

**Workplace Inspection Form**

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| **Section and location being inspected:** | | | |  | | | | |
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| **Date of Inspection:** | | | |  | | | | |
| **Date of Previous Inspection:** | | |  | | | | |
| **Name of person(s) carrying out inspection** | | |  | | | | | | |
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| **Manager’s Comments:** | | | | | | | | | | |
|  | | | | |  | | | | | |
| **Name of Manager:** | |  | | | **Signature:** |  | | | | |
|  |  | | | |  | | | | | |
| **Date:** |  | | | | **Review Date:** | |  | | | |

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| **No** | **Observations** | | **YES** | | **NO** | | **N/A** | | **Recommendations by Inspecting Officer** | | **Actions / comments by Management** | | **Person responsible for action** | **Target date for completion** | **Progress** |
| **1.** | **General Housekeeping** | | | | | | | | | | | | | | |
| 1.1 | Are stairs free from obstruction? | |  | |  | |  | |  | |  | |  |  |  |
| 1.2 | Are floors maintained free from tripping hazards? | |  | |  | |  | |  | |  | |  |  |  |
| 1.3 | Are desks kept tidy? | |  | |  | |  | |  | |  | |  |  |  |
| 1.4 | Are there any trailing leads? | |  | |  | |  | |  | |  | |  |  |  |
| 1.5 | Is furniture in good condition? | |  | |  | |  | |  | |  | |  |  |  |
| 1.6 | Are wall mounted fixtures, shelving furniture in good condition and secure? | |  | |  | |  | |  | |  | |  |  |  |
| 1.7 | Do office staff have enough working space? | |  | |  | |  | |  | |  | |  |  |  |
| 1.8 | Are there adequate facilities for the safe storage and disposal of waste? | |  | |  | |  | |  | |  | |  |  |  |
| 1.9 | Is rubbish removed on a regular basis? | |  | |  | |  | |  | |  | |  |  |  |
| 1.10 | Are items stored safely in storage rooms? | |  | |  | |  | |  | |  | |  |  |  |
| 1.11 | Are all parts of the premises maintained in a clean/tidy condition? | |  | |  | |  | |  | |  | |  |  |  |
| 1.12 | Are all kitchen fridges & microwaves clean? | |  | |  | |  | |  | |  | |  |  |  |
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| 2.15 | Are fire evacuation procedures posted at all exit points? |  | |  | |  | |  | |  | |  | |  |  |
| 2.16 | Are exit doors free from internal/external obstruction? |  | |  | |  | |  | |  | |  | |  |  |
| 2.17 | Are flammable materials stored safely? |  | |  | |  | |  | |  | |  | |  |  |
| 2.18 | Are facilities for people with disabilities appropriate? |  | |  | |  | |  | |  | |  | |  |  |
| **3** | **First Aid** | | | | | | | | | | | | | | |
| 3.1 | Is there a First Aid box? |  | |  | |  | |  | |  | |  | |  |  |
| 3.2 | Is this checked on a regular basis – and recorded? |  | |  | |  | |  | |  | |  | |  |  |
| 3.3 | Are there notices displaying its location? |  | |  | |  | |  | |  | |  | |  |  |
| 3.4 | Is the location of the First Aider displayed? |  | |  | |  | |  | |  | |  | |  |  |
| 3.5 | Are there sufficient first aiders in compliance with your first aid risk assessment? |  | |  | |  | |  | |  | |  | |  |  |

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| **4** | **Building Issues** | | | | | | | | | | | | | | |
| 4.1 | Is lighting sufficient for the task? |  |  |  |  |  | |  | |  | |  | | |
| 4.2 | Are all lights working? |  |  |  |  |  | |  | |  | |  | | |
| 4.3 | Are diffusers clean? |  |  |  |  |  | |  | |  | |  | | |
| 4.4 | Is the office cleaned on a regular basis? |  |  |  |  |  | |  | |  | |  | | |
| 4.5 | Are there hot and cold drinks making facilities? |  |  |  |  |  | |  | |  | |  | | |
| 4.6 | Are there suitable areas to hang outdoor clothing? |  |  |  |  |  | |  | |  | |  | | |
| 4.7 | Is there adequate ventilation? |  |  |  |  |  | |  | |  | |  | | |
| 4.8 | Can a reasonable room temperature be maintained? |  |  |  |  |  | |  | |  | |  | | |
| 4.9 | Are fans/blinds provided to alleviate high temperature? |  |  |  |  |  | |  | |  | |  | | |
| 4.10 | Are there suitable toilet & washing facilities? |  |  |  |  |  | |  | |  | |  | | |
| 4.11 | Are the facilities adequately inspected, cleaned, ventilated and lit? |  |  |  |  |  | |  | |  | |  | | |
| 4.12 | Have drinking outlets been labelled? |  |  |  |  |  | |  | |  | |  | | |
| 4.13 | Are sanitary towel disposal units provided and regularly emptied? |  |  |  |  |  | |  | |  | |  | | |
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| **5. Electricity** | | | | | | | | | | | | | |
| 5.1 | Are all portable electrical appliances inspected within the last year? |  |  |  |  | |  | |  | |  | |  | | | |
| 5.2 | Is access to the electrical system restricted to authorised persons? |  |  |  |  | |  | |  | |  | |  | | | |
| 5.3 | Is there a warning sign displayed? |  |  |  |  | |  | |  | |  | |  | | | |
| 5.4 | Are materials in the electrical cupboard stored in a safe manner? |  |  |  |  | |  | |  | |  | |  | | | |
| 5.5 | Are plugs and leads in good condition? |  |  |  |  | |  | |  | |  | |  | | | |
| **6. Asbestos** | | | | | | | | | | | | | |
| 6.1 | Is there an up-to-date asbestos register? |  |  |  |  | |  | |  | |  | |  | | | |
| 6.2 | Are contractors made aware of it? |  |  |  |  | |  | |  | |  | |  | | | |

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| **7** | **External Areas** | | | | | | | | |
| 7.1 | Are paths, steps and play areas free from foreseeable slip/trip hazards? |  |  |  |  |  |  |  |  |
| 7.2 | Are manholes secure? |  |  |  |  |  |  |  |  |
| 7.3 | Are grass areas reasonably even and free of glass etc? |  |  |  |  |  |  |  |  |
| 7.4 | Do trees/branches appear safe? |  |  |  |  |  |  |  |  |
| 7.5 | Do roof tiles look secure? |  |  |  |  |  |  |  |  |
| 7.6 | Is the perimeter fencing sound? |  |  |  |  |  |  |  |  |
| 7.7 | Is external equipment well maintained and free from sharp edges or rough surfaces? |  |  |  |  |  |  |  |  |
| 7.8 | Are traffic routes marked or signed? |  |  |  |  |  |  |  |  |
| 7.9 | Where possible, is there segregation of vehicles and pedestrians? |  |  |  |  |  |  |  |  |
| 7.10 | Is there designated parking? |  |  |  |  |  |  |  |  |
| 7.11 | Are there designated loading/unloading bays? |  |  |  |  |  |  |  |  |
| 7.12 | Are traffic warning signs and markings clear? |  |  |  |  |  |  |  |  |

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| **8** | **Management** | | | | | | | | |
| 8.1 | Is the health and safety law poster displayed? |  |  |  |  |  |  |  |  |
| 8.2 | Are appropriate H&S publications available? |  |  |  |  |  |  |  |  |
|  | Are the results of this inspection? | | | | | | | | |
| 8.3 | Discussed with the local safety representative? |  |  |  |  |  |  |  |  |
| 8.4 | Made available to staff for consultation? |  |  |  |  |  |  |  |  |
| 8.5 | Discussed within the next H&S management meeting? |  |  |  |  |  |  |  |  |
| 8.6 | Date of next H&S management meeting? |  | | |  |  |  |  |  |
| **9** | **Working at Height** | | | | | | | | |
| 9.1 | Are steps or ‘kik-steps’ available and used appropriately? |  |  |  |  |  |  |  |  |
| 9.2 | Are ladders/scaffold towers in good condition and stored securely? |  |  |  |  |  |  |  |  |
| 9.3 | Are ladders/scaffold towers used by authorised persons only? |  |  |  |  |  |  |  |  |
| 9.4 | Are ladders inspected with records kept? |  |  |  |  |  |  |  |  |

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| **10** | **Other Issues Found** | | | | | | | | |
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