

## Office Health and Safety Inspection Checklist

### **Previous inspections**

Have the concerns identified during the last inspection(s) been addressed?	
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### **Policy**

Is there an up to date Local Health and Safety Policy?	
Has each member of staff either been issued with a personal copy of the policy or had it drawn to his/her attention and been told how to access the text of the policy?	

### **Discussion of health and safety matters**

Is health and safety been a standing item on the agenda of a departmental meeting?	
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### **Training**

Have all staff received training in health and safety procedures?	
Do new staff receive training at the beginning of their employment?	
Do temporary staff receive necessary training?	
Is there a completed training checklist on file for each member of staff?	

### **Manual handling**

Do staff have to carry out any manual handling which might result in injuries? If so, is enough done to reduce the risk of injuries to acceptable levels? (i.e. a manual handling assessment)	
Is any equipment used for moving loads (e.g. trolleys) in good condition?	

**Storage**

Is there adequate storage?	
Is there and high/low storage? Are shelves suitable? Where are heavy items stored?	
Is there a suitable means of accessing all storage above head height? Are stool and ladders available?	

**Ladders etc**

Are they suitable? Have ladders been inspected? Are they in an acceptable condition?	
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**Slips and trips**

Are floor surfaces in an acceptable condition?	
Are circulation routes kept clear of obstructions including wires and cables, boxes, bags etc?	
Is food and drink carried about? Are there arrangements for clearing up spillages?	

**Electricity**

Are there any obvious defects in electrical equipment?	
Are sockets overloaded?	
Has all electrical equipment been inspected?	
Is there any electrical equipment which has been brought into the office by staff? If so, has that equipment been checked before being put into use? Particularly heaters.	

**Fire**

Are there any accumulations of material in offices which might be a source of fire?	
Is there any obstruction of ventilation of electrical equipment?	
Is there any overloading of electrical sockets?	
Are corridors and stairwells clear of obstructions and storage of combustible material?	
Is there any electrical equipment in stairwells or corridors?	
Are fire doors kept closed at all times (rather than being wedged open)?	
Are there notices informing staff of what to do in event of fire?	
Do staff know what to do in event of fire?	

**Workstations**

Have computer workstation assessments been carried out and recorded?	
Are workstations being used correctly? Do any staff have problems using their workstations?	
Are the working conditions suitable? Noise? Lighting? Ventilation? Temperature?	

**Furniture and Furnishings**

Is furniture and furnishings in good condition, suitable and stable?	
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**Equipment**

Is equipment suitable and maintained in good condition? e.g. guillotines?	
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**Harmful Substances**

Are there any harmful substances in use? Have the precautions necessary for their use been agreed?	
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**Hygiene**

Is the area clean and tidy, especially drink and food preparation area?	
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**Accidents and incidents**

Do staff know what to do in the event of an accident or incident, including reporting?	
Have records been kept of accidents?	

**First aid**

Are there adequate first aiders available in event of an emergency? Is it easy for staff to find out who the first aiders are?	
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**Health and Safety Notices**

Is there a health and safety notice board and is it up to date?	
Are notices and procedures displayed, e.g. fire/emergency, first aid, procedures, instructions etc.	

**Health and safety concerns**

Do staff have any health and safety concerns not covered above?	
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