

Workplace Inspection Checklist 1

(Common Areas, Teaching Rooms, Libraries and Offices)

Building		Room number(s) and name(s)	
Department/Faculty			
Inspection date		Date of report	
Inspection team	1	2	3
<i>Minimum of two people:- Safety coordinator /Technician/Manager /Union Representative</i>			

Instructions:

- This inspection form applies to areas such as; lecture theatres, teaching rooms, libraries, offices, staff kitchens and common rooms, corridors and reception spaces. Use Workplace Inspection Checklist 2 for Laboratories, science stores etc, Workplace Inspection Checklist 3 for Workshops and Studios and Workplace Inspection Checklist 4 for Cold rooms, tissue laboratories etc.
- If the item is not relevant for that particular area, write NA (Not Applicable) in the 'check' box.
- If there are no problems under a particular item, tick the 'check' box (✓).
- If there is a problem, put a cross in the 'check' box (X) and in 'Comments' a brief description what is wrong
- If you do sort it out immediately, still describe the problem and what you did and tick the relevant box if further action is required
- After the inspection, send the checklist to your Line Manager/safety coordinator, who will track the actions and send a copy to the K Drive – Health & Safety Coordinators section.

Item		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
Slips Trips and Falls					
1	Floors and stairs in good condition and have even surfaces (no cracks or holes)				
2	Carpeting is securely fitted, with no loose ends				
3	Area is generally tidy and the floor free of clutter				
4	Are spills cleaned up immediately by everyone				
5	Do water machines/machinery leak				
6	Are there any trailing leads that pose a trip hazard				
7	Walkways, landings and corridors clear of obstructions and trip hazards (e.g. cables)				
8	Is there enough storage space and shelving is available				
9	Are waste disposal facilities suitable for the area				
10	Do stairwells have securely fixed handrails				

Fire Safety		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
11	Are all employees and contractors fully aware not to block or store materials in front of or behind fire exits				
12	Fire doors and exits clearly marked, kept clear on both sides at all times, never left open				
13	Fire extinguishers present in marked locations and display a current inspection label/tag?				
14	Emergency exit signs in place and show correct routes, with no conflicting signage?				
15	Can final fire exit doors be opened from the inside (not padlocked)				
16	Fire doors should NOT be wedged open, battery operated 'Dorlocks' are permitted				
17	Are fire door viewing panels kept clear? Paper covering on the corridor side of viewing panels is permitted				
18	Is the emergency fire and evacuation procedure displayed next to call point(s)				
19	Are the alarm signals clearly audible? and not too loud				
20	Have employees been instructed in the fire evacuation procedures in the event of an emergency?				
21	Are Personal Emergency Evacuation Plans in place for people with disabilities				
22	Is the Assembly point signage clear and visible				
23	Can fire doors open easily and close fully? And is the self closer working correctly?				
24	Are there fire marshals on each floor/area				
25	Does the building have a Fire Liaison Officer				
26	Do kitchens contain a fire blanket				

Equipment		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
27	Projection screens are securely fixed to the wall/ceiling				
28	In general electrical equipment bears a current inspected/ tested label and is not obviously damaged (including extension leads)				
29	All power sockets and switches are in good condition (not loose or damaged)				
30	Microwave ovens bear a current inspected for leaks label (as well as electrical test label)				
31	Extension leads are not overloaded or daisy chained				
32	Furniture is stable and undamaged				
33	Equipment (Stepladders, Kickstools) used to access equipment stored correctly				
34	Is working at height equipment correctly tagged and displays a current inspection in date?				
35	All office workstations have been assessed by the user				
36	Each filing cabinet can only have one drawer open at a time				
37	There is no unwanted (obsolete or damaged) equipment				
38	Manual handling aids (trolleys, sack trucks etc.) are in good condition, inspected and labelled				
39	Have risk assessments been done and are control measures being implemented				

Item		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
General area					
40	Is lighting adequate and operational?				
41	Sufficient plug sockets. Broken sockets or overloaded				
42	Heating is adequate for the area and use within the area				
43	Air conditioning is adequate and blows in the correct direction. The thermostat is fully functioning				
44	Windows are suitable and not draughty. Closures and safety catches are working correctly				
45	Blinds are fully functional and not broken or missing sections				
46	Layout of furniture area is adequate and allows plenty of space between objects				
47	Shelving and storage is sufficient. Shelving is not too high or overloaded				
48	The doors are fully functioning. Door furniture in tact and fully operational				
49	Is there any Asbestos Containing Materials (ACMs), in the area? and is the Estates warning signage in place – <i>See guidance note</i>				
50	Are noise levels adequately controlled?				
51	Ceiling tiles missing or damaged, showing signs of dampness or mould				
52	Walls showing damage, dampness or mould				
53	Waste removal adequate. Recycling bins provided				
54	Accommodation for clothing. Suitable hangars, coat rack provided				
55	Sufficient floor space/dimensions. To allow people to move around with ease				
56	Furniture is stable and undamaged				