

1. MANAGEMENT OF HEALTH AND SAFETY				
	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
The company has a workplace health and safety policy, signed by top management.				
Health and Safety Responsibilities outlined for all staff.				
The company has a documented risk management process.				
Important health and safety risks are documented on a risk register				
Employees are consulted on key health and safety decisions.				
Incidents are reported and recorded.				
Emergency management plans and procedures are well documented.				
Workplace Health and Safety induction training is conducted and recorded.				
2. HOUSEKEEPING				
ISSUES	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
Thoroughfares / corridors are clear of obstruction				
Storage rooms/areas are tidy and items are easily accessible				

Storage rooms /areas are kept free from accumulation of rubbish, unwanted materials and objects that present hazards from tripping, fire and harbourage of pests				
Storage shelves are arranged so that items are secure against sliding, collapse, falls and spillage				
Are there any structural defects in floors, stairways, walls and ceilings				
Non-slip flooring has been fitted in all slippery wet areas (kitchen, bathroom, pan room, sink areas)				
Floor surface is intact and in good repair (no raised carpet edges or holes, no loose vinyl tiles)				
Cleaning caution signs are in place when cleaning is performed				
A suitable platform ladder has been provided to access items at heights greater than 2 metres				
3. OFFICE WORKSTATION				
ISSUES	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
All old or broken office chairs have been removed and replaced				
Blinds are fitted to windows that are exposed to full sunlight to reduce glare				

Is the working temperature comfortable				
The general lighting levels are adequate				
4. MANUAL TASKS				
ISSUES	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
Work height adjustable to suit size of worker				
Working in a fixed position is avoided				
Awkward and constrained postures are avoided				
Repetitive movements avoided				
Frequent lifting, pulling, dragging of light loads is avoided				
Manual tasks involving heavy loads is avoided				
Mechanical lifting aids available and used where necessary				
Workers trained in correct manual handling practices (including lifting)				
5. ELECTRICAL SAFETY				
ISSUES	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
All electrical equipment / appliances has been tested and tagged by engineering (kettles, toasters, portable fans, heaters) <i>An inspection sticker is clearly visible</i>				

All lights / globes are working				
All cords are in good condition				
No double adaptors are in use				
Leads do not pose a trip hazard				
Approved power boards are used				
6. CHEMICAL SAFETY				
ISSUES	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
There is a chemical register present				
Material Safety Data Sheets are available & accessible				
Appropriate personal protective equipment has been supplied				
Chemical spill kits have been provided where required				
Chemicals are properly stored (e.g. segregation of incompatible chemicals)				
Appropriate emergency / first aid equipment – showers, emergency eye wash station have been installed where appropriate				
Flammable chemicals are stored in fireproof cabinets				

Appropriate chemical warning signs are signposted				
Cleaner's rooms are locked when not in use				
7. PLANT AND EQUIPMENT				
ISSUES	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
All guards are fitted to plant				
Emergency stop switches are fitted and easily accessible				
All plant subject to risk assessment				
All plant maintained as per manufacturer's instructions				
8. EMERGENCY PREPAREDNESS				
ISSUES	YES	NO	N/A	CORRECTIVE ACTION REQUIRED
The wardens name and contact details are signposted				
All emergency exit signs are illuminated and clearly visible				
All corridors leading to emergency exit points are free from obstruction				
Fire extinguishers are signposted				