

STFC Tenant SHE Assessment

Company Name :			
Company representative :			
Contact details :			
STFC Tenant Contact Name:			
STFC Site/Location :			
Assessment completed by :		Date:	

To be completed at earliest opportunity by SHE Group

Ref.	Checklist	Issue? Yes/No	Response / commentary / actions
General considerations			
1	Company has greater than 4 direct employees i.e. >=5 staff (excluding sub-contractors/sole traders) ? - if yes review H&S policy.		
2	Have all the company's employees completed the Site SHE Induction, including interactive test and access procedures?		
3	Has the business generated documented risk assessments for significant hazards?		
4	Are there any additional DDA Access or reasonable adjustments, including medical?		
5	Has the company been subject to any Health, Safety or Environmental Improvement or Prohibition Notices in the last 3 years?		
6	Has the company been prosecuted for SHE violations in the last 3 years, whether convicted or not?, see HSE and EA websites		
7	Has STFC informed the company of their obligations in respect of SHE Management and compliance with STFC SHE policy and codes?		
8	Has the company trained its staff in the use of equipment/undertaking their roles, hazards of tasks etc?		
9	Does the business have any PPE requirements?		
10	Have DSE assessments been undertaken for staff in new offices?		
11	Has company been told about the STFC incident reporting process? Given access to public SHE website etc? do they understand RIDDOR reporting?		
12	Has the company taken out employee and public liability insurance?		

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Specific SHE issues/hazards			
1	Has STFC informed the company of their obligations in respect of First Aid Provision and compliance with STFC first aid code.		
2	Has STFC informed the company of their obligations in respect of the site Emergency Procedures and compliance with STFC site policy? Does the company's activities warrant updating the site emergency procedures?		
3	Will the tenant generate any waste non typical of that found in a conventional office environment? How will these be managed? Are they aqueous, gaseous or solid? Are they aware of what can be put down the sinks?		
4	Do we understand the nature of the experimentation they will be undertaking? Have we copies of the risk assessments for the work they will be undertaking? What are the implications for STFC staff adjacent to them?		
5	What regulatory licenses/approvals will the company require to undertake their work on STFC site? For example waste disposal, work with radiation, work with biological hazards etc? have these been obtained? Copies to SHE Group		
6	Does the nature of the businesses activities necessitate a review of the site/building Fire Risk Assessment? Are ignition sources or significant combustible materials being introduced to site? Will additional fire protection be required?		
7	Will the business bring onto site equipment with associated noise hazards?		
8	Will the business be employing lasers?		
9	Will the business be handling cryogenes?		
10	Will the business bring lifting equipment onto site for which statutory inspections will be required?		
11	Will the business require bring onto site equipment that requires Local Exhaust Ventilation (LEV) systems for which statutory inspections will be required?		
12	Will the business require bring onto site equipment that is pressurised for which statutory inspections will be required?		
13	Will the business be undertaking tasks on site that require working at height? Do they have any ladders?		
14	Will the company engage in work employing radiation? Are they licensed/authorised? Do they have access to dosimetry services? Do they have access to an RPA and RPS? Will they generate any wastes – how will these be handled?		
15	Are they likely to bring contractors onto site to undertake work? Equipment maintenance etc – do they have procedures to induct them and manage them appropriately?		
16	Will the company be bringing biological hazards onto site? Have they undertaken COSHH assessments? Are		

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	they licensed for the work/HSE informed? Has work been approved by an ethics committee, as appropriate? Will they be working with lead?		
17	How will PAT testing of company equipment be undertaken?		
18	Are company clear that all modifications to the fabric of the building should be conducted through site Estates department? Are they aware that occupied areas may contain asbestos? Have they seen asbestos register?		
19	Will the company be employing chemicals or other materials hazardous to health? Have they undertaken COSHH assessments? Do they have MSDS sheets for the materials they employ?		
20	Will the company be employing flammable or explosive gases or dusts? Have DSEAR risk assessments been undertaken? Will they be employing pressurised gases? Have regulators been inspected?		
21	Will the company be using equipment that generates strong electro-magnetic fields? RF?		
22	Will the company be using equipment that generates strong static magnetic fields?		
23	Have the health surveillance implications of the company's activities been considered? Asbestos, Biological agents, Chemicals, Climbing and rigging, Driving, Electro Magnetic Fields, High altitude working, Ionising Radiation, Lasers, Magnetic Fields, Night/Lone working, Noise, Underground working, Vibrating machinery etc		
24	Will the company bring any equipment onto site that contains asbestos?		
25	Will the company be employing equipment that could create the conditions of Legionella cultivation? Body temperature stagnant water?		
26	Will the company be bringing equipment to site for which there will be safety critical alarms, sensors etc – have these been tested, maintained and as appropriate calibrated?		
27	Will company staff be working alone and out of hours? What emergency considerations are required? Interface to site security?		
28	Will the equipment company brings to site require special services: electricity, heating gas; special gases; water cooling? Will equipment need special consideration from an electrical standpoint?		
29	Will company bring to site equipment for which vibration hazards exist? Vibration white finger.		
30	Will the activities of the company create confined spaces for which emergency plans should be considered?		
31	Will the company's activities warrant undertaking documented manual handling risk assessments?		
32	Does the company employ moving machinery? Is it suitably guarded?		