



**UNIVERSITY OF
CAMBRIDGE**

Health and Safety Office

Temperature & Ventilation Checklist

Checklist Questions	Yes	No	Comments
Risk Assessment			
1) Have suitable & sufficient risk assessments been done?			
2) Are temperature & ventilation included in assessments?			
Temperature – High – Summer			
1) Is the room temperature between 21°C and 23°C?			CIBSE (1)
2) Are workers comfortable with the temperature?			
3) Are temperatures checked regularly?			
4) Are windows tinted to reduce solar gain?			
5) Are there suitable blinds to reduce sunlight?			
6) Are steps taken to deal with VDU, computer & printer heat radiation where appropriate?			
7) Are there appropriate means of cooling the rooms?			
8) If fans are used, are they effective?			
Temperature – Low – Winter			
1) Is the temperature above 16°C first thing in the morning?			WHSWR ACoP(2)
2) Is the room temperature between 19°C -21°C during the day?			CIBSE (1)
3) Is temperature regulated by thermostat?			
4) Does the heating system maintain the temperature at a comfort level during the whole of the working day?			
Ventilation			
1) Is there adequate ventilation in the rooms?			
2) Are the rooms free from draughts caused by ventilation?			
3) Do windows open to allow fresh air in?			
4) If no opening windows, is mechanical ventilation effective?			
5) If natural system, does it circulate fresh air effectively?			
6) Are air inlet and exhaust vents clear?			