|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Housekeeping** | **Yes** | **No** | **N/A** | **Comments** |
| Are all areas clean and tidy? |  |  |  |  |
| Are floors/ floor covering clean and in good repair? |  |  |  |  |
| Are all corridors/ walkways clear of obstructions and free from slip, trip and fall hazards? |  |  |  |  |
| Are stairs and slopes in good condition with secure handrails fitted? |  |  |  |  |
| Are cables appropriately managed so as not to present a trip hazard?  |  |  |  |  |
| Is waste collected at regular intervals to prevent bins becoming overly full?  |  |  |  |  |
| **Ventilation**  | **Yes** | **No** | **N/A** | **Comments** |
| Are all areas sufficiently ventilated?  |  |  |  |  |
| Are extraction units clean and in good repair?  |  |  |  |  |
| Are filter screens/ mesh guards free from a build-up of dust or debris?  |  |  |  |  |
| **Lighting** | **Yes** | **No** | **N/A** | **Comments** |
| Are all areas sufficiently lit? |  |  |  |  |
| Are all internal lights working and in good repair? |  |  |  |  |
| Is emergency lighting present on escape routes and at emergency exits (internally and externally)?  |  |  |  |  |
| Are all emergency lighting units functioning as intended? |  |  |  |  |
| Are torches provided in areas where there is insufficient fixed lighting? |  |  |  |  |
| Is there sufficient lighting externally, covering pedestrian routes, driveways and car parks? |  |  |  |  |
| **Heating** | **Yes** | **No** | **N/A** | **Comments** |
| Do all areas have a suitable working temperature after the first working hour? |  |  |  |  |
| Where extremes of temperature occur are portable heaters and/ or fans available? |  |  |  |  |
| Does the surface temperature of any uncovered/ unguarded pipes, radiators or heater present a risk of burns? |  |  |  |  |
| **Welfare Faculties** | **Yes** | **No** | **N/A** | **Comments** |
| Are all toilets/ washrooms clean and in good condition? |  |  |  |  |
| Is hot and cold running water available? |  |  |  |  |
| Is soap and towels and/ or hand dryers available?  |  |  |  |  |
| Is a suitable rest area available where food can be eaten and refreshments taken?  |  |  |  |  |
| Is there clean drinking water available? |  |  |  |  |
| **Emergency Procedures/ Facilities** | **Yes** | **No** | **N/A** | **Comments** |
| Are fire action notices displayed throughout the premises? |  |  |  |  |
| Is adequate fire-fighting equipment available and correctly located (i.e. on wall hooks or in stands)?  |  |  |  |  |
| Are all escape routes clear of obstructions?  |  |  |  |  |
| Are emergency exit doors clear of obstruction and easy to open?  |  |  |  |  |
| Are manual call points located at all emergency exits and unobstructed?  |  |  |  |  |
| **First Aid** | **Yes** | **No** | **N/A** | **Comments** |
| Are first aid notices displayed (including the location of first aid boxes)?  |  |  |  |  |
| Are first aid boxes available in specified locations and fully stocked?  |  |  |  |  |
| **Hazardous Substances** | **Yes** | **No** | **N/A** | **Comments** |
| Are all flammable substances appropriately stored (e.g. in flammables cabinets, away from ignition sources) with appropriate warning signs?  |  |  |  |  |
| Are all hazardous substances/ chemicals appropriately stored (e.g. COSHH cabinets, locked cupboards) with appropriate warning signs?  |  |  |  |  |
| Is local exhaust ventilation present where necessary and functioning as intended? |  |  |  |  |
| Are gas cylinders stored away from sources of ignition and secured in place?  |  |  |  |  |
| Are storage areas for liquid substances appropriately bunded with the bunds in good condition?  |  |  |  |  |
| Are all asbestos containing materials labelled accordingly?  |  |  |  |  |
| **Workplace Transport**  | **Yes** | **No** | **N/A** | **Comments** |
| Are vehicle routes and car parks in good condition (e.g. free from pot holes and debris)? |  |  |  |  |
| Are road/ floor markings sufficiently clear? |  |  |  |  |
| Are road signs/ speed limits displayed as appropriate and clearly visible?  |  |  |  |  |
| Is there adequate visibility at bends/ corners and reversing points?  |  |  |  |  |