|  |  |  |  |
| --- | --- | --- | --- |
| **Management Unit:**  |  | **Location: (Site/ Building/ Room/ Lab)** |  |
| **Assessment Date:** |  | **Review Date:** |  |
| **Assessors Name:**  |  | **Job Title:**  |  |
|  |

| **HAZARD** | **YES/ NO** | **COMMENTS(location & brief details)** | **ACTION TAKEN or RECOMMENDED** |
| --- | --- | --- | --- |
| **SPACE AND LAYOUT** |  |  |  |
| Is there enough space to move around safely?*(minimum of 11 cubic metres per person)* |  |  |  |
| Can everyone sit at their workstations comfortably? |  |  |  |
| Is there enough desk space for the work & equipment in routine use? |  |  |  |
| Have display screen equipment (DSE) workstation assessments been completed for all DSE users & are they still valid? *(see Display Screen Equipment guidance)* |  |  |  |
| Is there enough space for storage? |  |  |  |
| Is the area clean & free of clutter? |  |  |  |
| Is rubbish collected often enough? |  |  |  |
| **ENVIRONMENT** |  |  |  |
| Is the room temperature comfortable? (*at least 16°C)* |  |  |  |
| Is there enough fresh air, without draughts? |  |  |  |
| Can the windows be opened easily? |  |  |  |
| Are windows in clean & safe condition? |  |  |  |
| Are blinds fitted to reduce glare or temperature? |  |  |  |
| Is lighting adequate in all areas?*(in working order, clean & free of flicker or glare)* |  |  |  |
| **SLIPS, TRIPS AND MANUAL HANDLING** |  |  |  |
| Are floor surfaces, carpets etc. in a safe condition? *(No cracks, tears, fraying, slippery or uneven spots etc.)* |  |  |  |
| Are floors free of trailing cables, boxes & other trip hazards? |  |  |  |
| Are stepladders or stools used to reach high shelves? *(suitable height & in safe condition)* |  |  |  |
| Are heavy & awkward items stored at waist height where possible? |  |  |  |
| Are trolleys available for moving heavy or large loads? *(manual handling assessments needed for heavy or awkward loads)* |  |  |  |
| **FIRE**  |
| Are flammable & hazardous chemicals used & stored safely? *(Risk assessments needed for chemicals with hazard warning labels on container)* |  |  |  |
| Are fire exits & escape routes free of obstructions? |  |  |  |
| Are fire doors clearly marked & kept closed? |  |  |  |
| Do fire door closing mechanisms operate properly? |  |  |  |
| Are vision panels in doors unobstructed? |  |  |  |
| Are fire extinguishers provided and tested annually? *(check last test date on label)* |  |  |  |
| Are up to date fire action notices displayed in offices or corridors? *(what to do in event of fire & fire assembly points)* |  |  |  |
| Have fire wardens been appointed and trained for this area? |  |  |  |
| Can fire alarms be heard in all areas? |  |  |  |
| Are smoking rules followed? |  |  |  |
| **PEOPLE WITH DISABILITIES** |  |  |  |
| Is there access for people with impaired mobility?(*e.g. wheelchair users)* |  |  |  |
| Is there access to disabled toilets within reasonable distance? |  |  |  |
| Do emergency evacuation procedures include people with disabilities? *(eg those who have impaired mobility, or can’t hear fire alarms or see fire exits)* |  |  |  |
| Are there up-to-date Personal Emergency Evacuation Plans (PEEPS) for individual staff and students, if necessary?  |  |  |  |
| **FIRST AID**  |
| Are up to date posters displayed with names & locations of trained first aiders? |  |  |  |
| Are first aid boxes clearly marked & kept fully stocked? |  |  |  |
| Do staff and students know how to obtain blank copies of the Accident Report Form at all times? *(SEPS website)* |  |  |  |
| **FURNITURE, FITTINGS & EQUIPMENT** |  |  |  |
| Are furniture & fittings in good condition?*(e.g. chairs, desks, shelving etc.)* |  |  |  |
| Is all office equipment working properly? *(ask the users)* |  |  |  |
| Are hot, sharp or dangerous moving parts guarded? |  |  |  |
| Are instructions manuals available? |  |  |  |
| Are there enough accessible power points to avoid overloading sockets? |  |  |  |
| Is all portable electrical equipment tested regularly?*(tested every 3 - 5 years - check test labels)* |  |  |  |
| Do all electrical equipment & cables pass visual inspection? |  |  |  |
| **VISUAL INSPECTION***Switch off and disconnect (unplug) equipment before inspecting.*  |
| 1. Is the cable covering intact?
 |  |  |  |
| 1. Is the visible damage to the plug - is the casing intact and pins straight?
 |  |  |  |
| 1. Is the lead intact without any joins?
 |  |  |  |
| 1. Is the outer covering of the cable is gripped where it enters the plug or equipment
2. Is the plug, equipment or socket is free from indications of overheating (e.g brown burn marks)

*Label any faulty equipment with ‘do not use’ signs & take out of use until checked by an electrician. Encourage other staff to report any faults or damaged equipment* |  |  |  |
| **TOILETS** |
| Are there enough toilets for men & women? |  |  |  |
| Are toilets & washbasins clean & in working order? |  |  |  |
| Are hot and cold (or warm) running water, soap and towels (or other cleaning/hand drying facilities) provided in the toilets? |  |  |  |
| **KITCHENETTES/ TEA ROOMS** |  |  |  |
| Are floor & surfaces clean & tidy? |  |  |  |
| Is drinking water available? |  |  |  |
| Are power points & cables a safe distance from wet areas? |  |  |  |
| Are microwave oven door seals clean & undamaged? |  |  |  |
| Is the fridge clean & defrosted? |  |  |  |
| Is a fire blanket provided where electric cookers are used? |  |  |  |
| **OTHER HAZARDS/ NOTES** |  |  |  |
|  |  |  |  |
|  |  |  |  |