CHELLIST FOR OFFICE BASED INSPECTIONS

Office based departments – material to help departments develop their own self-inspection checklists

The purpose of a health and safety inspection is to find out whether staff and students in a department are doing what the departmental safety policy requires. Inspection checklists should therefore be based on a department’s own health and safety rules and arrangements as described in the departmental safety policy.

This material is intended to help with the creation of departmental inspection checklists and must be customised to make it appropriate and specific for the department in which it will be used.

Previous inspections

- Have the concerns identified during the last inspection(s) of the Department been addressed?

Policy

- Has the departmental safety policy been signed by the current Head of Department?
- Has the departmental safety policy been reviewed in the past 12 months? Are there records of the review?
- 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

- Has health and safety been a standing item (at least three times during the past year) on the agenda of a departmental meeting?
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?

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?
- Are there sufficient first aid supplies? Are first aid boxes checked regularly?

Access to heights

- Is there a suitable means of accessing all storage above head height? Are suitable means of access readily available to those who might need them?
- Have ladders been inspected during the last three months? Are they in an acceptable condition?
**Slips and trips**

- Are floor surfaces in offices, corridors and stairs in an acceptable condition?
- Are circulation routes in offices kept clear of obstructions including wires and cables which could be a trip hazard?

**Chemicals**

- Are there any chemicals in use? If so, have the precautions necessary for their use been agreed?

**Computer workstations**

- Have computer workstation assessments been carried out? Are records of assessments on file? Have assessments been repeated or reviewed within the past 2 years?

**Electricity**

- Are there any obvious defects in electrical equipment?
- Has all electrical equipment been inspected during the last 2 years?
- 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?
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 there notices informing staff of what to do in event of fire?
- Do staff know what to do in event of fire?
- Are corridors clear of obstructions?
- Are stairwells clear of obstructions and storage of combustible material?
- Are fire doors kept closed at all times (rather than being wedged open)?

Hygiene

- Are drink and food preparation areas clean and tidy?
Manual handling

- Is any equipment used for moving loads (e.g. trolleys) in good condition?
- 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?

Accidents

- Have records been kept of accidents?

Health and safety concerns

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