

Inspection Readiness Checklist:

Addressing 5 Classic Health and Safety Failings



The Health and Safety Executive (HSE) carries out thousands of workplace inspections every year – and they are usually **completely unannounced**.

Inspectors will expect to see that **risks are being properly managed and safety arrangements are working in practice**. Where businesses can't demonstrate compliance, or breaches are identified, enforcement action or Fee for Intervention, currently charged at £183 per hour, may follow.

This checklist highlights **common health and safety failings that often attract inspectors' attention**, helping you review your arrangements and ensure your organisation is inspection ready.

Common failing	Key question	✓ Check that...	⚠ Top tip
1. Risk assessments	Would yours stand up to scrutiny?	Your risk assessment is specific to your actual activities and risks ☐ Your risk assessment reflects how work is really carried out ☐ Controls are implemented, not just written down ☐ Your risk assessment has been reviewed and updated regularly ☐ Your risk assessment was prepared by a competent person ☐	Not having a risk assessment is a breach, but having one that's inadequate – generic, outdated, or just sitting in a folder – will attract serious scrutiny from inspectors.

Got gaps?

WorkNest's fixed-fee service includes a tailored **General Risk Assessment** – or, for lower-risk premises, a lighter-touch workplace inspection – followed by a **prioritised action plan** and annual audits to check progress and maintain compliance. We can also support you by:

- ✓ Providing **clear, practical templates for task-specific risk assessments**
- ✓ Delivering **risk assessment training** for managers and supervisors
- ✓ Offering **competent advice** where required

2. Safe Systems of Work (SSOW)	Are they practical or just paperwork?	SSOW are task-specific and site-relevant ☐ SSOW reflect the hierarchy of control ☐ SSOW are understood by those doing the job ☐ There is evidence that SSOW are followed in practice ☐ Ownership and review of SSOW are clearly defined ☐ Remember: Not every task needs an SSOW; their importance varies depending on the workplace and activity.	A document alone is not a safe system – inspectors want to see that SSOW are practical, followed in practice, and understood by workers.
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Got gaps?

While employers are best placed to develop their own SSOW, WorkNest can help by **reviewing your documents and providing expert advice** to ensure they are clear, suitable for the task, and workable in practice. We also provide **practical templates** to help you save time and structure SSOW in a way that is consistent and easy for teams to follow.

3. Training	Can you prove competence?	Workers understand the hazards they face ☐ Training is relevant and aligned to actual risk ☐ The training method is appropriate for the audience and task ☐ You can evidence workers' understanding, not just attendance ☐ Remember: Under health and safety law, employers are required to provide their employees with adequate health and safety training that is relevant to their role, updated when risks change, and sufficient to ensure they can work safely.	Training that cannot be demonstrated is unlikely to satisfy an inspector.
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Got gaps?

WorkNest offers **IOSH-accredited training** to build health and safety knowledge and competence across all levels of your organisation, alongside **bespoke courses tailored to your workplace risks**.

Training can also be delivered through our **LearningNest eLearning platform**, allowing you to roll out courses across your workforce and track completion. Courses include **knowledge checks and practical assessments**, with **certification where appropriate**. LearningNest also prompts **refresher training and periodic reminders**, helping ensure training stays up to date.



4. Inspection and maintenance	Does your assurance system really work?	Inspections are consistent and meaningful ☐ Statutory requirements are fully met ☐ Any defects are identified early and acted upon ☐ Your regime adapts when conditions change ☐ Inspections and maintenance checks don't just create admin – they provide genuine reassurance ☐	If the process looks like box-ticking , it will be treated as such.
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Got gaps?

As well as helping you manage the actions arising from your GRA, our **real-time risk management software, SafetyNest**, helps you stay on top of inspection and maintenance requirements. It allows you to **record workplace inspections** and track their completion, **keep a log of statutory certificates**, and **set automated reminders** for inspections, maintenance tasks, and certification renewals, ensuring nothing is missed.

We can also support you by providing **clear templates and practical guidance**, and **training your supervisors and managers** on effective inspection standards.

5. Accidents and incidents	Do you learn the lessons?	Accidents and incidents are properly investigated ☐ Reports are made to the relevant authority through RIDDOR ☐ Immediate and root causes are identified ☐ Changes are made to prevent recurrence ☐ Managers consult and collaborate with employees in this process ☐	Proper investigation allows you to decide whether more needs to be done to prevent recurrence.
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Got gaps?

Our **fixed-fee support** helps organisations prevent accidents and incidents in the first place through **dedicated consultant support, essential safety documentation** (including your policy and handbook), and annual compliance audits.

If an incident does occur, WorkNest can **provide advice to support your investigation**. Accidents and incidents can also be **logged and managed through SafetyNest**, keeping records organised in one place.

In the event of a **serious incident**, we provide **emergency out-of-hours support** and can help guide you through the investigation and any **interaction with enforcing authorities**.

Stay inspection-ready with specialist support

According to our poll, **less than 10% of employers would feel fully prepared if an inspector turned up unannounced tomorrow**. Would your health and safety arrangements stand up to scrutiny?

Whether you need ongoing support or help with a specific issue, our personalised, proactive solutions help you address compliance gaps before an inspector does, keeping your people and business protected.



Get in touch today



☎ 0345 226 8393

📞 [Request a callback](#)

🌐 www.worknest.com