



OFFICE SAFETY INSPECTION CHECKLIST.

Take a walk around your office space, record answers to these questions.

Where you tick a shaded box – log the action to be taken if necessary

Your Name:..... **The area being inspected:**..... **Date:**

<i>Electrical Equipment</i>	<i>Yes</i>	<i>No</i>	<i>Action to be taken:</i>	<i>By Whom:</i>	<i>Date Required By:</i>
Is any electrical equipment visually defective or known to be faulty?					
Are there any multi-point adapters or extension leads in use?					
Are any cables cut, taped or otherwise damaged?					
Are there any cables under carpets or furniture?					
Is any electrical equipment left switched on overnight, or when not in use?					
Are any kettles, coffee makers, other liquids positioned where they could be knocked over onto electrical equipment?					

Visual Display Screen Equipment	Yes	No	Action to be taken:	By Whom:	Date Required By:
Are all employees aware of whether he/she is designated as a VDU 'User'?					
Have all 'Users' of workstations been made aware of the VDU Assessment/completed same within the last year?					
Are any workstations overly cluttered or obviously poorly set out?					
Fire Precautions					
Have all employees been informed of the action to take in the event of discovering a fire or hearing the fire alarm?					
Are fire extinguishers provided and maintained adequately?					
Is any combustible material (paper, curtains, furnishings) stored close to electrical equipment or anything liable to get hot?					
Can you see any other fire risk?					
Are fire escape routes kept clear at all times?					
Are all external fire escape doors immediately openable when the office is occupied?					
Are arrangements in place for the safe evacuation of visitors and mobility impaired persons?					
Is a fire drill conducted at least annually?					

<i>Moving and Handling Loads</i>	<i>Yes</i>	<i>No</i>	<i>Action to be taken:</i>	<i>By Whom:</i>	<i>Date Required By:</i>
Are the appropriate lifting aids available for any heavy or awkward loads that have to be moved?					
Do storage arrangements avoid the need for regular lifting from below the knee or from above chest height?					
<i>Accident Reporting</i>					
Is there a way of downloading Accident Report Forms quickly and conveniently?					
Is there a person in the office that knows when and how to report certain accidents to the HSE Centre in Caerphilly?					
<i>First Aid</i>					
Is there a information available giving details of First Aiders?					
Are all First Aid Boxes accessible and properly stocked?					
<i>Doors and Windows</i>					
Are all doors unobstructed and where necessary have vision panels fitted?					
Can windows be opened easily and without climbing onto furniture?					

<i>Doors and Windows continued...</i>	<i>Yes</i>	<i>No</i>	<i>Action to be taken:</i>	<i>By Whom:</i>	<i>Date Required By:</i>
Do windows open so that people could walk into them or fall out of them?					
Are any windows cracked or broken?					
Are windows cleaned regularly?					
Are window blinds secure and in proper working order?					
<i>General</i>					
Are there any cables arranged so that they can be tripped over or caught on passers-by?					
Can you see any other potential trip hazards e.g. boxes, bags, open drawers, litter bins, files etc.?					
Does the condition of the flooring / carpet present a trip or slip hazard?					
Is there any redundant, faulty or broken furniture or equipment?					
Is there an accumulation of waste paper or other waste?					
Is there adequate space to move around the office and to open cabinets and drawers freely?					

General continued...	Yes	No	Action to be taken:	By Whom:	Date Required By:
Are there sufficient work surfaces and work equipment for the number of people in the office?					
Is there convenient access to drinking water?					
Is the office temperature generally acceptable?					
Is the air quality and humidity generally acceptable?					
Do noise levels cause distraction or discomfort?					
Is the lighting sufficient for staff to be able to work comfortably?					
Is there suitable storage for personal clothing and belongings?					
Is the office clean?					

