

Health and Safety Inspection Report

ICAX Limited



Conducted by: Patryk Kopczynski-Jungbeck GradIOSH

Conducted on: 23/03/2021

Citation Ltd. Workplace Inspection

Table of Contents

1	Letter	3
2	Introduction	4
3	Recommendations Key	6
4	Site Visit Executive Summary	8
5	Accident Reporting	13
6	Consultation	14
7	Contractors	16
8	COVID Secure	17
9	Display Screen Equipment	18
10	Displayed Notices and Certificates	19
11	Driving	20
12	Electrical Safety	22
13	Fire - Documentation	23
14	Fire - Monitoring	24
15	First Aid	25
16	Hazardous Substances/COSHH	26
17	Health Screening	29
18	Homeworking Employees	30
19	ISO Accreditation	33
20	Monitoring	34
21	Personal Protective Equipment (PPE)/Respiratory Protective Equipment (RPE)	35
22	Risk Assessment: General, Young Person and Expectant Mothers	36
23	Training	38
24	Conclusion 1	41
25	Any further support required?	43

ICAX Limited

33 Greenwood Place
London
NW5 1LB
England

23/03/2021

Dear Edward ,

Please find enclosed the health and safety inspection report that covers matters discussed with either yourself or nominated contacts on 23/03/2021.

The visit was delivered as part of a mutually agreed 'remote' inspection, taking into consideration existing international health concerns. The report may identify shortcomings in your health and safety management system as noted during the videocall based visit. If that is the case it will include specific recommendations that will assist you in completing these.

Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

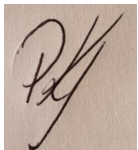
If there is any area in this report that is unclear or if there are any items you wish to discuss, please contact me via our head office or alternatively on my direct number 07902708340

Any images or documents shared were for the purpose of the report and not utilised for any other purpose. Any image or document shared will and/or has been destroyed on production of the report.

It is important to ensure that if you move, alter your business premises or any of your working practices, or you are visited/contacted by an Enforcement Officer, you should inform me or the Health and Safety helpline 03458 444 848 at the earliest possible time so that the appropriate advice can be given.

Finally may I take this opportunity to thank yourself and your staff for the help and co-operation extended to me during this time.

Yours Sincerely,

A square image containing a handwritten signature in dark ink on a light-colored background. The signature is stylized and appears to be 'PK' followed by a surname.

Patryk Kopczynski-Jungbeck GradIOSH

Safety and Health Practitioner

Introduction

This report is designed to assist you in managing and prioritising the health and safety risks in your workplace.

At Citation, we appreciate that all businesses will have competing demands for their time and resources and that health and safety may not always appear to be the greatest priority. However, it is very important for you to consider the recommended actions contained within this report as they are based upon the observed/stated conditions and your working practices and reflect your legal obligations under health and safety law. The priority rating is provided to assist you in planning the required actions. Whilst you should review each recommended action on its own merits, it is important to remember that all items need to be addressed.

Even the smallest change in employers' or employees' actions or behaviour could reduce (if not eliminate) the potential for an accident occurring, thus avoiding the loss of working time/productivity, and reduce the potential for Enforcement Authority action (at worst leading to a criminal prosecution or intervention costs) or civil claim, that could have a damaging effect on your trading reputation.

Due to the nature of the inspection, which was carried out as part of a 'remote' video call, some areas and activities were understandably not witnessed. We therefore urge you to read the contents of this report in conjunction with the relevant guidance contained within your Health and Safety Policy documentation.

When carrying out inspections our consultants will use their experience, skills and expertise to identify matters in respect of which you may not be complying, either totally or in part, with relevant statutory health and safety provisions. However, especially given the finite amount of time that can be allocated, our consultants may not identify every example of non-compliance and Citation gives no warranty, expressed or implied, that they will do so. Unless you draw the consultant's attention to a specific matter and request his (or our) advice, we cannot be held responsible for any instance of non-compliance that the consultant may not identify.

If you make changes to your business premises/activities/personnel which may affect health and safety, or where there has been an accident, or an Enforcement Officer has contacted you for any reason, and for any other issues or concerns, please contact your consultant or the Citation Health and Safety helpline, 03458 444 848 to ensure that the correct advice can be provided.

You should also regularly monitor and make changes, where necessary, to your health and safety management system, including risk assessments and safe systems of working, training requirements, etc. in order to ensure continued legal compliance. Particular attention should be given following any business changes or workplace related accidents/incidents or near misses.

Citation cannot accept any responsibility for any failure by the company to comply with the recommendations contained within this report, or any changes that are subsequently made in relation to the company's premises, equipment or processes going forward.

Health and Safety Inspection Report

Place of Inspection:	ICAX Limited	Date of Inspection:	23/03/2021
Name of Consultant:	Patryk Kopczynski-Jungbeck	For the Attention of:	Edward Thompson

Priority Definitions:

Immediate Priority Action must be taken NOW.	Immediate action is required to remove an observed or stated dangerous condition/practice that is likely to cause an imminent risk of a fatality, serious personal injury or ill health. This also applies to a situation that could lead to a Prohibition Notice being issued by an Enforcing Authority and /or which may lead to legal proceedings being instigated by an Enforcing Authority. An Immediate Action Form will have been provided at the time of the visit.
High Priority Act Now.	Contravention of statutory requirements that could lead to fatal or serious personal injury, ill health, issuing of an Improvement Notice and / or which may lead to legal proceedings being instigated by the Enforcing Authority. These matters require urgent action.
Medium Priority Plan Actions.	Contravention of statutory requirements which could lead to personal injury or an ill health effect, the receipt of an Enforcement letter and / or legal proceedings being instituted by the Enforcing Authority indicating an area of non-compliance. These matters require a planned programme of action to eliminate or control the risk identified.
Low Priority Consider Improvements.	Recommendations for ensuring compliance with best practice or stated policy and procedures. Enforcement action is less likely, although accident or property damage is possible. The recommendations made are desired improvements, precautions or techniques consistent with good health and safety control and practice.

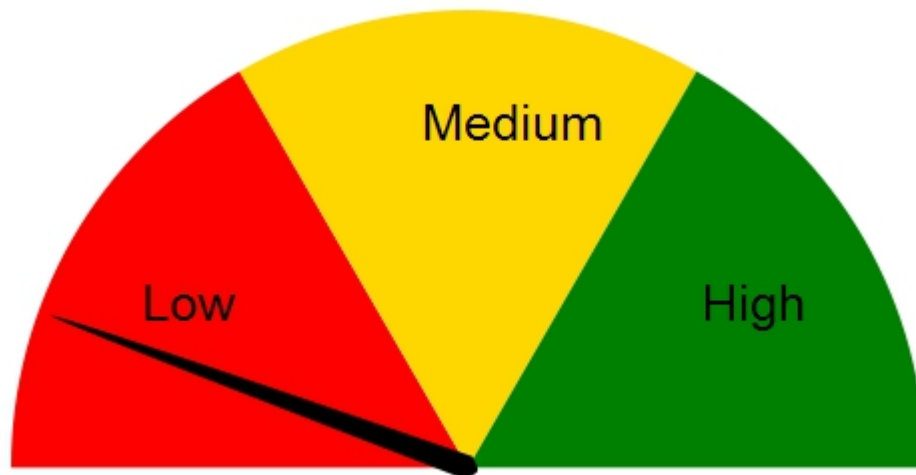
Executive Summary

During the inspection of the premises a number of non-compliances were identified. These are listed in priority order below.

Consultant comments
<p>Thank you Edward for your time during the remote H&S inspection today. It was great to get to know your business a little bit better and to understand how your operations are conducted.</p> <p>As discussed, the company looks after the design of renewable energy systems for commercial and educational properties as well as the Construction industry.</p> <p>It was advised that all development of the systems and installation on site is carried out by specialised contractors.</p> <p>It is essential that risk assessments are completed for all activities within the business – please utilise the example risk assessments as demonstrated during our meeting. Some risk assessments to be considered include: COVID Secure, Basic Office, Driving at Work, Visitations to Construction Sites, etc.</p> <p>This report was created based on a discussion only and no documentation was seen during the meeting.</p> <p>Please review the content of the report and actions set following the meeting, and should you have any questions, please let me know.</p>

Non Compliance - Immediate	0.
Non Compliance - High	8.
Non Compliance - Medium	5.
Non Compliance - Low	2.
Compliance	13.

Compliance Barometer



Compliance is Low

The barometer indicates the level of overall compliance witnessed during the site inspection.

Your compliance score is based on a calculation of what should be deemed as immediate, high, medium and low priorities, alongside any positive observations noted within the report.

Observations may have been made as there was no available evidence of certain documentation or certificates of thorough examination available at the time of the visit for example. The priorities on our observations are made considering the potential for future enforcement, should they not be addressed.

It may be the case that by addressing what might be a relatively small/simple recommendations in this report, that the barometer would change quite significantly.

Once you have implemented the recommended actions throughout the report, you may want to consider investing in a re-inspection if necessary to confirm your actions and refine future goals. If this is the case, or you have any questions about your score, please contact your consultant as noted in the cover letter of this report.

High	
Category	Observations
Consultation	During the visit, it was noted that the company operate within a serviced / managed building which is partially or fully under the control of the Landlord / managing agent, and therefore some of the health and safety responsibilities may be theirs.
COVID Secure	There was no Covid-Secure Risk Assessment available to comment on.
Driving	Regular driving licence checks, for those who drive on company business, have not been carried out.
Hazardous Substances/COSHH	No specific risk assessments have been completed to comply with the Control of Substances Hazardous to Health Regulations (COSHH).
Homeworking Employees	Homeworking employees have not completed a formal inspection of their available workstation or environment to establish suitable safety standards.
Homeworking Employees	Risk assessments have not been compiled/reviewed to reflect work activities completed at home.
Risk Assessment: General, Young Person and Expectant Mothers	There were no documented risk assessments available to comment on. Please utilise the Citation's Atlas resource for example risk assessment support.
Training	Role specific health and safety training has not been provided to members of staff.

Medium	
Category	Observations
Driving	The insurance details has not been checked to ensure the appropriate level of cover is in place for drivers who use their own vehicles on Company business.
Electrical Safety	The PAT Testing of appliances has fallen overdue as a result of working from home due to COVID pandemic. The client is aware of the requirement and it was discussed that it is being arranged.
Hazardous Substances/COSHH	The company has not obtained all of the material safety data sheets (MSDS) for all hazardous substances.
Health Screening	Employment medical questionnaires are not completed for new employees when they join the organisation, or retrospectively for existing employees
Monitoring	The monitoring/checking of health and safety arrangements and workplace conditions does not appear to have been conducted and/or documented.

Low	
Category	Observations
ISO Accreditation	There is currently no accreditation(s) held under International Organisation Standards (ISO)

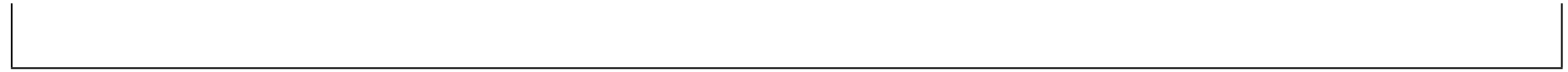
Training	The health and safety appointed person has not received formal health and safety training.
----------	--

Accident Reporting. Observations & Recommendations

Positive observations
<ul style="list-style-type: none"> Accident book is present within the business and it was advised that there are no records within it as there has not been any accidents reported.

Consultation. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
During the visit, it was noted that the company operate within a serviced / managed building which is partially or fully under the control of the Landlord / managing agent, and therefore some of the health and safety responsibilities may be theirs.	<p>Consult with the landlord / managing agent to determine who holds health and safety responsibility over the following:</p> <ul style="list-style-type: none"> • Lift servicing and thorough examination (LOLER) • Gas installation servicing • Fire risk assessment and log book • Fire alarm system and emergency lighting servicing • Electrical installations condition / servicing report • Asbestos survey • Legionella assessment • Air conditioning servicing. <p><i>Please note that this list is not exhaustive.</i></p> <p>Where it is established that it is the duty of the landlord or managing agent, it is recommended that copies of the relevant documents are acquired and kept on file for reference.</p>	High	Edward Thompson	03/04/2021
Positive observations				
<ul style="list-style-type: none"> • Regular meetings are advised to be held and documented with staff catch ups also taking place. All meetings are documented in form of minutes. 				



Contractors. Observations & Recommendations

Positive observations

- The vetting of external contractors is carried out using Citation's H&S questionnaire.

COVID Secure. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
There was no Covid-Secure Risk Assessment available to comment on.	<p>It is a legal requirement to have a Covid-Secure Risk Assessment in place to ensure the workplace is Covid-Secure in order to reduce the risk of transmission of Covid 19. This risk assessment should consider the measures that should be in place to reduce the risk of transmission such as how you will support social distancing, protecting vulnerable persons, managing other people coming to site, cleaning and hygiene procedures, use of face coverings, PPE and RPE requirements etc. Citation has example risk assessments to support you with this or a consultant can support you to complete this on site.</p> <p>Please refer to updated government guidance for your industry for the latest applicable measures.</p> <p>For further assistance on the step by step method of completing risk assessments using Atlas, or if you require further assistance on this topic call our health and safety advice line on 0845 844 4848.</p>	High	Edward Thompson	03/04/2021
Positive observations				
<ul style="list-style-type: none"> All staff are currently working from home, however, where social distancing is not possible (due to some client site visits), PPE is provided as well as full instructions on mitigating measures as per government guidance. 				

Display Screen Equipment. Observations & Recommendations

Positive observations
<ul style="list-style-type: none">• It was advised that DSE assessments have been completed by all staff.

Displayed Notices and Certificates. Observations & Recommendations

Positive observations
<ul style="list-style-type: none">• It was discussed that H&S Policy Statement, H&S Law poster and Employer's Liability insurance are displayed within the offices.

Driving. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
The insurance details has not been checked to ensure the appropriate level of cover is in place for drivers who use their own vehicles on Company business.	<p>If members of staff use their own vehicles for work purposes, it is important to request a copy of the insurance certificate to ensure they are insured for business use.</p> <p>Driving License Check – https://www.gov.uk/view-driving-licence</p> <p>Tax and MOT check – https://vehicleenquiry.service.gov.uk</p>	Medium	Edward Thompson	30/03/2021
Regular driving licence checks, for those who drive on company business, have not been carried out.	<p>The DVLA recommend that checks of licenses are completed every 3 months to ensure employees have not been subject to penalty points or disqualifications.</p> <p>By using the checking service made available by the DVLA, as an employer you can check your employees driving license information. e.g. the vehicles they can drive, any penalty points and disqualifications.</p> <p>You need the last 8 characters of the driving license number and a check code from the driver.</p> <p>You must use the code within 21 days.</p> <p>You can only use the code once as you have to get another code to repeat a check.</p> <p>All UK photo card driving licences need to be updated every 10 years as the photograph is only valid for 10 years, therefore the</p>	High	Edward Thompson	03/04/2021

	<p>driving licence and photo needs to be updated accordingly.</p> <p>Drivers will not need to retake a driving test but will of course need to submit a new photo of how they currently look. The holder must renew their licence before their current photo expires and renewal is necessary to avoid a £1000 fine.</p> <p>The licence expiry date can be found in the section marked 4b on the front of the photo card. The paper part of the licence does not contain an expiry until the holders 70th Birthday.</p> <p>Businesses need to review licence holders who drive for work as employees with an out of date licence could affect vehicle insurance and therefore the entitlement to drive legally. All businesses that have employees driving for work should have a record of all drivers' licences and expiry dates, which should be updated at least annually, or every three months for any driver that is getting near the limit for a ban.</p> <p>Driving Licence Check – https://www.gov.uk/view-driving-licence</p> <p>Tax and MOT check – https://vehicleenquiry.service.gov.uk</p>			
--	---	--	--	--

Electrical Safety. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>The PAT Testing of appliances has fallen overdue as a result of working from home due to COVID pandemic. The client is aware of the requirement and it was discussed that it is being arranged.</p>	<p>Arrange for testing to be completed to the required standards, having an inventory/asset register will help to ensure equipment normally stored out of sight along with any extension leads are not overlooked.</p> <p>By way of a visual indicator, once complete it is normal practice for appliances to be labelled with the date of testing.</p> <p>Please bear in mind that in line with the Approved Code of Practice, Class 1 - earthed equipment used by the public should be visually inspected every three months and formally tested each year.</p> <p>A Fact Sheet on this topic can be downloaded via your login at Citation's online resource.</p> <p>Don't know where to start with electricity testing?</p> <p>We understand electrical safety can be tricky to comply with, which is why we provide market-leading testing services to cover PAT and Fixed Wire Testing services.</p> <p>Click here to find out more.</p>	Medium	Edward Thompson	30/03/2021

Fire - Documentation. Observations & Recommendations

Positive observations
<ul style="list-style-type: none">• It was advised that nominated persons are chosen as fire wardens within the business.

Fire - Monitoring. Observations & Recommendations

Positive observations
<ul style="list-style-type: none">• It was advised that the landlord carries out quarterly fire drills within the building.

First Aid. Observations & Recommendations

Positive observations

- A first aid kit is advised to be present within the offices with contents regularly checked and in-date.
- One trained first aider is present within the building. Please confirm whether the qualification is still in date.

Hazardous Substances/COSHH. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
The company has not obtained all of the material safety data sheets (MSDS) for all hazardous substances.	<p>Manufacturer's safety data sheets (MSDS or SDS) must be made available by your material suppliers, typically enclosed with the product, on request, or online.</p> <p>These documents provide information on the hazards associated with the handling, storage, and use of chemical products and emergency measures in case of accident. This information is used to aid completion of COSHH assessments and safe systems of work.</p> <p>A safety data sheet is not an assessment. The information it contains will contribute to your COSHH assessment.</p> <p>You can use the online COSHH assessment tool, accessible through ATLAS to store scanned copies of the safety data sheets.</p>	Medium	Edward Thompson	30/03/2021
No specific risk assessments have been completed to comply with the Control of Substances Hazardous to Health Regulations (COSHH).	<p>The requirement for assessments is sometimes confused with the availability of safety data sheets. Use the information gathered during the creation of your COSHH inventory and safety data sheets as reference material for the compilation of COSHH assessments.</p> <p>A template to enable you to document written COSHH assessments can be downloaded from Citation's online resource.</p> <p>Once the assessments have been completed, they must be</p>	High	Edward Thompson	03/04/2021

	<p>brought to the attention of all members of staff who may be affected by the use of the chemical substances.</p> <p>To complete COSHH assessments successfully you are required to: -</p> <ul style="list-style-type: none"> • Identify which substances are harmful by reading the product labels and safety data sheets (SDS), if you are in doubt, contact your supplier • Think about harmful substances produced by your processes, such as cutting or grinding, or to which workers may be otherwise exposed • Decide who might be harmed and how • Determine the routes into the body e.g. whether the substance can be inhaled, absorbed through the skin, splashed into eyes or swallowed and the effects of exposure by each of these routes • Look at the frequency and duration of use • Consider anyone else such as maintenance workers, contractors or other visitors or members of the public who could be exposed • Think about people who could be exposed accidentally, e.g. while cleaning, or what happens if controls fail • Evaluate the risks and decide on precautions • Once you have carried out a risk assessment and identified which harmful substances are present, and how workers can be harmed, you need to think about preventing exposure 			
--	--	--	--	--

	<ul style="list-style-type: none"> • Do you really need to use a particular substance, or is a safer alternative available? • Can you change the process to eliminate its use or avoid producing it? If this is not possible, you must put in place adequate control measures to reduce exposure. 			
--	---	--	--	--

Health Screening. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
Employment medical questionnaires are not completed for new employees when they join the organisation, or retrospectively for existing employees	<p>To help limit current and new members of staff being exposed to situations that may exacerbate an existing health condition, issue them with the health-screening questionnaire available to download from Citation's online resource.</p> <p>This can be found at http://www.citation.co.uk.</p> <p>The completed forms should be reviewed, discussed with the employee if necessary and stored securely with personnel records.</p> <p>Issue these forms on commencement of employment, following an accident or injury and periodically depending on job role.</p> <p>Caution must be taken when asking health-related questions to ensure that they do not breach any Employment Law Regulations with regard to discrimination.</p> <p>All completed questionnaires must be kept secure in accordance with the Data Protection Act.</p> <p>Please consider seeking advice from a specialist Occupational Health Adviser where workplace ill-health issues have arisen, e.g. for asthma, dermatitis, injuries preventing normal tasks, hand arm vibration issues.</p>	Medium	Edward Thompson	30/03/2021

Homeworking Employees. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
Homeworking employees have not completed a formal inspection of their available workstation or environment to establish suitable safety standards.	<p>As the pandemic continues, more and more employees are finding themselves going from occasional to more permanent homeworking patterns. It is crucial that in either instance, that employees are equipped to continue to work this way in a safe fashion.</p> <p>Providing such employees with self-assessment checklists, considering home environments and the placement, and set up of their workstation, equipment, access to welfare facilities and ability to break regularly, can go a long way to ensure this way of working is sustainable.</p> <p>Utilising Citation's 'Homeworking Self-Assessment Checklist' and 'DSE Assessment' (where appropriate) will establish if employees are satisfying basic safety requirements throughout their working day, considering multiple activities, but also allowing for you as the employer to monitor employees ongoing health, safety and wellbeing whilst working in this setting.</p> <p>In most cases, these checklists/assessments should be supported by further training and information to assist with employee competence and ability to maintain safe standards.</p> <p>Ensure that where remedial actions are highlighted within the returned checklists, that there is evidence of what</p>	High	Edward Thompson	03/04/2021

	action/reasonable adjustments have been made.			
Risk assessments have not been compiled/reviewed to reflect work activities completed at home.	<p>Companies across the country have mobilised their employees in multiple ways to work from home. The scope of this stretches well beyond just computer work and can also include packing, engineering, manufacturing, production and much more.</p> <p>Risk assessments should be compiled and reviewed to consider the change this has on the employee regarding the additional hazards and potential for further controls to keep them safe.</p> <p>Hazards related to prolonged DSE use would be the priority for those using computers habitually, but other subjects could be:</p> <ul style="list-style-type: none"> • Manual handling • Repetitive work • Use of and handling hazardous substances • Illumination and ventilation of the workspace • Ability to continually socially distance • Need for different PPE • Use of work equipment and tools • Access, egress and housekeeping • Fire safety and available welfare facilities <p>Once established, control measures should be implemented to manage the level of risk or remove the need altogether. Such controls might be common monitoring of work environments, pre-use checks, employee training and guidance (communication), reviewed product for safer handling, non-</p>	High	Edward Thompson	03/04/2021

	<p>hazardous alternatives, and workload/work flexibility.</p> <p>Once completed, risk assessments should be communicated and acknowledged by those employees affected.</p>			
--	--	--	--	--

ISO Accreditation. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
There is currently no accreditation(s) held under International Organisation Standards (ISO)	<p>ISO International standards are a mark that your product or services are safe, of good quality and that as a company you strive to be reliable and consistent.</p> <p>ISO's allow businesses to access new markets as they highlight that you operate at a recognised high level through an ISO seal of approval. Common business ISO's include safety, quality and environmental management (45001, 14001 & 9001).</p> <p>ISO 45001 is a clear indicator that as a business you have applied safety not only throughout your management standards but also employee activity and overall culture. Having them in place allows others to see that working with you is a sensible thing to do and that everything from your policies, procedures and safe working practices to risk assessments, training and insurances are in place and up to date.</p>	Low	Edward Thompson	22/04/2021

Monitoring. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
The monitoring/checking of health and safety arrangements and workplace conditions does not appear to have been conducted and/or documented.	<p>The Management of Health and Safety at Work Regulations require monitoring of working practices and workplace conditions and systems to support the implementation and effectiveness of your health and safety management system.</p> <p>Example monitoring documents and checklists are available on Atlas; their use will help identify any shortfalls in the management of health and safety and encourage continual improvement.</p> <p>The use of checklists might be considered for activities and workplace environments to demonstrate to interested parties that proactive monitoring is undertaken, documented, reviewed and acted upon where necessary.</p>	Medium	Edward Thompson	30/03/2021

Personal Protective Equipment (PPE)/Respiratory Protective Equipment (RPE). Observations & Recommendations

Positive observations
<ul style="list-style-type: none">For any site meetings and work within the construction industry, PPE is issued as required and this can vary from 3 point to 5 point PPE.

Risk Assessment: General, Young Person and Expectant Mothers. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
There were no documented risk assessments available to comment on. Please utilise the Citation's Atlas resource for example risk assessment support.	<p>Risk assessments should be compiled for any work activity that presents a significant risk. A good starting point is the bank of model assessments available at Citation's online resource.</p> <p>To complete a risk assessment look at your workplace to identify those things, situations, processes, etc that may cause harm, particularly to people.</p> <p>Steps to consider in a risk assessment are: -</p> <ul style="list-style-type: none"> Identifying hazards Evaluating the probability of an injury, illness or damage occurring Consideration of normal operations as well as non-standard events such as shutdowns and emergencies etc. Reviewing all available health and safety information relevant to the assessment, such as supplier information, industry standards, safety alerts and Citation newsletters etc Identifying the controls required to eliminate or reduce the risk. <p>During the completion of risk assessments, you may identify the</p>	High	Edward Thompson	03/04/2021

	<p>need to implement additional control measures to reduce the level of risk to an acceptable level e.g. employee training, drawing up of method statements or safe working procedures etc.</p> <p>After completion: -</p> <ul style="list-style-type: none"> • communicate the findings to all relevant parties • monitor and evaluate the assessment to confirm the risks are controlled <p>Once complete, the assessments should be brought to the attention of relevant employees and signatures of acknowledgement obtained.</p> <p>Alternatively, there is a blank risk assessment template available to download on Citation's online resource</p> <p>Basic risk assessment training can be completed using Citation's online training tool available on Citation's online resource.</p> <p>For further assistance on the step by step method of completing risk assessments using Atlas, click here.</p> <p>If you require further assistance on this topic call our health and safety advice line on 0845 844 4848.</p>			
--	--	--	--	--

Training. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
Role specific health and safety training has not been provided to members of staff.	<p>Providing employees including supervisors and management with health and safety information and training helps you to: -</p> <ul style="list-style-type: none"> • Ensure they are not injured or made ill by the work they do • Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone • Meet your legal duty to protect the health and safety of your staff. <p>Develop a training programme that provides all members of staff with information and instruction on protecting their health and safety in the workplace. I have listed the most relevant modules to your business below to assist you.</p> <p>Atlas Elearning Modules</p> <ul style="list-style-type: none"> • Health and Safety Awareness • Fire Safety Awareness • Fire Extinguishers • Fire Marshals • Manual Handling (there are two modules, one for high risk and one for low risk activities) 	High	Edward Thompson	03/04/2021

	<ul style="list-style-type: none"> • DSE (only require for DSE users) • COSHH awareness • COSHH – for those responsible for completing COSHH assessments (suitable to upskill anyone required to complete COSHH Assessments) • PPE • Risk Assessment Awareness • Stress at Work • Hand Hygiene • Covid-19 • Social Distancing <p>Once training has been completed, whether formal or informal, suitable records should be maintained. To compliment this a training matrix is available to download from Citation's online resource.</p> <p>We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling 0345 241 5250, or emailing additionalservices@citation.co.uk.</p>			
The health and safety appointed person has not received formal health and safety training.	<p>As safety is a key element of running a business, it is important to ensure that the person/s nominated to implement health and safety within your organisation has the necessary skills and competence.</p> <p>The type of aspects that should be covered within any health and</p>	Low	Edward Thompson	22/04/2021

	<p>safety course are:-</p> <ul style="list-style-type: none"> • Health and safety legislation • How health and safety is managed • Those who have delegated responsibilities • The identification and control of hazards and evaluation of risks. <p>A good example of such training course is IOSH Managing Safely.</p> <p>We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling 0345 241 5250, or emailing additionalservices@citation.co.uk.</p>			
Positive observations				
<ul style="list-style-type: none"> • It was advised that the induction process of new staff is recorded. • All staff are required to hold valid CSCS cards to be able to work within the Construction industry. 				

Conclusion

The assessor believes that the information contained within this inspection report to be correct at the time of printing. The report is based on matters that came to the attention of the assessor at the time of the inspection and should not be relied on as an exhaustive record of all possible risks or hazards that may exist. Hazards associated with the organisation's business should be addressed during the risk assessment process.

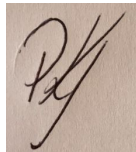
During the course of the inspection, the premises or equipment were not physically inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members of staff.

In order to maintain the integrity of the inspection process and to protect all parties, the assessors will not divulge the contents of the inspection report to any unauthorised person without prior agreement or if legally obligated to do so.

Sign Off:

Client Representative: Edward Thompson



Citation Consultant:

EMPLOYMENT LAW | HEALTH AND SAFETY | TRAINING

Safeguarding your business through prevention and protection

Kings Court, Water Lane, Wilmslow, Cheshire, SK9 5AR

Tel: 0161 667 4000

www.citation.co.uk



Our Additional Services

Here at Citation, it's our mission to keep every single area of your business safe and legally sound. On top of our core services of Health & Safety, HR & Employment Law and ISO Certifications, we offer additional services to help you stay compliant. From Fire Alarm and Extinguisher Servicing, to Emergency Lighting and Portable Appliance Testing (PAT), we're with you every step of the way...

Fire Safety Services

- Fire Risk Assessment
- Fire Alarm Servicing
- Fire Extinguisher Servicing
- Emergency Lighting Testing

Electrical Testing Services:

- Fixed Wire Testing
- PAT Testing

Other:

- Care Services, including Care Policies & Procedures and online platform CQC Pro
- HR & Employment Law Consultancy
- Health & Safety Consultancy
- Training
- Noise Assessments
- Asbestos and Legionella Surveys
- GDPR Readiness Assessment

Want to find out more?

Get in touch with our dedicated Additional Services Team who are on hand to help with all your needs.

Call **0345 241 5250** or email **additionalservices@citation.co.uk**

On-Site HR

Citation

Save time. Eliminate stress. Get support.

You already benefit from 24/7 access to HR and employment law experts through our advice line. But, we know that sometimes you want more hands-on support at your business.

If you're facing HR challenges (no matter their size or complexity), why not let our experts take these time-consuming and stressful processes off your hands?

How can we help?

Our experts can give hands-on help, at your site in areas such as:

- Disciplinaries, grievances, redundancies and restructures
- Negotiating the exit of an employee from your business
- Dealing with short and long-term sickness absences
- Consulting with employees about changes to terms and conditions and TUPE
- Supporting you with recruitment, employee engagement, training, auditing your HR practices and more.



I can honestly say that our Citation consultant has saved us from many sleepless nights. I'm not sure what we did before having access to this face-to-face, on-site support – **Christine, 2020 Nixon Vehicle Inspection.**



Speak to your HR Consultant or call the advice line on **0345 844 4848.**

*Additional costs apply depending on your business requirements.



Though you're already supported by our 24/7 advice line and Atlas templates, do you sometimes wish an expert could be there in person to guide you through the more worrying or time-consuming aspects of H&S?

Citation's On-Site H&S support will give you complete peace of mind that your business' safety standards are consistently high and help avoid any costly mistakes.

Risk Assessment Support

We'll assist you in creating legally compliant risk or COSHH assessments which can:

- Save you time and effort
- Give you reassurance you are completing them correctly
- Protect your business from any legal ramifications of getting it wrong.

Additional Site Inspections

We can inspect and assess your premises on a more regular basis which can:

- Give you peace of mind that your sites are safe and compliant
- Ensure you have a safe working environment, protecting your employees and site visitors.



Our Citation Health & Safety consultant was efficient, effective and professional – **Richard Atkinson, Refractiv Limited.**



Speak to your H&S Consultant or call the advice line on **0345 844 4848.**

*Additional costs apply depending on your business requirements.