.3	Policy and Organisation	Meetings & Communication			1	1
11.3.1	Policy and Organisation	Are suitable arrangements in place for employees to raise safety concerns?	No		0	1
11.3.2	Policy and Organisation	Are regular H&S meetings held to provide communication between employee representatives and senior management?	No		0	1
11.3.3	Policy and Organisation	Do the agenda's & minutes identify recommendations, name of the responsible person for acting on and a target completion date?	Yes		1	0
11.3.4	Policy and Organisation	Does H&S consultation take place with all employees?	Yes		1	0
11.4	Policy and Organisation	Managing Individuals			1	0
11.4.1	Policy and Organisation	Are managers formally accountable for H&S?	Yes		1	0
11.4.2	Policy and Organisation	Is there a disciplinary procedure for H&S offences & is it used?	Yes		1	0
11.5	Policy and Organisation	Is the level of involvement of senior management in H&S adequate?			1	0

# Health And Safety Gap Analysis Template Excel

**CO Houle**



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