| **INSPECTION POINT – General Work Shop – Fitters** | **Yes/No/Comments** | | **RISK**  **H/M/L** |
| --- | --- | --- | --- |
| **GENERAL SAFETY** |  | |  |
| Is the Health and Safety policy readily available? |  | |  |
| **Are all risk assessments available?** |  | |  |
| **Have all assessments been reviewed after incidents** |  | |  |
| Are all areas in a good state of repair? |  | |  |
| Are all lights functioning? |  | |  |
| **Is all storage and racking safe?** |  | |  |
| **Are all chemicals stored safely?** |  | |  |
| **Are all areas of floor covering safe and free from defect and tripping hazards?** |  | |  |
| Have all new contractors received the relevant forms and submitted their information? |  | |  |
| **Have all ladders and steps been inspected and a record made?** |  | |  |
| **Sharps** |  | |  |
| Are sufficient bins available |  | |  |
| **Infection Control** |  | |  |
| **Are hand gels available** |  | |  |
| ***Asbestos Register*** | |  |  |
| Are any areas containing asbestos identified, marked and an up-to-date record kept?**Records** | |  |  |
| Is all the asbestos in good condition/sealed in and monitored? | |  |  |
| Are there arrangements in place to inform any contractors about any asbestos presence, or locations where it is not known if that area is clear of asbestos? | |  |  |
| Has the risk of exposure to asbestos dust and fibres been assessed and an up-to-date written record kept? | |  |  |
| ***Chemicals*** | |  |  |
| **Are all containers clearly labelled with contents, hazards warnings and the precautions to be taken?** | |  |  |
| Are there safety data sheets for all chemicals including cleaning and other materials available? ***Where*** | |  |  |
| **Is training provided in safe use of chemicals and on what to do in an emergency (spillage, poisoning, splashing etc.)? *Records*** | |  |  |
| Can safer chemicals be used – **risk assessment** | |  |  |
| ***Cleanliness*** | |  |  |
| Are all work surfaces, walls and floors kept tidy and regularly cleaned?**Records** | |  |  |
| Are records available for cleaning kitchen? **Records** | |  |  |
| Are records available for cleaning washrooms? **Records** | |  |  |
| Are records available for cleaning toilet areas? **Records** | |  |  |
| ***Electrical Safety*** | |  |  |
| Are all electrical equipment, fittings, and tools regularly checked and maintained? (PAT) | |  |  |
| Is access to live high voltage equipment restricted to authorized people only? ***Key controlled areas*** | |  |  |
| **Is the installation wiring checked according to requirements? 5 Yearly - *Records*** | |  |  |
| **Are there separate storage arrangements for flammable materials? *Secure cupboards*** | | |  |  |
| Are bins regularly emptied and rubbish safely disposed of? | | |  |  |
| Are clear fire instructions displayed throughout the workplace? Fire action notices | | |  |  |
| Have sources of ignition (portable heaters etc.) been replaced with safer alternatives? | | |  |  |
| Are fire drills carried out regularly? | | |  |  |
| Are fire alarm sounders checked and tested weekly? ***Records*** | | |  |  |
| Are the alarms capable of warning employees throughout the building? | | |  |  |
| Are there other forms of fire warning for the hearing/visually impaired? | | |  |  |
| Are all employees given information, instruction and training on fire risks and precautions, as well as what to do in the event of a fire or fire alarm? ***Training Records*** | | |  |  |
| **Is emergency lighting provided and tested regularly? *Records*** | | |  |  |
| Are fire escape routes clearly signed, kept clear and wide enough to prevent a crush, and do they lead quickly and directly to a safe area? | | |  |  |
| Are fire doors and exits clearly marked, kept clear on both sides at all times, never left open, and do they open easily and quickly in the direction of escape and lead quickly to a safe area? | | |  |  |
| ***First Aid, Accidents and Illnesses*** | | |  |  |
| **Is there a first aid box and is it fully equipped and accessible to staff?Inspected frequently - *Records*** | | |  |  |
| **Is there a trained first aider or appointed person on the premises? *Records*** | | |  |  |
| **Is it clear who the first aider(s)/appointed person is/are and how they may be contacted? *Notice*** | | |  |  |
| Are all accidents, near misses and illnesses caused by work reported and recorded? | | |  |  |
| ***Gas Safety*** | | |  |  |
| Are gas appliances regularly checked and serviced by qualified people? ***Records*** | | |  |  |
| Do staff know what to do if there is a gas leak? | | |  |  |
| Do staff know where the isolation valve is? **Signage** | | |  |  |
| ***Lighting*** | | |  |  |
| Is the lighting bright enough, especially over workstations? | | |  |  |
| Are stairs and corridors etc properly lit? | | |  |  |
| ***Lifting and manual handling*** | | |  |  |
| Have all staff who are at risk from lifting or moving been trained in manual handling? ***Records*** | | |  |  |
| Have all lifting aids been regularly serviced according to legislation. ***View certificates*** | | |  |  |
| Is mechanical equipment used whenever possible, have staff been trained in its use, and is there enough space to use it? ***View training certificates*** | | |  |  |
| Where mechanical assistance is not possible, are staff trained in safe lifting techniques and is there enough space to use them? ***View training certificates*** | | |  |  |
| Are work surfaces at a comfortable or adjustable height to suit the user and at compatible heights to reduce lifting from one to another? | | |  |  |
| **Is frequent or prolonged stooping, stretching or reaching above shoulder height, or sideways twisting of the body avoided?** | | |  |  |
| Are lifting and handling needs included in patient/client care plans? | | |  |  |
| ***Machinery and equipment*** | | |  |  |
| Are all staff trained to use, clean and adjust equipment safely? ***View training certificates*** | | |  |  |
| **Is all equipment regularly inspected and maintained? *View certificates*** | | |  |  |
| **Is there a procedure for reporting faulty equipment and for taking it out of use until repaired?** | | |  |  |
| **Are all guards in place on machinery?** | | |  |  |
| **Are potentially dangerous machines only operated by properly trained staff? *View training certificates*** | | |  |  |
| **Are training records for hazardous processes available** | | |  |  |
| **Are all ladders maintained – *Coloured Tag*** | | |  |  |
| ***Noise*** | | |  |  |
| Are noise levels below the recommended maximum (rough guide – you should be able to talk with someone a metre away without shouting)? | | |  |  |
| As a last resort, are suitable earmuffs or plugs provided, and are they regularly checked, cleaned and maintained, and stored in a clean and safe place? | | |  |  |
| ***Overcrowding*** | | |  |  |
| Is there enough space for staff to work safely? ***11 cubic metres*** | | |  |  |
| ***Protective clothing*** | | |  |  |
| Is proper and appropriate protective clothing provided free of charge? | | |  |  |
| Is it effective, comfortable and well fitting? **Any *Complaints*** | | |  |  |
| **Is PPE replaced as soon as they are worn out or damaged?** | | |  |  |
| Are clean overalls provided regularly? | | |  |  |
| Are storage areas provided to store the PPE? | | |  |  |
| ***Slips, trips and falls*** | | |  |  |
| **Are floors and stairs in good condition, free from obstructions and nonslip?** | | |  |  |
| **Are spills cleared up immediately?** | | |  |  |
| **Is non-slip footwear provided free of charge where needed?** | | |  |  |
| Do all staircases have securely fixed handrails? | | |  |  |
| **Are trailing leads and cables secured or covered?** | | |  |  |
| Has a risk assessment been done on all work from heights and are the measures required being implemented? | | |  |  |
| **Are spill kits available?** | | |  |  |
| **Is safety signage available?** | | |  |  |
| ***Stress*** | | |  |  |
| **Do risk assessments include stress?Records** | | |  |  |
| **Has a stress audit been carried out?Records** | | |  |  |
| ***Temperature (working indoors)*** | | |  |  |
| Does the temperature reach at least 16°C?**Records** | | |  |  |
| ***Temperature (working outdoors)*** | | |  |  |
| Is warm clothing provided in cold weather? | | |  |  |
| Are there facilities for warming up and making hot drinks when cold? | | |  |  |
| In hot conditions, is cool drinking water provided and can breaks be taken in the shade? | | |  |  |
| Can the work be organised so that it takes place in the shade or not during mid-day when the sun is at its hottest? | | |  |  |
| ***Toilets, wash and rest facilities*** | | |  |  |
| Are there enough toilets, and are they clean and in good repair? ***Records*** | | |  |  |
| Are washing facilities (hot water, soap and towels) provided? | | |  |  |
| Are lockers (or something similar) provided for staff? | | |  |  |
| Is there a rest room, and is it clean, properly lit, and ventilated? | | |  |  |
| **Are there suitable facilities for pregnant and nursing mothers?** | | |  |  |
| Are adequate seating facilities available? | | |  |  |
| Are there facilities for workers to eat meals? | | |  |  |
| ***Ventilation*** | | |  |  |
| **Are fumes, steam and stale air removed?** | | |  |  |
| Is there a supply of fresh air without draughts? | | |  |  |
| Are special precautions taken when working in confined spaces? **Records** | | |  |  |
| ***VDUs (computer users)*** | | |  |  |
| **Have all DSE risk assessments been carried out? Records** | | |  |  |
| Are users offered full free eye tests?**Records** | | |  |  |
| Are reports of aches, pains, numbness or tingling in limbs investigated? | | |  |  |
| Is the work free from awkward postures, movements and very repetitive work? | | |  |  |
| Is training provided on the use of equipment, and how to avoid repetitive strain injury (RSI)?**Records** | | |  |  |
| ***Violence*** | | |  |  |
| **Has a risk assessment on violence or the threat of violence been conducted (physical, verbal abuse or intimidation)?** | | |  |  |
| **Are they encouraged to report all incidents, including intimidation?** | | |  |  |
| **Are there preventive measures in place to avoid or minimise the risk?** | | |  |  |
| **Is information about potential incidents or clients which may present a risk passed on?** | | |  |  |
| **If staff have to make home visits or work through an isolated or threatening area, do they have alarms?** | | |  |  |
| **Are staff trained in what to do and how to diffuse potentially/violent situations?Records** | | |  |  |
| **Fire Precautions** | | |  |  |
| **Is there a procedure for the control, safe use and storage of combustible / flammable substances on the premises? COSHH** | | |  |  |
| **Are such systems and controls operating correctly?** | | |  |  |
| **Is the area clean and tidy with combustible waste and rubbish placed in suitable containers?** | | |  |  |
| Is waste and rubbish collected on a regular basis and placed in suitable containers outside the premises? | | |  |  |
| Is relevant no smoking signage in place? | | |  |  |
| Is all upholstered furniture in good condition? | | |  |  |
| Are appropriate measures in place to reduce the risk of arson? Such as locking disposal rooms | | |  |  |
| Have all staff received basic fire training from a competent person and is the event recorded? **Records** | | |  |  |
| Do staff understand the need to report any potential fire hazard? | | |  |  |
| Are all fire-resistant and smoke stop doors, especially those on hold – open devices, working correctly? **Records** | | |  |  |
| Are any permit – to – work systems in place? **Records** | | |  |  |
| **Electrical** | | |  |  |
| **Have all electrical systems and equipment been tested in accordance with relevant regulations? Records** | | |  |  |
| **Is the relevant test and inspection certificate available? Records** | | |  |  |
| **Has any remedial work identified within such testing been completed?** | | |  |  |
| **Is electrical equipment (light bulbs / fittings, heaters, etc ;) kept well away from combustible materials?** | | |  |  |
| Is there any evidence of overloading circuits? Burn / scorch marks | | |  |  |
| Are staff aware that only competent persons can make repairs or alterations to electrical equipment / systems? Records of Permits | | |  |  |
| Have relevant staff received basic electrical awareness training? Records | | |  |  |
| Are all heating appliances safe? ( securely fixed, guarded, etc ) | | |  |  |
| Is the entire heating installation in good order? | | |  |  |
| Are all cooking appliances safe? | | |  |  |
| Is the kitchen extractor system regularly serviced and cleaned? | | |  |  |
| Are shut off valves for gas supply clearly indicated and easily accessible? | | |  |  |
| Are staff aware of the correct procedure to follow in order to operate such valves in an emergency situation? | | |  |  |
| Are competent persons used to repair / maintain gas equipment? | | |  |  |
| Is the kitchen extractor system serviced / cleaned regularly? **Records** | | |  |  |
| Are deep fat fryers in use? | | |  |  |
| Is the thermostat calibrated? **Records** | | |  |  |
| **Buildings, Plant and Machinery** | | |  |  |
| Are all external areas secured? | | |  |  |
| Is all fencing in the area secure and in good condition? | | |  |  |
| **Are all ladders inspected and tagged? Records** | | |  |  |
| Are procedures in place to control the activities of any contractors or maintenance staff? | | |  |  |
| **Are legal requirements for testing and maintaining equipment, etc; being complied with? PUWER** | | |  |  |
| **Is documentation relating to such equipment available? Records** | | |  |  |
| **Escape Facilities** | | |  |  |
| Are fire exits sufficient to enable the persons present in all areas to evacuate safely? | | |  |  |
| Are all final exits clear of external obstructions? | | |  |  |
| Are all fire exits readily available? | | |  |  |
| Are all final exits and intermediate doors easily operable from the inside without the use of a key? | | |  |  |
| Do all final exits lead to a place of safety? External assembly points – signposted? | | |  |  |
| Are all corridors and access routes forming part of an escape route free from obstruction and not used for storage? | | |  |  |
| Are stairways and floor surfaces in good condition and adequately lit? | | |  |  |
| Is the glass in fire doors undamaged | | |  |  |
| Are fire –resistant doors in good condition and are all doors clearly labelled? **Records** | | |  |  |
| Are such doors fitted with self-closing devices? | | |  |  |
| Do all doors on escape routes open in the direction of travel? | | |  |  |
| Are all escape routes clearly signed throughout the route? | | |  |  |
| Are all escape routes suitably illuminated at all times? | | |  |  |
| Are all external metal evacuation routes regularly cleaned and maintained? Staircases - **Records** | | |  |  |
| Is adequate emergency lighting provided both internally and externally? | | |  |  |
| **Is such lighting tested and maintained? Records** | | |  |  |
| **Fire Action And Emergency Evacuation** | | | |  |
| Are there clearly defined fire action and evacuation procedures in place? | | |  |  |
| Are staff aware of any specific duties they may have during an emergency situation? | | |  |  |
| Are Fire Action Notices suitably displayed? | | |  |  |
| Are the assembly point areas suitably located? | | |  |  |
| Are such areas clearly indicated? | | |  |  |
| Are fire drills carried out at least twice per year? **Records** | | |  |  |
| **Fire Detection and Alarm Systems** | | |  |  |
| Can the alarm be raised without placing anyone in danger? | | |  |  |
| Is the fire alarm in full working order? **Records** | | |  |  |
| Are there easily visible fire alarm call points located close to every exit from each floor? | | |  |  |
| Is the location of such points clearly indicated? | | |  |  |
| Are documented records of servicing available? **Records** | | |  |  |
| Is the alarm system tested on a weekly basis? **Records** | | |  |  |
| Have staff received training in the correct procedure for carrying out such tests? | | |  |  |
| Does the alarm system have provision for alerting persons who have hearing impairments? | | |  |  |
| If not, are suitable arrangements contained within the evacuation procedures to ensure such persons are safely evacuated? | | |  |  |
| **Fire Fighting Equipment** | | |  |  |
| Is adequate provision of portable fire extinguishers in place? | | |  |  |
| Are such extinguishers suitable for the fire risks where they are located? | | |  |  |
| Is appropriate signage present at each fire extinguisher? | | |  |  |
| Do extinguishers display a current test label? | | |  |  |
| Are all extinguishers in their correct location? | | |  |  |
| Are any fire blankets present? | | |  |  |
| Are they suitably indicated and fixed to the wall? | | |  |  |
| Have staff received training in the use of extinguishers? **Records** | | |  |  |
| Are any other forms of fire fighting equipment on site? | | |  |  |
| **Notices and Signage** | | |  |  |
| Are appropriate signs in place on all fire doors? | | |  |  |
| Is appropriate pictogram signage in place on all exit routes? | | |  |  |
| Is such signage always visible from all points on the route? | | |  |  |
| Do all fire exit doors with panic bar fittings have suitable information signage in place? | | |  |  |
| Is no smoking signage visible on exit doors? | | |  |  |
| **Testing, Maintenance and Documentation** | | | | |
| Are the required tests and maintenance carried out on : | | |  |  |
| Fire detection and alarm systems? **Records** | | |  |  |
| Fire extinguishers? **Records** | | |  |  |
| Fire doors **Records** | | |  |  |
| Fire exit doors **Records** | | |  |  |
| **Emergency lighting systems? Records** | | |  |  |
| Smoke / heat detectors? **Records** | | |  |  |
| Automatic doors / shutters? **Records** | | |  |  |
| Emergency generators? **Records** | | |  |  |
| Lifts? **Records** | | |  |  |
| Are appropriate records of such tests / maintenance available? **Records** | | |  |  |
| Are records of fire drills available? **Records** | | |  |  |
| Are records of staff training available? **Records** | | |  |  |
| Is the fire risk assessment (s) available? **Records** | | |  |  |
| Are the evacuation procedures available? **Records** | | |  |  |
| Is an emergency plan available? **Records** | | |  |  |
| **Calibration** | | |  |  |
| Are thermometers calibrated regularly? **Records** | | |  |  |
| **Legionella / Pseudomona** | | |  |  |
| Is flushing carried out weekly **Records** | | |  |  |
| Is flushing carried out daily in critical areas **Records** | | |  |  |
| Are temperature tests on the water system carried out as required? **Records** | | |  |  |
| **Contractors** | | |  |  |
| Are there any contractors in the area? | | |  |  |
| Are they wearing an appropriate Visitor badge? ELVIS System | | |  |  |
| Are they using any hazardous materials? | | |  |  |
| Is the area they are working in cordoned off? | | |  |  |
| Have contractors been inducted? **Records** | | |  |  |
| ***Vehicles*** | | |  |  |
| Are all vehicles subject to daily recorded checks? **Log Book** | | |  |  |
| **Are all drivers licences viewed and copied each year? Records** | | |  |  |
| ***Work Permits / Safe Systems of Work*** | | |  |  |
| Is restricted access provide at all electrical, switch and plant rooms? Safe System of Work | | |  |  |
| ***Lifting Equipment*** | | |  |  |
| Is all lifting equipment inspected as required? **Records** | | |  |  |