

 Office inspection checklist

**Document control information**

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| Published document name:  | office-inspect-fo.doc |
| Date issued: | May 2023  |
| Related documents: | Local rules document. |
| Governing policy: | All University health and safety policies applicable |
| Legislation or related information: | Other inspection forms are available for labs, workshops and SSA workplace inspections. |

## **About this form**

Inspections must be undertaken and formally recorded annually or more frequently for high-risk areas such as workshops or laboratories. Visual inspections should be ongoing with all members of staff being encouraged to immediately report any defects (inspection frequency is at the School/Services discretion.

It is not a requirement to use these forms, they are provided as a guide to the type of information that should be gathered at an inspection. Sections of the forms can either be deleted if not relevant to a particular workplace or sections added to make the form more comprehensive to the particular hazards.

Office inspection form

|  |  |
| --- | --- |
| School or Service |  |
| Building |  |
| Room number(s). |  |
| Completed by |  |
| Date |  |

| **Requirement** | **Response** | **Actions and notes** | **Date actions completed** |
| --- | --- | --- | --- |
| **Yes** | **No** | **N/A** |
| **A. Health and safety information** |  |  |  |  |  |
| 1. Is H & S related information available and accessible to staff working in the location?
 |  |  |  |  |  |
| **B. General issues** |  |  |  |  |  |
| 1. Is a reasonable working temperature maintained in each office?
 |  |  |  |  |  |
| 1. Has adequate provision been made for ventilating each office?
 |  |  |  |  |  |
| 1. Are windows able to be accessed and opened safely where appropriate?
 |  |  |  |  |  |
| 1. Is suitable lighting provided in each office?
 |  |  |  |  |  |
| 1. Are toilets and washing facilities suitable and sufficient and are they regularly cleaned?
 |  |  |  |  |  |
| 1. Are floors, passages and stairs maintained in a good condition and free from obstruction to prevent trip hazards?
 |  |  |  |  |  |
| 1. Is housekeeping within the office satisfactory to remove tripping hazards?
 |  |  |  |  |  |
| 1. Are handrails to stairs secure?
 |  |  |  |  |  |
| 1. Is waste materials allowed to accumulate in the workplace?
 |  |  |  |  |  |
| 1. Is an adequate supply of wholesome drinking water provided?
 |  |  |  |  |  |
| **C. Workstation assessment** |  |  |  |  |  |
| 1. Are workstations suitable, both for the person using the workstation and for the type of work undertaken?
 |  |  |  |  |  |
| 1. Is there sufficient circulation space within the office to allow staff to get to/from their workstation safely?
 |  |  |  |  |  |
| 1. Where required, have adjustable window coverings been supplied and maintained?
 |  |  |  |  |  |
| **D. Electrical safety** |  |  |  |  |  |
| 1. Are there any trailing cables, which could cause a person to trip and fall?
 |  |  |  |  |  |
| 1. Has all portable electrical equipment been tested and labelled with the date of the test?
 |  |  |  |  |  |
| 1. Are there any apparent faults with any electrical equipment, including damage to cables, plugs and sockets?
 |  |  |  |  |  |
| 1. Are extension leads etc only used for low power equipment?
 |  |  |  |  |  |
| **E. Manual handling** |  |  |  |  |  |
| 1. Has manual handling been eliminated where possible or minimised so far as is reasonably practicable i.e., mechanical lifting aids – trolleys etc?
 |  |  |  |  |  |
| 1. Are items stored sensibly with easy access, i.e. heavy items used frequently stored on waist level shelves and heavy items used infrequently stored at low level?
 |  |  |  |  |  |
| 1. If necessary are properly designed, maintained steps provided for reaching heights?
 |  |  |  |  |  |
| **F. Emergency procedures** |  |  |  |  |  |
| 1. Are all fire exit and escape routes, fire alarm points and items of firefighting equipment clearly visible, unobstructed, and appropriately indicated?
 |  |  |  |  |  |
| 1. Are all fire doors kept closed when not in use and never wedged open (except when on catches activated by the fire alarm system)?
 |  |  |  |  |  |
| 1. Are sufficient up to date fire action notices prominently displayed throughout the area?
 |  |  |  |  |  |
| 1. Is there excessive storage of flammable materials?
 |  |  |  |  |  |
| 1. Are there any exposed ignition sources?
 |  |  |  |  |  |
| 1. Are sufficient up to date first-aid notices displayed prominently through the workplace?
 |  |  |  |  |  |
| 1. Is there a first aid box readily available?
 |  |  |  |  |  |
| 1. Is there a trained first aider available?
 |  |  |  |  |  |
| **G. Equipment** |  |  |  |  |  |
| 1. Are items of mechanical cutting equipment (such as paper guillotines or shredders) adequately guarded?
 |  |  |  |  |  |
| 1. Are items of office equipment e.g. filing cabinets, photocopiers sited with enough room to allow safe use?
 |  |  |  |  |  |
| 1. Is sufficient hazard information available on any products in use within the Department to allow these to be used safely and without risks to health?
 |  |  |  |  |  |