

General Health and Safety

November 2018

Office Safety: Inspection Checklist

Occupational Health & Safety Service
HSD087M



UNIVERSITY OF
CAMBRIDGE

Office Safety Inspection Checklist

Area of inspection:	
Person responsible for area:	
Please indicate whether there were any personnel present at the time of the inspection?	
Personnel present ☐	Personnel absent ☐
Inspection carried out by:	Date:

	Yes	No	N/A	Comments
A General:				
1. Walkways and floor area clear of obstructions and uncluttered				
2. Carpet / carpet tiles secure				
3. Work areas tidy and free from obstructions <i>(include kneeholes)</i>				
4. Furniture (e.g. chairs, tables etc) suitable for task, in working order <i>(consider workstation arrangement)</i>				
5. Shelves accessible, properly secured and correctly loaded <i>(consider heavy objects too high / overreaching / overloading)</i>				
6. Is the 'anti-tilt mechanism' working on all filing cabinets				
7. All portable electrical equipment tested				
8. Cables (e.g. for computers, telephones) well positioned and tidy <i>(consider trailing / strained cables)</i>				
9. Excessive use of extension leads / multi-gang adaptors avoided				
10. All electrical equipment placed so as to avoid risk of damage				
11. Hand guillotines guarded				
12. Photocopying machines used in well ventilated area				

	Yes	No	N/A	Comments
13. Lighting functioning and adequate for the tasks undertaken				
14. Waste bins emptied regularly				
B Safety information:				
15. Current Departmental Safety Handbook available				
16. Standard operating procedures for routine operations / risk assessments available and current				
17. Display Screen Equipment Risk Assessment completed by all staff				
18. Have advised actions from the outcome of the assessments been implemented				
19. Is there evidence that the risk assessments etc are being complied with				
20. Training records kept				
C Emergency:				
21. Emergency fire and first aid numbers and procedures on display and understood by staff				
22. Fire doors maintained, closed and kept clear				
23. Fire extinguishers in designated place, clearly visible and unobstructed				
24. Have fire extinguishers been maintained in last 12 months				
25. First-aid kit available, adequately stocked and items in date				
<i>(use this space to add any additional observations not already covered above)</i>				

Recommendations / action to be taken

Signed:

Date:

Any faults noted above should be corrected as soon as possible and within four weeks of this inspection. The Departmental Safety Officer must be notified of any corrective action taken. A follow-up visit should be undertaken to ensure all points noted above have been addressed.



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