

## S20 – September Checklist H&SMR03

Ensure no tasks are being undertaken without appropriate risk assessments and safe systems of work in place.

Item	Checked	Non-compliance transferred onto management action plan
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### VDUs

Are the assessments up to date and have identified actions been implemented?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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### Visitors

Is a visitors book held at the site reception?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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Are visitors rules available for issue?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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Is there suitable evidence that the book is being used and rules issued?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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### Asbestos

Has an asbestos survey been undertaken on the site?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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Has an asbestos management plan been put into place?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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Is a site plan available showing locations of asbestos?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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Is asbestos clearly marked out on the site?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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Is there a good system for monitoring and review in place?	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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### Signatures

Responsible manager	Date	Comment
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Senior manager	Date	Comment
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