

# HEALTH & SAFETY INSPECTION SHEET

## OFFICE & ACCOMMODATION



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 adequate lighting throughout the workplace (especially over workstations) with bulbs replaced promptly?				
2. Is the temperature comfortable and constant (warm in winter and cool in summer)?				
3. Is there adequate ventilation throughout the workplace that provides fresh air without drafts?				
4. Has a trained first aider been appointed are made known to all staff?				
5. Is there a fully equipped first aid box mounted and accessible to all staff?				
6. Are all aware of the procedure for reporting accidents, near misses and illnesses caused by work and are all reported accident/incidents recorded according to procedure.				
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 and free from obstruction?				
12. Can the surroundings be described as pleasant and comfortable?				
13. Is the building regularly cleaned and maintained?				
14. Are stairs and corridors adequately lit?				
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 on manual handling?				
18. Is frequent or prolonged stooping, stretching or reaching above shoulder height or sideways twisting of the body avoided?				
19. Is mechanic equipment considered (where practical) as a first instance and not as a last resort?				
20. Have staff been trained/briefed on using mechanical equipment?				
21. Have any other training issues been identified?				