

WORKPLACE INSPECTION CHECKLIST TYPE 2

Asbestos	Yes	No	N/A	Action Required? By who? By when?
Have all areas containing asbestos been identified, marked and an up-to-date record kept?				
Is all the asbestos in good condition / encapsulated and monitored?				
Has the risk of exposure to asbestos dust and fibres been assessed and an up-to-date written record kept?				
Are there arrangements in place to inform contractors about the location of asbestos containing materials and also areas where the presence of asbestos is yet to be determined?				
Is there a plan for specialist removal of asbestos where there is a risk of exposure?				
Chemicals	Yes	No	N/A	Action Required
Are all containers clearly labelled with				

contents, hazard warnings and the precautions to be taken?				
Are there safety data sheets for all chemicals including cleaning and other materials?				
Is training provided on the safe use of chemicals and on what to do in an emergency e.g. spillage, poisoning, splashing etc?				
Do staff have any complaints about possible symptoms of exposure?				
Electrical safety	Yes	No	N/A	Action Required
Are there any exposed, loose or entangled wires or connections?				
Are all switchboxes, panel boards and sockets provided with suitable covers?				
Is all electrical equipment effectively earthed?				
Are all electrical equipment, fittings, and tools regularly inspected for signs of wear and tear by a suitably trained member of staff?				

Are all electrical equipment, fittings, and tools regularly inspected, tested and maintained by a competent person?				
Are staff trained in the safe use of the electrical equipment they are using?				
Is there a procedure for reporting faulty equipment and for taking it out of use until repaired or replaced?				
Is access to live high voltage equipment restricted to authorised people only?				
Fire precautions & Emergency Exits	Yes	No	N/A	Action Required
Are there separate storage arrangements for flammable materials?				
Are bins regularly emptied and rubbish safely disposed of?				
Is smoking prohibited?				
Are clear fire instructions displayed throughout the workplace?				

Have sources of ignition (portable heaters etc) been replaced with safer alternatives?				
Are fire drills carried out regularly and at least twice per year?				
Are fire alarms and smoke detectors checked and tested weekly?				
Are the alarms capable of warning employees throughout the building?				
Are there other forms of fire warning for the hearing impaired?				
Are all employees given information, instruction and training on fire risks and precautions, as well as what to do in the event of a fire or fire alarm?				
Is emergency lighting provided and tested regularly?				
Are fire escape routes clearly signed, kept clear and wide enough to prevent a crush and do they lead quickly and directly to a place of safety?				
Are fire doors and exits clearly marked, kept				

clear on both sides at all times, never left open, and do they open easily and quickly in the direction of escape and lead quickly to a place of safety?				
Are there enough fire extinguishers of the correct type within easy reach and near each exit?				
Are fire extinguishers regularly inspected and tested and maintained in working order?				
Have all staff been instructed in the evacuation procedures in the event of an emergency?				
Falls or Falling Objects	Yes	No	N/A	Action Required
Are all stair cases secure and fitted with suitable handrails?				
Are ladders, platforms, crawling boards and other equipment for working at height in good repair and suitable for the task?				
Are all fragile roofs and surfaces clearly identified and signed?				

Have measures been taken to prevent falls?				
Are materials and objects adequately stored or stacked to prevent them from falling and causing injury?				
Are vehicles unloaded safely, without workers having to climb on top of vehicles or loads?				
First aid, accidents and illnesses	Yes	No	N/A	Action Required
Is there at least one fully equipped first aid box provided in the workplace and is it accessible to staff?				
Where necessary, is a clean and properly equipped first aid room available?				
Are there a sufficient number of qualified first-aiders?				
Is it clear who the first aider(s) is and how they may be contacted?				
Are qualified first-aiders available at all times (including on late and nightshifts etc)?				

Are travelling first aid kits provided if necessary?				
Is a clean and properly equipped first aid room available?				
Are all accidents, near misses and illnesses caused by work reported and recorded?				
Gas safety	Yes	No	N/A	Action Required
Are gas appliances regularly checked and serviced by qualified people?				
Are staff trained to use gas appliances safely?				
Do staff know what to do if there is a gas leak?				
Housekeeping & Waste Materials	Yes	No	N/A	Action Required
Is the workplace kept generally clean and tidy?				
Are appropriate and convenient storage facilities provided for tools, raw materials, parts and products?				

Are oil spills and other 'slips, trips and falls' hazards promptly cleaned up or removed?				
Are all work areas cleaned and tidied up daily (or more frequently if necessary), with all hazardous waste materials disposed of properly?				
Are all work surfaces, walls and floors kept tidy and regularly cleaned?				
Are there enough waste receptacles or containers of adequate size?				
Is there provision for proper drainage of waste water or other liquids?				
Hazardous Substances	Yes	No	N/A	Action Required
Have all substances used in the workplace been assessed and adequately controlled under the COSHH Regulations?				
Have safer materials and substances been substituted where possible?				
Are dust or fume producing machines enclosed or isolated?				

Are sources of hazardous gases or vapours completely enclosed or sealed?				
Is local exhaust ventilation (LEV) in place, is it adequate and is it regularly cleaned and maintained?				
Is suitable protective equipment provided where exposure cannot be controlled by other means?				
Are all hazardous substances and materials properly labelled and stored correctly?				
Handling Hazardous Substances	Yes	No	N/A	Action Required
Is work organised to eliminate or minimise the handling of hazardous materials?				
Where direct handling is unavoidable, are workers provided with suitable personal protective equipment, clothing and gloves?				
Are there emergency procedures and facilities for dealing with spillages and other accidents?				

Is full information, instruction, training and supervision provided on the hazards, handling procedures and control measures for the hazardous substances and materials?				
Lighting	Yes	No	N/A	Action Required
Are all areas of the workplace, including relevant outside areas adequately lit?				
Is the lighting over workstations bright enough and is local lighting provided where necessary?				
Have excessive glare and reflections been eliminated?				
Are workstations properly positioned to make the best use of natural light?				
Are stairs and corridors etc properly lit?				
Are light bulbs, tubes, lamps etc replaced promptly?				
Are light shades and defusers clean and in good repair?				

Are windows clean on both sides and free from obstructions?				
Is emergency lighting provided, with an independent power source which activates automatically when normal lighting fails?				
Does emergency lighting provide enough light?				
Lifting and manual handling	Yes	No	N/A	Action Required
Have all work tasks been assessed to determine whether the handling of loads can be avoided altogether?				
Have manual handling assessments taken account of factors other than weight e.g. size and shape of the load and condition of the work environment?				
Is mechanical equipment used to avoid manual handling whenever possible?				
Have staff been trained in using mechanical equipment, and is there enough space to use it?				

Where mechanical assistance is not possible, are staff trained in safe lifting techniques and is there enough space to use them?				
Can the load be altered e.g. by reducing the size of weight or providing handles) to reduce the risk of injury?				
Have all staff who are at risk from lifting or moving been properly trained in lifting and other manual handling techniques?				
Are there sufficient rest breaks to allow staff to recover from physically demanding work?				
Can work routines be changed to spread physically demanding work more evenly between staff and shifts?				
Are heavy items stored at a convenient or adjustable height to suit the user?				
Is the weight of loads known and clearly marked, and are they small and light enough?				
Are unbalanced, uneven, slippery, sharp or too hot or too cold loads avoided?				

Are loads securely packed to avoid them shifting or spilling?				
Are work surfaces at a comfortable or adjustable height to suit the user and at compatible heights to reduce lifting from one to another?				
Is frequent or prolonged stooping, stretching or reaching above shoulder height, or sideways twisting of the body avoided?				
Are lifting and handling needs included in patient / client care plans?				
Are staff warned about particular handling problems (for example if a patient / client is confused, potentially violent, or injured)?				
Are patients / clients given training so they can assist as possible?				
Is there an agreed procedure if a patient / client falls?				
Do uniforms, protective equipment and other clothing that is provided allow easy movement?				

Machinery and equipment safety	Yes	No	N/A	Action Required
Are all staff trained to use, clean and adjust equipment safely?				
Are potentially dangerous machines and equipment only operated by properly trained staff over the age of 18?				
Are all moving parts of machines and equipment fitted with appropriate guards?				
Are all machinery guards securely fastened to the machines?				
Do machines have safety cut-out switches or other safety devices to prevent the operation of machines while operators are in danger?				
Can all machine operators easily reach the emergency stop controls?				
Are safety devices and controls regularly checked, and the machines properly maintained to ensure safe working?				
Is all equipment regularly inspected and				

maintained and all maintenance logs kept up to date?				
Are there procedures for reporting faulty machinery and equipment and for taking it out of use until repaired?				
Is maintenance work on machinery and equipment carried out safely?				
Noise	Yes	No	N/A	Action Required
Are noise levels below the legal maximum (as a rough guide you should be able to talk with someone a metre away without shouting)?				
Have the causes of noise been tackled?				
Is noise reduced at source by the provision of properly designed, well maintained and adjusted tools or machines?				
Are noise levels reduced by the use of sound-absorbent materials?				
Can the source of any excessive noise be enclosed or isolated?				

Is suitable hearing protection (ear defenders or plugs) provided if noise levels cannot be reduced by any other means?				
Are ear defenders or plugs regularly checked, cleaned and maintained, and stored in a clean and safe place?				
Overcrowding	Yes	No	N/A	Action Required
Is there enough space for staff to be able to work safely?				
Protective clothing	Yes	No	N/A	Action Required
Has the need to use personal protective equipment been minimised by the introduction of other risk control measures?				
Is personal protective equipment only used as a last resort?				
Is the protective equipment provided (e.g. safety glasses, face shields, masks, ear defenders, safety footwear, helmets, gloves etc) suitable and appropriate for the task?				

Is it effective, comfortable and well fitting?				
Is it in good condition and well maintained?				
Is it replaced as soon as it is worn out or damaged?				
Is protective clothing and equipment provided free of charge?				
Have all staff who use personal protective equipment been provided with full information on the risks they are being protected from, and given instruction and training on the proper use of the equipment?				
Slips, trips and falls	Yes	No	N/A	Action Required
Are floors and stairs in good condition, free from obstructions and non-slip?				
Are spills cleared up immediately?				
Is non-slip footwear provided free of charge where needed?				
Do all staircases have securely fixed				

handrails?				
Are trailing leads and cables secured or covered?				
Is there enough storage space to avoid items being stored unsafely e.g. on the floor?				
Are steps provided if needed, and are they in a safe condition?				
Has a risk assessment been done on all work from height and are the control measures identified being implemented?				
Stress	Yes	No	N/A	Action Required
Do risk assessments include stress?				
Have you carried out a stress audit?				
Are there measures in place to avoid or minimise the risk of stress?				
Have you introduced or used the HSE Stress Management Standards?				

Temperature	Yes	No	N/A	Action Required
Is the temperature comfortable all year?				
Does the temperature reach at least 16 degrees C within one hour of starting work?				
Can measures be taken to control extremes of temperature?				
Can breaks be taken away from hot areas?				
Is warm clothing provided in cold weather?				
When cold, are there facilities for warming up and making hot drinks?				
In hot conditions, is cool drinking water provided and can breaks be taken in the shade?				
Can the work be organised so that it takes place in the shade or not during mid-day when the sun is at its strongest?				
Is machinery and equipment that generates				

heat or fumes isolated or enclosed?				
Toilets, wash and rest facilities	Yes	No	N/A	Action Required
Are there enough toilets, and are they clean and in good repair?				
Are washing facilities (hot water, soap and towels) provided?				
Are sanitary disposal facilities provided in women's toilets?				
Are lockers (or something similar) provided for staff?				
Is there a rest room, and is it clean, properly lit, and ventilated?				
Are there suitable facilities for pregnant and nursing mothers to rest?				
Are there facilities for workers to eat meals?				
Tools and Equipment	Yes	No	N/A	Action Required

Are tools and work equipment suitable for the job?				
Are tools of the appropriate size, and shaped for easy and safe use?				
Are locking devices (or similar) fitted to tools to reduce gripping or handling force and vibration?				
Are all tools and equipment kept in good repair and properly maintained?				
Has the location where the equipment or tools are being used been assessed to identify any particular risks that may arise e.g. working in confined spaces or flammable atmospheres?				
Is training provided for those who use tools and work equipment?				
Traffic Routes & Passageways	Yes	No	N/A	Action Required
Are there separate routes for pedestrians and traffic (e.g. fork lift trucks, etc) in the workplace?				
Are aisles, passageways and traffic routes free				

from obstructions and other hazards, and clearly marked for the safe movement of people, vehicles and materials?				
Have measures been taken to prevent staff from being struck by moving materials or vehicles?				
Are warning notices, signs or signals posted where hazardous conditions exist?				
Are barriers placed around openings, and used to restrict access to dangerous machines and processes?				
Are sharp, dangerous or hot objects removed, or located so that staff cannot be hurt accidentally?				
Ventilation & Extraction	Yes	No	N/A	Action Required
Is there a supply of fresh air without draughts?				
Are fumes, steam and stale air removed?				
Is there enough natural ventilation in the workplace, e.g. windows or open doorways?				

If natural ventilation is insufficient, are fans, ventilation equipment or air conditioning provided to ensure a consistent flow of fresh air?				
Is machinery and equipment that generates heat or fumes isolated or enclosed?				
Are adequate extraction systems fitted to machinery or equipment?				
Is local exhaust ventilation provided where necessary?				
Are ventilation and extraction systems regularly cleaned and maintained to ensure their efficiency?				
Are special precautions taken when working in confined spaces?				
Violence	Yes	No	N/A	Action Required
Has a risk assessment on violence or the threat of violence been conducted (physical, verbal abuse or intimidation)?				

Have workers experienced violence or the threat of violence (physical, verbal abuse or intimidation)?				
Are they encouraged to report all incidents, including intimidation?				
Are there preventative measures in place to avoid or minimise the risk?				
Is there anything else that can be done to avoid or minimise the risk?				
Are there panic buttons, do they work, and are they quickly and reliably responded to?				
If name badges are worn are only forenames given?				
Is there a policy and procedure for home visits, lone working and community based working, and is this work avoided if it is unsafe?				
Is information about potential incidents or clients that may present a risk passed on?				
Are procedures in place for minimising the risk to staff that have to make home visits or work in or go through an isolated or threatening				

area?				
Do team discussions about clients consider health and safety?				
Are clients given information so that employees are not held responsible for delays or the way things are done?				
Can public waiting areas be improved to reduce tension and stress?				
Can appointments be arranged to avoid long waiting times?				
Do interview rooms allow easy escape whilst giving privacy to the client?				
Are members of the public prevented from wandering about?				
Are staff trained in what to do and how to diffuse potentially violent situations?				
Is counselling and support for the victims and witnesses of violence provided?				
	Yes	No	N/A	Action Required

Work Design				
Does the layout of working surfaces, controls and equipment cause staff to bend, stretch or adopt awkward postures?				
Could work that is carried out standing be done just as well whilst seated?				
Are footstands or platforms provided for standing workers to avoid the need to work with raised hands or arms?				
Are workbenches or tables for seated workers positioned at the correct height to avoid awkward hand and arm positions?				
Are frequently operated switches and controls easily distinguishable from each other by clearly identified sizes, shapes, colours and positions?				
Are all racks, storage bins, and materials within easy reach of workers?				
Workplace Facilities	Yes	No	N/A	Action Required
Are there sufficient toilet facilities near to work				

areas, with separate hand washing facilities and an adequate supply of hot water, soap or hand cleaners?				
Are toilet and washing facilities regularly cleaned and in a sanitary condition?				
Is a clean locker room provided for changing clothes, with facilities for separating soiled working clothes from personal clothing?				
Is there a comfortable separate room for workers to take rest breaks?				
Is there a rest room for pregnant and nursing mothers, near to sanitary facilities and with somewhere to lie down?				
Is there an adequate supply of fresh drinking water?				
Is there a separate, hygienic and comfortable eating area that is adequate for the numbers employed?				
Workstations	Yes	No	N/A	Action Required
Are workstations and seating fully adjustable,				

and are staff trained and encouraged to make adjustments?				
Does the seating have correctly sized and positioned backrests in order to provide proper back support?				
Are footrests provided where needed?				
Are seats in good condition, with comfortable surfaces and cushions?				
Is furniture and equipment checked and maintained regularly, with faulty items taken out of service and replaced?				
Can users read screens easily, and are they flicker and glare free?				
Is the pace of work comfortable and can breaks be taken?				
Are users offered eye tests?				
Are reports of aches, pains, numbness or tingling in limbs investigated?				

Is the work free from awkward postures, movements and very repetitive work?				
Is training provided about the use of equipment, methods of work, and how to avoid injury?				
Other hazards (please specify)	Yes	No	N/A	Action Required

Summary of further actions including any outstanding from the last report:

Proposed corrective actions and target dates (to be completed by line manager):

Inspection carried out by:

Name:

Job Title:

Date:

Reviewed by line manger:

Name:

Job Title:

Date: