



Health & Safety

Site Visit Report.



Report For:	The Wheels Project Limited
Conducted By:	Leon Deverson CMIOSH
Date Conducted:	03/04/2025

Workplace Inspection

Table of Contents

1	Letter	4
2	Introduction	5
3	Recommendations Key	6
4	Site Visit Executive Summary	7
5	HS Task Completion Summary	8
6	Displayed Notices and Certificates	9
7	Consultation	9
8	Access and Egress	10
9	Accident Reporting	10
10	Contractors	11
11	Electrical Safety	11
12	Fire - Detection and Alarm	11
13	Fire - Documentation	12
14	Fire - Emergency Lighting	13
15	Fire - Extinguishers	15
16	Fire - Monitoring	15
17	First Aid	15
18	Gas / Oil / Solid Fuel Safety	16
19	Health Screening	16
20	Legionella	16
21	Risk Assessment: General, Young Person and Expectant Mothers	17
22	Training	19
23	Visitors	19
24	Asbestos	19
25	Display Screen Equipment	20
26	Engineering Equipment	20
27	Traffic Management	21
28	Hazardous Substances/COSHH	21
29	Lifting Equipment	23
30	Pressure Systems	23
31	Welding and Abrasive Wheels	23
32	Working at Height	24

33	Workspace Inspection Media	25
34	Conclusion	30
35	Call Us For Further Support	31

The Wheels Project Limited

31-32 Bonville Road Brislington
Bristol
BS4 5QH
England

15/04/2025

Dear Adrienne,

Please find enclosed the health and safety inspection report that covers matters discussed with either yourself or nominated contacts at your premises on 03/04/2025. The report may identify site-specific hazards or shortcomings in your health and safety management system. If that is the case it will include specific recommendations that will assist in you 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 07729 074209

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 my visit.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Leon Deverson', with a stylized, cursive script.

Leon Deverson CMIOSH

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.

This report refers to the condition of the premises at the time of inspection. However, there may be areas that were not inspected and there may have been situations that have arisen since the inspection. 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 inspection visits 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 to the visits, 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 that were not disclosed during the visit.

Health and Safety Inspection Report

Place of Inspection:	The Wheels Project Limited	Date of Inspection:	03/04/2025
Name of Consultant:	Leon Deverson	For the Attention of:	Adrienne McGrattan

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

The Executive Summary and Observations Overview below, highlight matters identified during the visit. The Observations Overview provides a list of the observations only, in order of priority. Full details, including recommended actions can be found in the report below.

Consultant comments

The visit was conducted on 15/04/2025

This was a Citation Health and Safety Visit which sampled your Health and Safety Management System arrangements this included a walk around the premises and a review of available Health, Safety and Fire documentation.

Accidents/incidents in the last 12 months; No RIDDOR reportable accidents were discussed.

Overview of findings

Non conformances were found in the following high risk areas:

- Fire - Documentation
- Risk Assessment: General, Young Person and Expectant Mothers
- Hazardous Substances/COSHH
- Working at Height

Positive Observations

The staff were welcoming during my visit and the premises were clean and tidy. When reviewing the actions from the report and the team had a positive attitude to the actions and understood the importance of closing these items.

If you have any queries, please do get in touch. Remember you can also send queries to Citation's Health and Safety Advice Team via email or phone 0345 844 4848.

Services offered

Risk assessment support

Fire risk assessment

Non Compliance - Immediate	0.
Non Compliance - High	4.
Non Compliance - Medium	3.

Non Compliance - Low	1.
Compliance	37.

Progress since your last inspection

There were 17 observations raised in your previous visit dated 27/05/2024.

15 of these have been marked as completed. Any outstanding tasks are included as observations in this report.

Observations Overview

High

Fire - Documentation

There is a fire risk assessment in place however this has been conducted internally and may no longer be suitable due to changes in legislation.

Risk Assessment: General, Young Person and Expectant Mothers

There were documented risk assessments available to comment on however not all assessment are in place. As identified the following risk assessment need to be carried out, it was advised to review all work activities to identify hazards to be assessed.

please consider the following. (This is not an exhaustive list)

- Cleaning and Maintenance of machinery and equipment.
- Lone working.
- Office working.

! This observation is outstanding from one previous visit

Hazardous Substances/COSHH

Some COSHH risk assessments have been completed but not all substances have been covered.

Working at Height

There was no ladder register and inspection regime in place.

! This observation is outstanding from one previous visit

Medium

Fire - Emergency Lighting

Internal inspections of the emergency lighting units are completed monthly but not recorded.

Legionella

Although the water systems on the premises are considered low risk with regards to exposure to legionella bacteria, a simple risk assessment has not been carried out to confirm this.

Engineering Equipment

There were no pre-start checks undertaken on machinery that is used within the organisation.

! This observation is outstanding from one previous visit

Low

Access and Egress

The roller shutter doors have not been regularly inspected/maintained under a planned preventative maintenance system.

Displayed Notices and Certificates

Positive observations

The employers liability insurance certificate was displayed

A copy of the company's health and safety policy statement was clearly displayed in a prominent location.

The "Health and Safety Law" poster was on display around the premises.

Consultation

Positive observations

Regular health and safety consultation meetings are held.

Observations and recommendations

Access and Egress

Observation

The roller shutter doors have not been regularly inspected/maintained under a planned preventative maintenance system.

Recommendation

There have been many accidents with regards to roller shutter doors where they have become jammed and persons have fallen from height whilst trying to free them.

Whilst there is no statutory (or prescriptive) requirement to have roller shutter doors inspected, current legislative requirements imply that employers should keep all equipment, devices etc. in good working order.

In order to reduce the safety risks and business inconvenience associated with jammed roller shutter doors, arrange for a competent person to regularly inspect and maintain the roller shutter doors under the company's planned preventative maintenance system (PPM).

It is advisable to retain documentary evidence of the inspection and maintenance regime.

Priority : Low

Responsible Person : Adrienne McGrattan

Recommended Deadline Date : 08/07/2025

Positive observations

Safe access and egress throughout the premises did appear to be maintained.

Accident Reporting

Positive observations

The accident book was available

Contractors

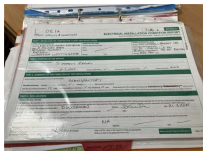
Positive observations

Sub contractor vetting procedure is now in place.

Electrical Safety

Positive observations

Fixed electrical installation report dated 2025



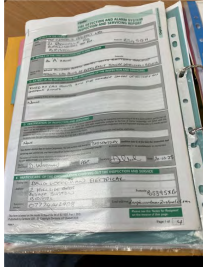
[EICR](#)

PAT testing is carried out

Fire - Detection and Alarm

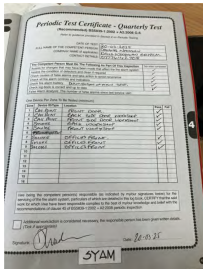
Positive observations

Fire alarm serviced 20.03.2025



Fire alarm service

Weekly fire alarm tests are conducted



Fire alarm test

Fire - Documentation

Observation

There is a fire risk assessment in place however this has been conducted internally and may no longer be suitable due to changes in legislation.

Recommendation

In order to comply with The Regulatory Reform (Fire Safety) Order 2005 and The Fire Safety Act 2021, all relevant organisations must compile a suitable and sufficient fire risk assessment for all sites outlining the risk of fire within the premises and the control measures that are employed to reduce that risk.

A detailed fire risk assessment should take into account:

- The means of raising the alarm
- Those dwelling in the premises and their use of shared/communal areas
- The type of work undertaken at the premises
- The type of materials used, processed and stored on the premises

- Evacuation procedures (including provisions for the evacuation of disabled persons)
- Training, including the use of equipment provided
- The provision of emergency lighting
- Fire fighting equipment, e.g. fire extinguishers, fire blankets in kitchen areas
- Provision of emergency routes/exits, including adequacy of fire doors and protected areas
- Appropriate signs.

Depending on the size and complexity of the business being assessed, there may be a need to seek competent guidance and/or assistance from a qualified fire assessor.

A notable complexity might be that the building or structure in which the fire safety risk is present may have a cladding system.

Whether or not the presence of a cladding system is identified or referred to in this report we have not inspected it or carried out any assessment of it and we cannot comment on any fire safety risk arising from any cladding system or the potential impact of the system on any other fire safety risks referred to in this report.

Again, we advise you to appoint a suitably qualified and competent specialist to determine the nature and composition of any cladding system on any of your buildings and structures and to advise you what if any fire safety risks the cladding system gives rise to.

In order for the Responsible person to comply with Article 9(1) of The Regulatory Reform (Fire Safety) Order 2005 it is recommended that a fire risk assessment is undertaken by a competent person with sufficient knowledge of fire precautions, requirements and prohibitions under The Regulatory Reform (Fire Safety) Order 2005, and that evidence of knowledge, training, experience is recorded for proof. Reference to the assessors competency can be included in the Fire Risk Assessment.

For simple premises a template and example fire risk assessment can be downloaded from Citation's online resource. If you require any advice when completing your fire risk assessment, please do not hesitate to contact us.

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.

Priority : High

Responsible Person : Adrienne McGrattan

Recommended Deadline Date : 13/05/2025

Fire - Emergency Lighting

Observation

Internal inspections of the emergency lighting units are completed monthly but not recorded.

Recommendation

If the electrical supply to normal premises lighting fails during an emergency situation, supplementary lighting may be required to ensure a safe means of escape from the premises.

It is therefore important to ensure that all emergency lighting is operational to ensure that sufficient light is provided in an emergency situation.

Implement a schedule of testing and inspection, the schedule for testing set out in BS 5266 includes: -

- Daily - ensure the charge indicator (LED) is lit on each unit (Central back-up systems only)
- Monthly - operational tests of every unit to be recorded (can be done in-house)
- Annually - 3-hour discharge test and inspection by competent engineer All tests should be recorded for future reference, a logbook is provided with your health and safety management system.

All batteries should be replaced after four years or if the light does not stay illuminated for its specified duration.

Testing of the lights should be undertaken at times of least risk.

It is important to ensure that the light has been connected to the mains supply for a minimum of 24 hours prior to undertaking the test.

Need some help with fire safety?

We offer complete peace of mind with our Fire Risk Assessments, Fire Alarm Servicing, Fire Extinguisher Servicing and Emergency Lighting Testing options.

Click [here](#) to find out more.

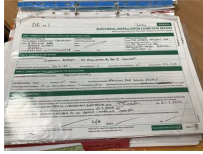
Priority : Medium

Responsible Person : Adrienne McGrattan

Recommended Deadline Date : 27/05/2025

Positive observations

The emergency lighting in the premises is subject to annual inspection. Last recorded service was the March 2025



[Emergency
lighting
service](#)

Fire - Extinguishers

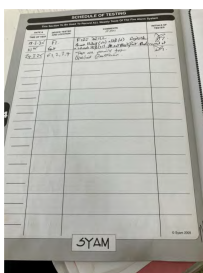
Positive observations

Evidence was available to demonstrate that the fire extinguishers have been serviced.

Fire - Monitoring

Positive observations

There has been a fire evacuation drill within the last six months.



[Fire drill
record](#)

First Aid

Positive observations

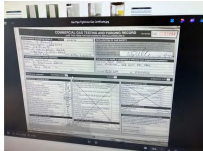
The first aid kit on the premises was available.

Trained first aiders in place.

Gas / Oil / Solid Fuel Safety

Positive observations

All gas appliances have been serviced.



[Gas safe
service](#)

Health Screening

Positive observations

Employment medical questionnaires have been completed.

An open door policy is in place and the site is managed by a small close knit group of four.

Legionella

Observation

Although the water systems on the premises are considered low risk with regards to

exposure to legionella bacteria, a simple risk assessment has not been carried out to confirm this.

Recommendation

All systems require a risk assessment, however not all systems will require elaborate control measures.

The risk assessment for the premises may show that the risks are low and are being properly managed so there is no need to take any further action.

Examples of low risk situations are:-

- Small buildings without individuals that are in the "at risk" category
- Where water usage is sufficient to turn over the complete system on a daily basis
- Where cold water is not fed from storage tanks
- Where hot water is fed from instantaneous heaters at >50 deg C
- Where the only water outlets are toilets and wash basins (e.g. no showers).

If the risk assessment cannot confirm that that a low risk situation exists then further investigation by a competent person is required.

For further advice and guidance on legionella please consult Citation's online resource.

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.

Priority : Medium

Responsible Person : Adrienne McGrattan

Recommended Deadline Date : 27/05/2025

Risk Assessment: General, Young Person and Expectant Mothers

Observation

There were documented risk assessments available to comment on however not all assessment are in place. As identified the following risk assessment need to be carried out, it was advised to review all work activities to identify hazards to be assessed.

please consider the following. (This is not an exhaustive list)

- Cleaning and Maintenance of machinery and equipment.
- Lone working.
- Office working.

Recommendation

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.

To complete a risk assessment look at your workplace to identify those things, situations, processes, etc that may cause harm, particularly to people.

Steps to consider in a risk assessment are: -

- 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.

During the completion of risk assessments, you may identify the 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.

After completion: -

- communicate the findings to all relevant parties
- monitor and evaluate the assessment to confirm the risks are controlled

Once complete, the assessments should be brought to the attention of relevant employees and signatures of acknowledgement obtained.

Alternatively, there is a blank risk assessment template available to download on Citation's online resource

Basic risk assessment training can be completed using Citation's online training tool available on Citation's online resource.

For further assistance on the step by step method of completing risk assessments using Atlas, click [here](#).

If you require further assistance on this topic call our health and safety advice line on 0845 844 4848.

Priority : High

Responsible Person : Adrienne McGrattan

Training

Positive observations

Role specific health and safety training has been provided to members of staff

Visitors

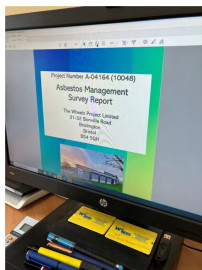
Positive observations

There is a procedure in place for visitors to sign in and out.

Asbestos

Positive observations

There was an asbestos survey available to comment on.



[Abestos](#)
[managmnet](#)
[survey](#)

There was an asbestos register or management plan available to comment on.

Display Screen Equipment

Positive observations

Display screen assessments have been completed for "users" of display screen equipment (DSE).

Engineering Equipment

Observation

There were no pre-start checks undertaken on machinery that is used within the organisation.

Recommendation

Whether you are self employed or employ people, you must make sure that all your equipment is properly repaired and in working order, therefore you need to perform regular maintenance checks on all machinery.

Where identified by risk assessment, written pre-start check list should be completed. These checks will help identify if the machinery is working correctly, all relevant guards are in place and if all controls and safety devices are functioning as they have been designed.

Priority : Medium

Responsible Person : Adrienne McGrattan

Recommended Deadline Date : 27/05/2025

Positive observations

The chuck guard fitted to the drilling machine.



[Chuck guard
in place](#)

Traffic Management

Positive observations

There was a documented Traffic Management plan available.

Hazardous Substances/COSHH

Observation

Some COSHH risk assessments have been completed but not all substances have been covered.

Recommendation

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.

A template to enable you to document written COSHH assessments can be downloaded from Citation's online resource.

Once the assessments have been completed, they must be brought to the attention of all members of staff who may be affected by the use of the chemical substances.

To complete COSHH assessments successfully you are required to: -

- 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
- 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.

Priority : High

Responsible Person : Adrienne McGrattan

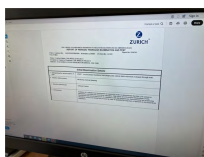
Recommended Deadline Date : 13/05/2025

Positive observations

All chemicals and hazardous substances that those are exposed to have been identified and registered on an inventory.

The company has obtained all of the material safety data sheets (MSDS) for all hazardous substances.

The local exhaust ventilation (LEV) systems had been subject to thorough examination within the last 14 months.

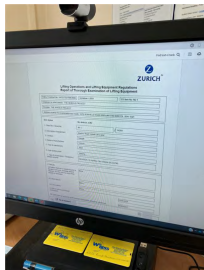


[LEV thorough examination](#)

Lifting Equipment

Positive observations

LOLER reports were seen at the time of my visit which was carried out by the insurance provider Zurich.



[LOLER inspection](#)

Pressure Systems

Positive observations

The compressor written scheme of examination was seen at the time of my visit.

Welding and Abrasive Wheels

Positive observations

Flashback arrestors were fitted to the oxy-acetylene cylinders.

Welding screens are in good condition.

There were members of staff trained in the use and maintenance of abrasive wheels.



[Abrasive wheel guarding and tool rest in place](#)

The tool rests on the grinding machine were adjusted correctly.

The bench tool grinding machine was secured to a workbench.

The bench tool grinding machine was secured to a workbench.

Working at Height

Observation

There was no ladder register and inspection regime in place.

Recommendation

Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use. As a guide, only use ladders or stepladders that:

- Have no visible defects. It is important to ensure that a pre-use check is undertaken each working day or prior to use
- Have an up-to-date record of the detailed visual inspections carried out regularly by a competent person. These should be done in accordance with the manufacturer's instructions
- Have been maintained and stored in accordance with the manufacturer's instructions
- Are kept secure to prevent unauthorised use.

Priority : High

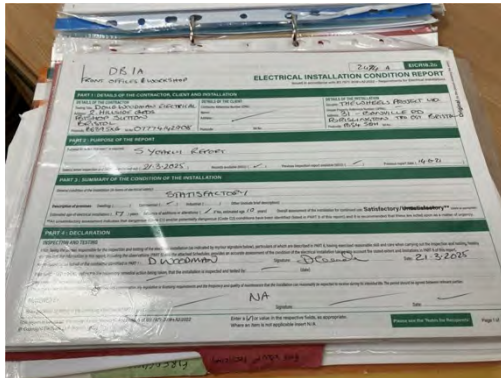
Responsible Person : Adrienne McGrattan

Recommended Deadline Date : 13/05/2025

Workplace Inspection Media

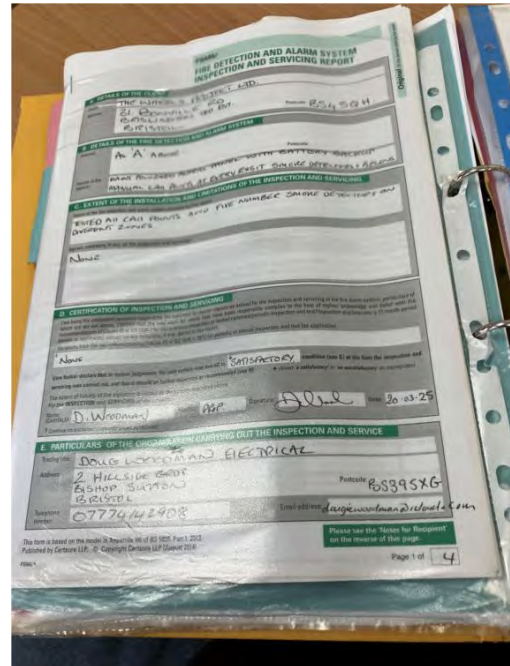
Positive Observations Media

Electrical Safety



[EICR](#)

Fire - Detection and Alarm



[Fire alarm service](#)

Periodic Test Certificate - Quarterly Test

(Recommended) BS5839-1:2002 - A2-2006 G.6

Refer to guidance provided in Section 2 or Periodic Testing

DATE OF TEST
FULL NAME OF THE COMPETENT PERSON
COMPANY NAME of supplier
CONTACT DETAILS

20-03-2025
DANIELA PUNJAYAN
DANIELA PUNJAYAN & ASSOCIATES
077341522905

The Competent Person Must Do The Following As Part Of This Inspection

Assesses for changes that may have been made that affect the alarm system	Full alarm completion
Assess the condition of detectors and clean if required	☒
Check causes of false alarms and take action to avoid recurrence	☒
Check all fire alarm controls and indicators	☒
Check the alarm battery	☒
Check log-book is correct and up to date	☒
False Alarm Analysis: The number of false alarms since last service visit	☒

One Device Per Zone To Be Tested (minimum)

Zone	Device ID/Type	Location	Pass	Fail
1	CALL POINT	FRONT DOOR	☒	☐
2	CALL POINT	BACK SIDE DOOR WORKSHOP	☒	☐
3	CALL POINT	FRONT SIDE DOOR WORKSHOP	☒	☐
4	SMOKE	BACK WORKSHOP	☒	☐
5	SMOKE	FRONT WORKSHOP	☒	☐
6	SMOKE	OFFICES FRONT	☒	☐
7	SMOKE	OFFICES FRONT	☒	☐
8	SMOKE	OFFICES FRONT	☒	☐
9	SMOKE	OFFICES FRONT	☒	☐
10				
11				
12				
13				
14				
15				
16				

Use being the competent person(s) responsible (as indicated by my/our signatures below) for the servicing of the fire alarm system, particulars of which are detailed in this log book, CERTIFY that the work for which I/we have been responsible complies to the best of my/our knowledge and belief with the recommendations of clause 4.5 of BS5839-1:2002 - A2-2006 periodic inspection.

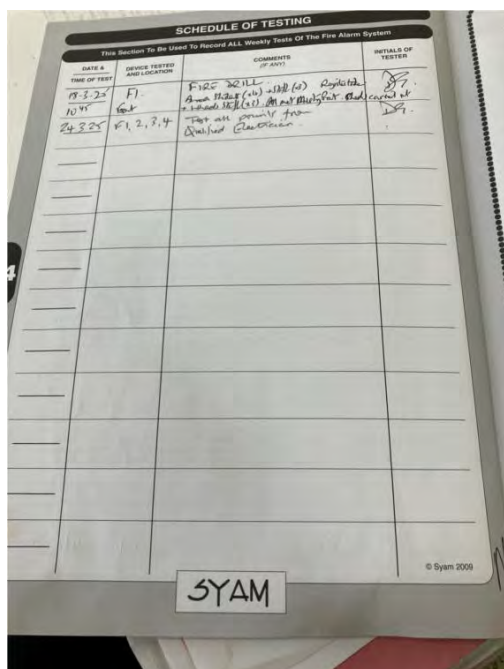
☐ Additional work/action is considered necessary, the responsible person has been given written details.
(Tick if appropriate)

Signature: _____

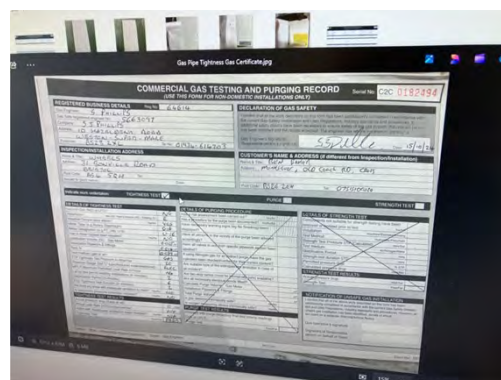
Date: 20-03-25

SYAM

Fire - Monitoring

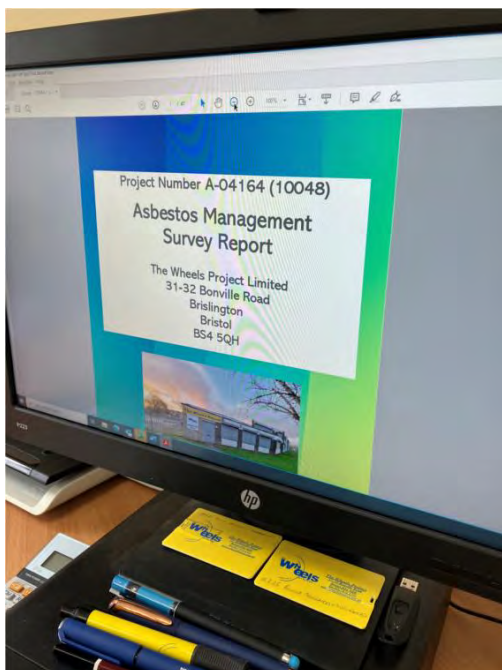
[illegible]

Gas / Oil / Solid Fuel Safety



26

Asbestos



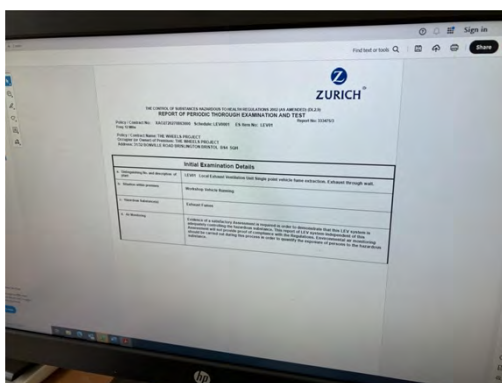
[Abestos managmnet survey](#)

Engineering Equipment



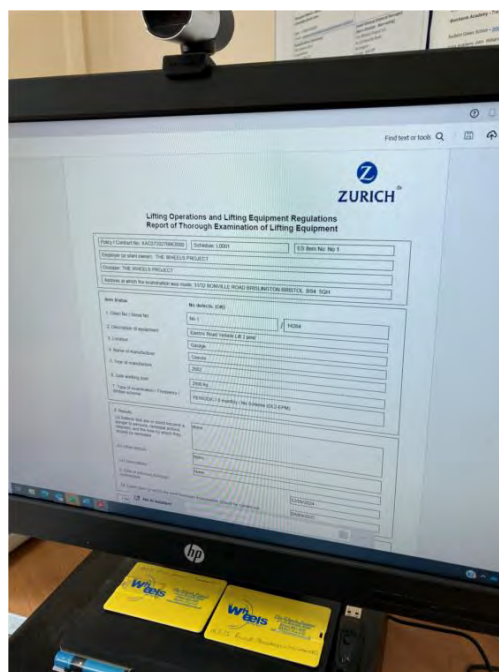
[Chuck guard in place](#)

Hazardous Substances/COSHH



[LEV thorough examination](#)

Lifting Equipment



[LOLER inspection](#)

Welding and Abrasive Wheels



[Abrasive wheel guarding and tool rest in place](#)

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 were observed or came to the attention of the assessor at the time of the visit 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, not all areas within the premises or equipment may have been 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: Adrienne McGrattan



Consultant:

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

www.citation.co.uk



How Citation can help

For any further information please get in
touch with us on **0345 844 1111**

