

# ENVIRONMENT, HEALTH, SAFETY & SECURITY

## QUESTIONNAIRE

### Q1. How were the most significant health and safety hazards at this site determined?

| 0 Mark                                      | 1 Mark                                                                                                                                             | 2 Mark                                                                                                                                                                    | 3 Mark                                                                                                                     | 4 Mark                                                                                                                            | 5 Mark                                                                                                                                         |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Question unanswered or no process outlined. | Weak process for determining health and safety hazards. Few or no examples are cited to support the answer or the examples cited lack suitability. | Inadequate process for determining the most significant health and safety hazards. Few examples are cited to support the answer (or the examples cited lack suitability). | Adequate process for determining the most significant health and safety hazards. Examples are cited to support the answer. | Robust process for determining the most significant health and safety hazards. Suitable examples are cited to support the answer. | Very robust process for determining the most significant health and safety hazards. The answer is supported with a range of suitable examples. |

### Q2. With reference to 2015, explain how the effectiveness of control measures for health and safety at this site was evaluated?

| 0 Mark                                         | 1 Mark                                                                                                 | 2 Mark                                                                                                                                                | 3 Mark                                                                                                                      | 4 Mark                                                                                                                                                                        | 5 Mark                                                                                                                                                                             |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question unanswered or no evaluation outlined. | Limited evaluation of control measures. The answer may include references to the period prior to 2015. | Some evaluation of some control measures, but little or no reference to effectiveness. The answer may include references to the period prior to 2015. | Adequate evaluation of certain control measures, but the answer strays from evaluating the effectiveness of those measures. | Robust process for evaluating the effectiveness of a range of important control measures in 2015. The answer focuses on evaluating the effectiveness of the control measures. | Very robust process for evaluating the effectiveness of a range of important control measures in 2015. The answer focuses on evaluating the effectiveness of the control measures. |

### Q3. What did you do during 2015 to test the emergency arrangements at this site?

| 0 Mark                                       | 1 Mark                                                                                                             | 2 Mark                                                                                                           | 3 Mark                                                                                                | 4 Mark                                                | 5 Mark                                                     |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------|
| Question unanswered or no testing described. | Little or no testing of the emergency arrangements. The answer may include references to the period prior to 2015. | Inadequate testing of the emergency arrangements. The answer may include references to the period prior to 2015. | Adequate testing of the emergency arrangements in 2015, although these may be limited to fire safety. | Robust testing of the emergency arrangements in 2015. | Very robust testing of the emergency arrangements in 2015. |

### Q4. What are your main legal obligations in relation to health, safety and welfare at this site?

| 0 Mark                                                  | 1 Mark                                      | 2 Mark                                         | 3 Mark                                         | 4 Mark                                         | 5 Mark                                         |
|---------------------------------------------------------|---------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|------------------------------------------------|
| Question unanswered or no legal obligations identified. | Many significant legal obligations omitted. | Several significant legal obligations omitted. | Some of the main legal obligations identified. | Most of the main legal obligations identified. | All main legal obligations clearly identified. |

### Q5. How do you ensure legal compliance in relation to health, safety and welfare at this site?

| 0 Mark                                         | 1 Mark                           | 2 Mark                                         | 3 Mark                                        | 4 Mark                                      | 5 Mark                                           |
|------------------------------------------------|----------------------------------|------------------------------------------------|-----------------------------------------------|---------------------------------------------|--------------------------------------------------|
| Question unanswered or no measures identified. | Many important measures omitted. | Several significant legal obligations omitted. | Adequate measures to ensure legal compliance. | Robust measures to ensure legal compliance. | Very robust measures to ensure legal compliance. |

### Q6. How have the first aid arrangements been determined at this site?

| 0 Mark                                        | 1 Mark                                                                         | 2 Mark                                                                                                                                   | 3 Mark                                                                                                            | 4 Mark                                                                                                      | 5 Mark                                                                                                                |
|-----------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Question not answered or no process outlined. | Very limited evidence of a process for determining the first aid arrangements. | Limited evidence of a process for determining the first aid arrangements. The answer may stray on to simply describing the arrangements. | Adequate process for determining the first aid arrangements. An adequate rationale for the arrangements in place. | Robust process for determining the first aid arrangements. A clear rationale for the arrangements in place. | Very robust process for determining the first aid arrangements. A very clear rationale for the arrangements in place. |

**Q7. With reference to 2015, explain how senior management maintained a positive attitude among staff at this site towards important matters of health, safety and welfare.**

| 0 Mark                                         | 1 Mark                                                                                                                                                  | 2 Mark                                                                                                                                                                                                                                                                                         | 3 Mark                                                                                                                                                             | 4 Mark                                                                                                                                                                               | 5 Mark                                                                                                                                                                                       |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question not answered or no evidence provided. | Very limited evidence of efforts being made by senior management to actively promote a positive attitude towards health, safety and welfare with staff. | Limited evidence of efforts taken by senior management to promote and maintain a positive attitude towards health, safety and welfare among staff. The efforts may be irregular or inconsistent. Limited or no examples provide. The answer may include reference to the period prior to 2015. | Some evidence of efforts taken by senior management to promote and maintain a positive attitude towards health, safety and welfare among staff. Examples provided. | Clear evidence of efforts taken by senior management in 2015 to promote and maintain a positive attitude towards health, safety and welfare among staff. Suitable examples provided. | Very clear evidence of an active effort by senior management in 2015 to promote and maintain a positive attitude towards health, safety and welfare among staff. Suitable examples provided. |

**Q8. What arrangements are in place for consulting with staff on issues relating to health, safety and welfare at this site?**

| 0 Mark                                             | 1 Mark                                                           | 2 Mark                                                      | 3 Mark                                           | 4 Mark                                         | 5 Mark                                              |
|----------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------|------------------------------------------------|-----------------------------------------------------|
| Question not answered or no arrangements outlined. | Very limited evidence of arrangements for consulting with staff. | Limited evidence of arrangements for consulting with staff. | Adequate arrangements for consulting with staff. | Robust arrangements for consulting with staff. | Very robust arrangements for consulting with staff. |

**Q9. How did you benchmark your health and safety performance 2015?**

| 0 Mark                                 | 1 Mark                           | 2 Mark                   | 3 Mark                                       | 4 Mark                                     | 5 Mark                                            |
|----------------------------------------|----------------------------------|--------------------------|----------------------------------------------|--------------------------------------------|---------------------------------------------------|
| Question unanswered or no benchmarking | Little evidence of benchmarking. | Inadequate benchmarking. | Adequate process against relevant standards. | Robust process against relevant standards. | Very robust process against a range of standards. |

**Q10. How did you review your overall performance in relation to health, safety and welfare in 2015 and what conclusions did you reach?**

| 0 Mark                                      | 1 Mark                                                                                                            | 2 Mark                                                                                                   | 3 Mark                                   | 4 Mark                                                                          | 5 Mark                                                                                         |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Question unanswered or no review described. | Little evidence of review or no conclusions drawn. The answer may include references to the period prior to 2015. | Inadequate review. Few conclusions drawn. The answer may include references to the period prior to 2015. | Adequate review. Some conclusions drawn. | Robust review which took into account a range of indicators. Clear conclusions. | Very robust review which took into account a wide range of indicators. Very clear conclusions. |

**Q11. What targets have you set in relation to health, safety and welfare at this site for 2015? What is the rationale for these targets?**

| 0 Mark                                               | 1 Mark                                                                    | 2 Mark                                                                 | 3 Mark                                                                                                                                                                 | 4 Mark                                                                                                                                             | 5 Mark                                                                                                                                                              |
|------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question unanswered or no targets set. No rationale. | Targets unclear or unrealistic. Little or no rationale for these targets. | Targets unclear or unrealistic. A limited rationale for these targets. | Clear, realistic targets in relation to health, safety and welfare (though answer may be imbalanced between the three). Some attempt at a rationale for these targets. | Clear, realistic targets in relation to health, safety and welfare (all three areas covered). A clear and appropriate rationale for these targets. | Very clear, realistic targets in relation to health, safety and welfare (all three areas covered). A very clear and highly appropriate rationale for these targets. |

**Q12. How do you intend to involve your workforce in achieving the targets outlined in Question 11?**

| 0 Mark                                     | 1 Mark                                                                                                                                                              | 2 Mark                                                                                                                                                                                                             | 3 Mark                                                                                                                                                                        | 4 Mark                                                                                                                                                           | 5 Mark                                                                                                                                                                          |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Question unanswered or no plans described. | Little evidence of plans to involve staff in achievement of the targets in relation to health, safety and welfare (or the plans are either unclear or unrealistic). | The plans for the involvement of staff in achievement of the targets in relation to health, safety and welfare are either unclear or unrealistic. The answer may be imbalanced between health, safety and welfare. | A reasonably clear plan for the involvement of staff in achievement of the targets in relation to health, safety and welfare (though answer may be imbalanced between three). | Clear and realistic plans for the active involvement of staff in achievement of the targets in relation to health, safety and welfare (all three areas covered). | Very clear, suitable and realistic plans for the active involvement of staff in achievement of the targets in relation to health, safety and welfare (all three areas covered). |