


**Safety Inspection Checklist
General Office Areas (Short form)**
Location

	Item	Yes	No
1	Are the floors in good condition (eg. not slippery, no holes or tears in carpets)		
2	Are the walkways free from obstructions liable to cause tripping, impact injury (including to the head)? (pay particular attention to the emergency routes)		
3	Are fire doors clear to function as intended? (and not propped open where they should be shut).		
4	Are all alarm systems enabled (eg. not on bypass)?		
5	Are all smoke detectors working and not covered?		
6	Are there adequate emergency action notices?		
7	Is all safety equipment (eg. fire extinguishers) in place and in good condition?		
8	Ask a random selection of people whether they know what to do in the event of fire or other emergency – are their responses adequate?		
9	Are accumulations of rubbish removed at frequent intervals (probably daily)?		
10	Is there storage at height, requiring access using ladders, step-ups etc?		
	If so, is the weight of these objects kept to a minimum?		
	Is the access to the shelves clear?		
	Are the ladders, etc, used for access in good condition? Of suitable construction? Inspected?		
11	Are electrical leads placed so as to avoid risk of damage? (eg. avoiding being trapped under filing cabinets, avoiding abrasion from pedestrians, trolleys, etc, avoiding other trapping points)		
12	Are leads placed so as to avoid tripping hazards?		
13	Are sockets being used within their power limits? (in general not more than 13A, or approximately 3kW per socket outlet is allowed)		
14	Are leads uncoiled? (they can overheat if coiled, especially if overloaded as well).		
15	Is electrical equipment registered in the Department system?		
16	Is electrical equipment 'in-date' (PAT) (including items brought in from home)?		
17	Is the area adequately warm (Winter) or of reasonable temperature (Summer)?		
18	Is the lighting adequate for the work being done?		
19	Is it adequately ventilated?		
20	Is it adequately clean?		
21	Is there drinking water available, and cups to drink it from?		
22	Is all equipment and fittings suitable for its purpose (eg. soft furnishings are fire retardant, guillotines are guarded, shelves are not falling off the wall)?		
23	Is all equipment that needs special training secure (eg. ladders, flat bed trolleys)?		
24	Have VDU users carried out an assessment (see the University form)?		
25	Are the VDU users working in a safe manner, particularly with respect to posture?		

Comments, observations or recommendations arising from the above

Inspection carried out byDate.....