

HEALTH & SAFETY INSPECTION SHEET

GENERAL SAFETY AND WELFARE



When rating the subject the following principles apply

- RED/1 needs urgent and immediate attention
■ YELLOW/2 needs attention ■ GREEN/3 OK

SUBJECT	1	2	3	COMMENTS
1. Is there a fully equipped first aid box that is accessible to staff?				
2. Is there a trained first aider or appointed person and are they known to all staff?				
3. Are all accidents, near misses at work and illnesses caused by work reported and recorded in an accident book?				
4. Are working hours monitored?				
5. Is the team size relevant to the task?				
6. Is the pace of work and work schedule deemed reasonable?				
7. Are clear fire instructions displayed throughout the workplace?				
8. Are fire drills carried out regularly (is it tested annually) and are fire alarms and smoke detectors checked and tested regularly?				
9. Have all staff been briefed on fire risks and precautions as well as what to do in the event of a fire?				
10. Are fire escape routes, fire doors and exits clearly signed, kept clear and wide enough to prevent a crush and do they lead easily and quickly to a place of safety?				
11. Are fire extinguishers serviceable and mounted in readily accessible locations?				
12. Are employees instructed in the use of fire extinguishers?				
13. Is access to fire extinguishers free of obstruction?				
14. Are all fire extinguishers serviced and maintained at intervals not exceeding one year?				
15. Are floors and stairs in good condition and free from obstruction (boxes, trailing leads and cables)?				
16. Has adequate storage space been provided and are any storage procedures in place being implemented?				
17. Have all staff that may be at risk from lifting been trained or briefed in manual handling?				
18. Is mechanical equipment used whenever possible, have staff been trained in its use and is there enough space to use it?				
19. Are work surfaces at a comfortable or adjustable height to suit the user and at compatible heights to reduce lifting from one to another?				
20. Is frequent or prolonged stooping, stretching or reaching above shoulder height or sideways twisting of the body avoided?				
21. Are unbalanced, uneven, slippery, sharp, too hot or too cold loads avoided and are loads packed securely to avoid them shifting or from spilling?				

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SUBJECT	1	2	3	COMMENTS
22. Are all electrical equipment, fittings and tools regularly checked and maintained?				
23. Is there a procedure for reporting faulty equipment and for taking it out of use until it has been replaced or repaired?				
24. Are gas appliances checked and serviced regularly by qualified people?				
25. Are staff aware of the emergency procedures in the event of a suspected gas leak?				
26. Is waste disposed of regularly?				
27. Have staff been briefed on correct disposal of waste material procedures (including sharps)?				
28. Are vehicles regularly maintained and without defects?				
29. Have suitable vehicles and attachments been selected for task undertaken?				
30. Are places where people step onto vehicles, slip resistant?				
31. Are operators involved or consulted on vehicle selection?				

COMMENTS: