Phoenix health & safety

SAMPLE REPORT

HEALTH AND SAFETY REPORT

Risk-Ready Review™

An MOT for your health and safety arrangements: what we found, what matters most and what to do next.

PREPARED FOR	REDACTED
SITE	REDACTED
REVIEW DATE	December 2025
PREPARED BY	Phoenix Health & Safety consultant, CMIOSH

FINDINGS AT A GLANCE



Red: urgent attention · Amber: improve within the stated timescale · Green: satisfactory at the time of the review

Client details have been removed from this sample

REDACTED
Managing Director
REDACTED
REDACTED

Subject	Risk-Ready Review
Account reference	REDACTED
Site address	REDACTED
Review date	December 2025
Report sent to	REDACTED

> This report is based on a 60-minute Risk-Ready Review held at your site: a conversation with you, the documents you shared and what we saw on a short walk round. It highlights the priorities to address first; it is not a full audit.

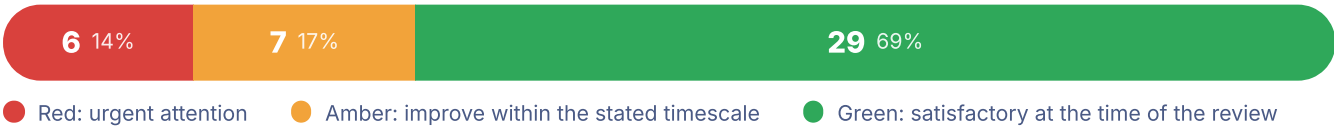
Dear REDACTED,

This report follows my recent visit to your premises to review how health and safety is being managed in your business. The visit was completed as part of Phoenix Health & Safety's Risk-Ready Review, focusing on key areas of legal compliance and practical best practice.

The client operates as a small manufacturer from a single site. The main activities include equipment operation, stock handling and display screen equipment use. At the time of the Risk-Ready Review, the business employed fewer than ten people and used one sub-contractor, and it operates seven days a week.

Your health and safety position

The table below gives a visual overview of your current health and safety position, indicating how many items were assessed as Red (non-conformities requiring urgent attention), Amber (improvements needed within the stated timescales) and Green (satisfactory at the time of the review).



At the time of the Risk-Ready Review, the overall standard of health and safety management at this business was below an acceptable level. Several issues identified require urgent corrective action to protect employees, contractors, visitors and other persons who may be affected by your activities. While the Action Plan sets out all significant findings, the most critical business risks can be summarised as follows:

The most critical business risks

- No robust Health and Safety Policy and Management System
- Absence of suitable and sufficient risk assessments
- An air compressor in poor condition, with no written scheme of examination or examination records
- Insufficient evidence of worker inductions

In our professional opinion, this level of compliance could expose the business to formal enforcement action by the enforcing authorities and may mean your arrangements do not meet the conditions of your employers' liability insurance policy, which you should check with your insurer or broker. It also increases the risk of civil claims being brought against the business by employees or non-employees in the event of an accident, incident or work-related ill health.

By implementing the recommendations set out in the Action Plan, particularly those marked as urgent or high priority, you will significantly improve your health and safety standards and reduce the likelihood of enforcement action, insurance challenges, or civil claims being made against you or your company.

The accompanying Action Plan sets out the areas where your health and safety management arrangements can be strengthened, along with suggested actions and priorities. Please note that the Action Plan is based solely on the information provided, the documentation made available and the conditions observed at the time of the Risk-Ready Review.

If you would like further guidance on any of the findings, or wish to discuss how Phoenix Health & Safety can support you in implementing these recommendations and achieving sustained compliance, please contact me at consultancy@phoenixhsc.co.uk or call 0345 500 8811.

Thank you for your time, cooperation and openness during this review; it is appreciated and helps us provide you with practical, pragmatic and relevant support.

Yours sincerely,

REDACTED **CMIOSH**
Health and Safety Consultant, Phoenix Health & Safety

RISK-READY REVIEW

Your priorities

These are the issues to address first: every red item, and the amber items that need a precaution in place now. The remaining improvements are listed at the end of this section.

Red: urgent attention

6 non-conformities to put right first

Do the business's health and safety arrangements meet the conditions of its employers' liability insurance policy?

Urgent

Owner: Managing Director

WHAT WE FOUND

There was no documented Health and Safety Policy or management system, and no suitable and sufficient risk assessments or task-specific training records were available. Gaps like these may not meet the conditions or expectations of the employers' liability insurance policy.

WHAT TO DO

Address the deficiencies in this report as a priority, starting with the Health and Safety Policy, risk assessments and training. Review the policy conditions and confirm with your insurer or broker whether any action is needed to meet them. Insurers cannot refuse to compensate an injured employee purely because of failings like these, but depending on the policy wording they may seek to recover the cost from the business.

Is a suitable and sufficient Health and Safety Policy in place?

4 weeks

Owner: Managing Director

WHAT WE FOUND

There was no tangible evidence available to verify a suitable Health and Safety Policy had been documented and implemented.

WHAT TO DO

The business must introduce a written Health and Safety Policy that is suitable and sufficient for its activities. This should clearly set out the organisation’s health and safety responsibilities and arrangements, be signed by a senior person, dated, and kept under regular review. Once in place, the policy should be communicated to all employees and made easily accessible.

Have general risk assessments been undertaken for the foreseeable significant hazards associated with work activities?

6 weeks

Owner: Compliance Manager

WHAT WE FOUND

Specific risk assessments for home working, lone working, display screen equipment, stress and night working were in place. However, no general risk assessments had been documented for the workshop activities, including equipment operation and stock handling, and none were available to review.

WHAT TO DO

Existing risk assessments should be reviewed and updated to ensure they are current, specific to the tasks and hazards present, and cover all foreseeable significant risks. Any gaps or generic content should be addressed, and the updated assessments should be shared with employees and used to confirm that appropriate control measures are in place.

Has a fire risk assessment been undertaken to a suitable and sufficient standard for the work premises?

4 weeks

Owner: Compliance Manager

WHAT WE FOUND

There was insufficient evidence available to verify a suitable and sufficient fire risk assessment had been undertaken on the premises.

WHAT TO DO

A suitable and sufficient fire risk assessment should be completed for the premises by a competent person. This should consider the building layout, occupancy, fire hazards, people at risk, existing fire precautions and any further measures required. The findings should be documented, communicated to relevant staff and used to drive a clear fire safety action plan.

Do all new starters (including agency staff and contractors who work regularly on site) receive a documented health and safety induction before starting work or shortly thereafter?

4 weeks

Owner: Managing Director

WHAT WE FOUND

There was no suitable evidence available to confirm that new starters receive a structured and suitable health and safety induction.

WHAT TO DO

A documented health and safety induction process should be introduced for all new starters, including relevant agency staff and regular contractors. Inductions should be documented and cover key risks, required control measures, site rules and emergency arrangements etc.

Where relevant pressure systems are present, is there a suitable Written Scheme of Examination in place and have examinations been carried out by a competent person in accordance with the scheme?

Isolate now

Owner: Managing Director

WHAT WE FOUND

An air compressor and receiver are used in the workshop. No written scheme of examination was available and no thorough examination reports could be produced. The receiver showed significant external corrosion.

WHAT TO DO

- **Immediately:** Take the compressor out of use and isolate it until a competent person has examined it and confirmed it is safe.
- **Within 4 weeks:** Appoint a competent person to prepare a written scheme of examination under the Pressure Systems Safety Regulations 2000. Have the system thoroughly examined in line with the scheme, complete any repairs before returning it to use, and keep the scheme and reports on file.

Amber: act now, then improve

3 of the 7 amber items need an interim precaution

Where vehicles operate on site, are there suitable arrangements for safe segregation of vehicles and pedestrians, including clearly marked routes and controls at crossing points?

Barrier now · 6 weeks

Owner: Compliance Manager

WHAT WE FOUND

Vehicle and pedestrian segregation is generally in place, with bollards, markings and signage. One bollard protecting a pedestrian route was damaged and no longer provided protection.

WHAT TO DO

- **Now:** Put a temporary barrier in place and restrict vehicle movements near the damaged section.
- **Within 6 weeks:** Replace or reinstate the bollard, then monitor through supervision and periodic checks.

Are walkways, corridors, stairways and exits kept clear, well maintained and free from unnecessary obstructions to allow safe access and egress?

Cable now · 6 weeks

Owner: Compliance Manager

WHAT WE FOUND

A trailing extension cable crossed the office walkway. Other access routes were clear.

WHAT TO DO

- **Now:** Reroute or cover the cable so it no longer crosses the walkway.
- **Within 6 weeks:** Reinforce housekeeping checks so walkways stay clear.

Are fire evacuation procedures documented, up to date and communicated to employees and, where relevant, regular contractors or visitors?

Briefing now · 6 weeks

Owner: Compliance Manager

WHAT WE FOUND

The evacuation procedure was last reviewed in 2022 and is not displayed. Two of the staff asked could not name the assembly point.

WHAT TO DO

- **Now:** Brief all staff and regular contractors on the existing evacuation arrangements, including the alarm, escape routes and the assembly point.
- **Within 6 weeks:** Review and update the evacuation procedure, display it where staff and visitors can see it, and communicate the updated version to employees and regular contractors.

Other improvements to plan

Are there clear arrangements to identify, remove from service and clearly label any unsafe or defective work equipment until it has been repaired or replaced?	6 weeks · Compliance Manager
Are health and safety arrangements and responsibilities proactively monitored to ensure they are being adequately implemented?	6 weeks · Compliance Manager
Have the significant findings of risk assessments and / or method statements been effectively explained and communicated to relevant employees?	6 weeks · Compliance Manager
Have managers and supervisors received appropriate health and safety training to enable them to discharge their responsibilities effectively?	6 weeks · Compliance Manager

What's working well

29 areas were satisfactory at the time of the review

Examples of arrangements found satisfactory at the time of the review include employers' liability insurance; home working, lone working, DSE and stress risk assessments; first aid and training records; gas and electrical safety; Legionella and asbestos management; lifting equipment examinations and machinery guarding; and fire detection, emergency lighting and fire-fighting equipment. These sit alongside the compressor and fire evacuation findings above, so keep them under review as your operations change.

A full Health and Safety Audit examines each of these areas in detail on site and reports on every one.

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WHAT HAPPENS NEXT

Book your free Risk-Ready Review™

- 60 minutes with a Phoenix consultant
- On Teams, or at your site if you prefer
- A concise written report with recommended next steps
- Confidential and no obligation. The report is yours either way.

phoenixhsc.co.uk **0345 500 8811**