Workplace Health and Safety Inspection Checklist (General / Offices)

Date ................................................ Building/Location/Area ................................................................

Assessors .......................................................................................................................................

Completed inspection reports must be forwarded to the Head of the section concerned. It is the responsibility of the Head of the section to see that all comments and deficiencies raised in the inspection report are actioned.

| **Action no.** | **Location/Room Number** | **Health and safety issue and remedial action required** | **Action by whom & when** | **Completed Date/Initials** |
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**Guidance on completing a workplace inspection**

Formal inspections are no substitute for daily observation, but they provide a useful opportunity

to carry out a thorough examination of all or part of the workplace. A workplace inspection is primarily intended to identify hazardous conditions and damage which could cause risks to health and safety. **Workplace inspections must be undertaken twice annually, as a minimum. Termly inspections are recommended.**

It is not an audit, so document checks would not be expected. However you are encouraged to talk to staff about local H&S issues; between this and the physical inspection you may decide you need to make further enquiries as a separate exercise e.g. how many staff have been trained in DSE use, or assessed their workstations; how many staff have attended fire safety training; how many first aiders are appointed; have manual handling tasks been adequately assessed? At the end of the guidance below are some basic questions that could arise during an inspection, that go beyond the physical inspection of the premises.

Health and safety issues to examine during the inspection

Housekeeping

* Are workplaces tidy and well maintained?
* Are materials stored safely?
  + *avoid storage in gangways and fire evacuation routes;*
  + *heavy items and liquids should not be stored above shoulder height;*
  + *heavy items should ideally not have to be lifted from the floor, but should be stored at waist height;*
  + *is a stepladder or kick stool readily available to enable staff to access materials stored at height?*
  + *are ladders and kickstools in good condition?*
  + *is material stored on shelves in a way that means it will not fall off?*
* Are extension leads and cables routed safely to avoid trip hazards?
* Are pedestrian routes/corridors kept clear?
* Are floors dry?
  + *Means of mopping/wiping up spilt liquids?*
* Are floors clear of items that would cause a slip/trip hazard (papers, books, files, briefcases etc)?

Maintenance

* Are floor surfaces and carpets in good condition?
  + *Are there any loose rugs that would cause a trip hazard to staff or students?*
  + *Are carpets free of rips and tears?*
  + *Are all tiles (carpet, lino, ceramic) securely fixed to the floor and undamaged?*
* Is entrance matting in good condition and doing it’s job of removing dust, dirt and moisture from shoes?
* Is the floor wet from weather/water ingress?
* Do any stairs have high contrast markings on the leading edge (nosing)?
* If fitted, are stair nosings in good condition (not loose or worn?)
* Are stair handrails securely fixed?
* Is all glazing in vulnerable areas undamaged?
* Is shelving securely fixed to the wall and unlikely to topple over?
* Is there any evidence that asbestos containing materials have been damaged? *NB If so, consult the College Asbestos Co-ordinator immediately).*

Fire safety

NB may not be required if the termly fire checklist has been completed recently

* Are fire doors kept closed, not wedged open?
* Are fire doors in good condition?
  + *Close properly with a gap of no more than 3mm between the door(s) and the frame?*
  + *Intumescent or cold smoke seal undamaged, not painted over?*
* Are fire doors unobstructed?
  + *Not locked when the building is in use?*
  + *Not blocked with furniture, stored materials etc?*
* *Do fire exists lead to even, well lit ground?*
* Are fire/smoke detectors free from obvious damage and not covered over?
* Are the fire action posters clearly visible and up-to-date, with details of what to do and the assembly point for the building?
* Is the fire signage (fire exit signs) clearly visible?
* Is the fire assembly point clearly signed outside the building?
* Are fire extinguishers in date?
* Are fire extinguishers clearly visible and signed, not obscured by e.g. coats, stored materials?
* Are corridors and escape routes kept clear of flammable materials, loose paper, heat sources etc?
* Are staff offices free of unnecessary flammable materials e.g. loose paper?
* Are flammable stores clearly signed?
* Is flammable waste stored away form the building?

Electrical safety

* Have portable electrical appliances been regularly inspected and tested, with date of last test, and retest date?
* Are wall sockets and extension leads/reels not overloaded (max of 13A per wall socket/extension)?
* Are cable reels fully unwound?
* If portable heaters are supplied, are they an approved type (convector or oil filled radiator, not a fan heater or radiant fire)?
* Are areas which contain live high voltage equipment restricted to authorised people only and securely locked?

First Aid

* Are there adequate numbers of first aiders/appointed persons?
* Are all first aid signs clearly visible and up-to-date with contact details for first aiders/appointed persons?
* Are there adequate supplies of first aid boxes?
* Are the contents of first aid boxes up-to-date?
* If a first aid room is provided, is it properly equipped and clean?

Environmental conditions

* Are conditions satisfactory?
  + *Lighting (adequate, fit for task, working properly)*
  + *Heating (>16 degrees C)*
  + *Ventilation (adequate fresh air)*
  + *Noise (photocopiers/printers in a separate room if necessary to avoid disturbance)*

Welfare

NB elements may only need to be assessed annually

* Are there adequate welfare facilities?
  + *Kitchen to make tea/coffee and wash crockery*
  + *Toilets with hot and cold running water, soap and towels, toilet paper*
  + *Access to rest facilities for pregnant women/nursing mothers*
  + *Drinking water (either from clearly marked mains tap, water cooler or bottled water)*
  + *Sanitary disposal in place*
* Changing/storage facilities for storing personal items, outdoor coats etc

Outside areas

i.e. The immediate vicinity of the building

* Are entrance paths and access ramps in good condition? *(If not, report to FM).*
* Are steps clear of obstructions and clean?
* Are access ramps/paths not obstructed by bicycles?
* Is the external lighting working?

Workstations

NB This is not a substitute for a full DSE assessment

* Is that layout of workstations adequate (enough space to work, move around)?
* Is the furniture suitable?
  + *Desk of adequate size*
  + *User able to move and swivel, not sit at an angle to the screen or keyboard*
  + *Chair with 5 castors, adjustable back height and tilt, not worn or damaged*
  + *Clear space under the desk to stretch legs, not obstructed by stored materials or personal belongings?*
* Is the screen image clear?

Hazardous substances and machinery

* Are chemicals and cleaning products stored safely and securely?
* Are chemicals and cleaning products in appropriate containers (not decanted into unsuitable, unmarked containers)?
* Are instructions for use available to authorised users?
* If applicable, are dangerous parts of machines/equipment guarded e.g. guillotines, moving drive belts?
* If required/provided, are emergency stop controls clearly marked?

Manual handling

* Are there any obvious manual handling issues?
* Have risks been assessed?
* Have regular handlers been trained in safe lifting?
* Is appropriate equipment provided e.g. trolleys?

Personal Protective Equipment (PPE) where applicable

* Have employees been provided with appropriate PPE?
* Do they have somewhere to store it (dry, clean)?
* Where appropriate, is PPE in test or does it need to be replaced due to age?

Accident reporting

* Do staff know how to report accidents?