**Workplace Health & Safety Checklist**

**(Low Risk Environments)**

**Managers must ensure the inspection checklist is completed every six months and retained on site.**

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**Establishment**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Establishment/Service Manager**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Inspection Completed By**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1** | **GENERAL** | **Yes** | **No** | **Action** |
| 1.1 | Is the corporate Health and Safety Policy Manual available for reference purposes or do staff know how to access this information from the intranet? |  |  |  |
| 1.2 | Has someone been nominated to ensure hard copies are up to date where applicable? If so, who?  |  |  |  |
| 1.3 | Are arrangements in place to bring the policy to the attention of new employees during induction? |  |  |  |
| 1.4 | Are employees familiar with the contents of the Manual and know how to access it? |  |  |  |
| 1.5 | Is the statutory health and safety law poster on display? *(note: the 2009 version of the poster needs to be displayed by no later than 6 April 2014)* |  |  |  |
| 1.6 | Are employees familiar with the accident reporting procedure? |  |  |  |
| 1.7 | Are accident report forms (ACC1) available?Do staff know how to report an accident? |  |  |  |
| 1.8 | Are employees familiar with the violent incident reporting procedure? |  |  |  |
| 1.9 | Are violent incident reporting forms available Do staff know how to report a violent incident? |  |  |  |
| 1.10 | Are employees aware of emergency evacuation procedures? |  |  |  |
| 1.11 | Are fire evacuation notices and first aid information clearly posted? |  |  |  |
| 1.12 | Are any identified health & safety training requirements currently outstanding? |  |  |  |
| **1. COMMENTS/REQUIRED ACTION:** | **Responsibility** |

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| **2** | **RISK ASSESSMENT**  | **Yes** | **No** | **Action** |
| 2.1 | Have risk assessments been undertaken and recorded for all activities involving significant risk? (These should be reviewed annually). |  |  |  |
| 2.2 | Have DSE workstation assessments been carried out? |  |  |  |
| 2.3 | Have the generic manual handling assessment templates been utilised to reflect local activities where appropriate? |  |  |  |
| 2.4 | Has a COSHH Assessment been carried out for any activity involving the use of hazardous substances? |  |  |  |
| **2. COMMENTS/REQUIRED ACTION:** | **Responsibility** |

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| **3** | **ELECTRICAL FITTINGS AND EQUIPMENT** | **Yes** | **No** | **Action** |
| 3.1 | Is there an up to date inventory of Portable Electrical Appliances? |  |  |  |
| 3.2 | Are all Portable Electrical Appliances labelled to indicate they have been inspected? |  |  |  |
| 3.3 | Are trailing cables routed to avoid damage/prevent tripping hazards? |  |  |  |
| 3.4 | Are cables in good condition? |  |  |  |
| 3.5 | Are there sufficient outlet sockets? |  |  |  |
| 3.6 | Are all appliances which have heating elements, for example, heaters kettles, plugged directly into an electrical outlet and not an extension cable?  |  |  |  |
| 3.7 | Are all multi-gang extension cables restricted to low powered appliances such as computer workstations, scanners and telephones?  |  |  |  |
| 3.8 | Are there any extension cables plugged into other extension cables, commonly known as “piggy backing”? ***If Yes, these should be taken out of use immediately.*** |  |  |  |
| 3.9 | Are there any cable reels in use for permanent workstations? |  |  |  |
| **3. COMMENTS/REQUIRED ACTION** | **Responsibility** |

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| **4** | **FIRE PRECAUTIONS** | **Yes** | **No** | **Action** |
| 4.1 | Has the fire risk assessment been completed? (section 4 of the Fire Log Book). *In County Hall this is done by the Facilities Division in other multi occupancy buildings please contact the building steward*. |  |  |  |
| 4.2 | Are correct fire safety signs displayed?  |  |  |  |
| 4.3 | Are fire instructions clearly posted? |  |  |  |
| 4.4 | Are all fire doors kept closed? (other than those kept open by electromagnetic controls which are linked to the fire alarm) |  |  |  |
| 4.5 | Are heat sources, including heating appliances and lights, clear of items that could melt or ignite? |  |  |  |
| 4.6 | Is there a list of Fire Wardens on display (where applicable)? |  |  |  |
| 4.7 | Have risk assessments been completed for the use of toasters and microwaves (generic assessments available on the NCC intranet site)? |  |  |  |
| 4.8 | Do staff take part in fire drills on a regular basis? |  |  |  |
| **4. COMMENTS/REQUIRED ACTION** | **Responsibility** |

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| **5** | **HOUSEKEEPING** | **Yes** | **No** | **Action** |
| 5.1 | Are floors, passages and stairs clean, non-slip and free from obstruction? |  |  |  |
| 5.2 | Is overloading of shelves avoided? |  |  |  |
| 5.3 | Are any changes in levels on pedestrian traffic routes clearly identified? |  |  |  |
| 5.4 | Are arrangements in place to prevent the accumulation of rubbish and waste materials? |  |  |  |
| 5.5 | Are all cleaning materials stored securely? |  |  |  |
| **5. COMMENTS/REQUIRED ACTION:** | **Responsibility** |

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| **6** | **WORKING ENVIRONMENT** | **Yes** | **No** | **Action** |
| 6.1 | Is there sufficient space to allow people to move about with ease? |  |  |  |
| 6.2 | Are lighting levels sufficient to enable employees to work and move around safely? |  |  |  |
| 6.3 | Are provisions made to prevent excessive heat and glare from the sun? |  |  |  |
| 6.4 | Are windows clean? |  |  |  |
| 6.5 | Is there an adequate circulation of air? (either fresh air or is air conditioning working correctly?) |  |  |  |
| 6.6 | Are ventilation levels adequate? |  |  |  |
| 6.7 | Are windows and fans maintained in good order? |  |  |  |
| 6.8 | Is a reasonable temperature maintained? (minimum 160c after first hour) |  |  |  |
| 6.9 | Are heaters and radiators suitable, safe and efficient? |  |  |  |
| 6.10 | Are thermometers available and conspicuously sited? |  |  |  |
| 6.11 | Are filing cabinets fitted with devices to prevent more than one drawer opening at a time? |  |  |  |
| 6.12 | Are bookshelves/storage racking stable and secure? |  |  |  |
| 6.13 | Are access devices, including step stools and ladders in good condition? |  |  |  |
| **6. COMMENTS/REQUIRED ACTION:** | **Responsibility** |

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| **7** | **WELFARE FACILITIES** | **Yes** | **No** | **Action** |
| 7.1 | Is there sufficient toilet provision? |  |  |  |
| 7.2 | Are they clean? |  |  |  |
| 7.3 | Is there an adequate hot and cold water supply? |  |  |  |
| 7.4 | Is there an adequate supply of soap and towels (or hand dryer)? |  |  |  |
| 7.5 | Is there a supply of drinking water? |  |  |  |
| 7.6 | Is an area set aside for the consumption of food?  |  |  |  |
| 7.7 | Have people been nominated for ensuring fridges and microwaves are cleaned and emptied? |  |  |  |
| **7. COMMENTS/REQUIRED ACTION:** | **Responsibility** |

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| **8** | **FIRST AID PROVISION** | **Yes** | **No** | **Action** |
| 8.1 | Are there sufficient numbers of staff trained to the appropriate first aid standard? |  |  |  |
| 8.2 | Is a list of first aiders prominently displayed and up to date (old lists should be disposed of)? |  |  |  |
| 8.3 | Are there an adequate number of first aid boxes available? |  |  |  |
| 8.4 | Are they stocked with authorised items only? |  |  |  |
| 8.5 | Has someone been nominated to check the contents on a regular basis? |  |  |  |
| **8. COMMENTS/REQUIRED ACTION:** | **Responsibility** |

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| **9** | **EXTERNAL CONDITIONS** | **Yes** | **No** | **Action** |
| 9.1 | Are paths and access routes in good condition, free of tripping hazards and debris? |  |  |  |
| 9.2 | Does external lighting provide adequate illumination to allow people to move around safely? |  |  |  |
| 9.3 | Is a gritting plan is in place for the site which identifies areas to be gritted during forecasted periods of ice and snow? |  |  |  |
| 9.4 | Has someone been identified to undertake gritting and is suitable personal protective equipment (PPE) available? |  |  |  |
| **9. COMMENTS/REQUIRED ACTION:** | **Responsibility** |

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| **10** | **ADDITIONAL INFORMATION** | **Responsibility** |
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| **11** | **OUTCOME/COMMENTS** |
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