HEALTH & SAFETY INSPECTION SHEET
GENERAL WORKING ENVIRONMENT

When rating the subject the following principles apply

RED/1 needs urgent and immediate attention
YELLOW/2 needs attention GREEN/3 OK

OFFICE/ACCOMMODATION ENVIRONMENT[A]	1	2	3	COMMENTS
1. Is the team size relevant to the task?				
2. Is there enough space for staff to work safely?				
3. Is the pace of work and work schedule deemed reasonable?				
4. Have staff been briefed on musculo-skeletal disorders (MSD's) and repetitive strain injury (RSI)?				
5. Are working hours monitored?				
6. Are there facilities for staff to eat meals away from normal place of work?				
7. Are there facilities for warming up or making hot drinks in cold weather with outlets for water not suitable for drinking clearly identified?				
8. Are staff encouraged to dispose of waste responsibly (including food waste) in bins that are emptied regularly?				
9. Are toilets provided for both men and women?				
10. Are toilets and washrooms kept clean and sanitary?				
11. Are sanitary facilities provided for women?				
12. Are there suitable facilities for pregnant and nursing mothers to rest?				
13. Has access and welfare for those with disabilities been considered in risk assessments?				
14. Are immediate/agreed concerns and issues able to be rectified, (subject to local risk assessment)?				
15. Are appointed safety representative consulted on changes in the workplace and/or involved in risk assessments?				
16. Do work place risk assessments include stress?				
17. Are there measures in place to avoid or minimize the risk?				
18. Has a risk assessment on violence or the threat of violence been carried out (physical, verbal abuse or intimidation)?				
19. Has a "panic button" and/or other systems been considered as practical with other preventive measures already in place?				
20. Have staff been given training on how to avoid the risk of violence by diffusing potentially violent situations and encouraged to report all incidents including intimidation?				
21. Have prolonged noises, (photocopiers, fax machines and other equipment), been considered in ergonomics?				
22. Are noise levels below the recommended maximum (you should be able to talk to someone a metre away without shouting)?				

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23. Are all work surfaces, walls and floors kept tidy and cleaned regularly?				
24. Are permanent walkways kept clear and are they clearly marked?				
25. Are spilled materials or liquids cleaned up immediately?				
26. Are all chemical containers (including cleaning and other materials) clearly labelled with contents, hazard warnings?				
27. Are all chemicals stored in a secure place that has been risk assessed?				

COMMENTS: