Management & Health and Safety Handover

Managers & Supervisors must ensure a proper handover, Including H&S responsibilities, to their replacement before departing on any leave of absence, whether permanent or temporary. This checklist is intended as a guide only and is not comprehensive. The form must be signed and dated by both parties after handover and filed locally for audit & inspection purposes. It's important to remember that any visitor from the enforcing authorities will expect the manager to be familiar with his or her H&S responsibilities and the location of all relevant documentation. Tick the box on the right to indicate the item has been discussed and clarified or mark N/A where it is not applicable to your site or responsibilities. Appendix 1 should be completed where necessary, dependant on the workplace and tasks being carried out.

ACCIDENT & NEAR MISS REPORTING	
Location of accident book and near miss forms - what to report	
Accident reporting procedure - completion and disposal of completed paperwork	
EMERGENCY PROCEDURES	
In the event of fire - raising the alarm, location of extinguishers, escape routes, assembly point	
Fire alarms & drills etc. - testing alarms, emergency lighting, fire drills, record-keeping	
Location of first aid kits - what to hold and how to replenish stocks	
POLICY notices, display material etc.	
Location of SWT health & safety policy - hard copy must be held on site, preferably on display	
How / where to access other relevant policies and H&S information (hard copy / computer)	
Notices on display - H&S law notice, H&S policy statement, employers liability insurance etc.	
RISK ASSESSMENTS workplace, VDU, fire, CoSHH, reserve, work activity etc.	
Location of completed risk assessments - highlight any significant risks identified & any assessments due for review	
RECORDS	
Location of maintenance and servicing records etc. - anything due such as PAT testing, fire extinguisher servicing etc.	
Training records - including induction – location and methodology	
Computer - passwords, relevant documents & folders, content etc.	
Vehicles - keys / fuel card / vehicle checklists - including completion and disposal of completed paperwork	
HAVS checklists - completion and next completion date	
STORAGE / SITE RISKS - PPE, tools, CoSHH materials	
Where and how to store PPE, work equipment, tools , CoSHH materials etc.	
Any specific site risks? - such as asbestos on site, lighting, terrain, faults, storage, equipment, vehicle movement etc.	
WORKLOAD	
Current work update - location / methodology / purpose / may include site visits	

NAME	SIGNATURE	DATE

FOR FURTHER INFORMATION CONTACT YOUR LINE MANAGER OR JIM BOYCE, H&S MANAGER jboyce@swt.org.uk or call 07920 468550

Handover Checklist

SITE SPECIFIC *TOOLS & WORK EQUIPMENT / SPECIAL TASKS*

EQUIPMENT DESCRIPTION	Serial No. if applicable	Comments special instructions / condition / training / maintenance	Checked

TASKS	Comments / Special Instructions	Checked