**Office Safety Inspection Checklist**

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| --- | --- |
| Name of School |  |
| Area Inspected |  |
| Activities Covered |  |
|  |  |
|  |  |
| Date of Inspection |  |
| Names of Persons involved in inspection | 1 |
|  | 2 |
|  | 3 |
|  | 4 |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Requirement** | **Observations** | **Actions** | **Completed** |
| School Safety Policy | * Available circulated to all staff * Up to date |  |  |  |
| Risk Assessments | * Have hazardous activities been risk assessed.   ie DSE   * Manual Handling * Work Equipment * Work Processes * Working at Height * Travel abroad * Driving at work * Events/activities |  |  |  |
| Accident/incident reporting | * All accidents reported and investigated |  |  |  |
| First Aid | * First aid boxes adequately stock and checked * All staff aware of emergency phone number 3333 |  |  |  |
| Workplace | * Lighting * Heating * Ventilation * Noise |  |  |  |
| Housekeeping | * Cleanliness * Storage of materials * Removal of rubbish |  |  |  |
| Welfare | * Adequate toilets and drinking water * Rest room/eating facilities |  |  |  |
| Access/exit routes | * Clear of obstructions * Flooring in good state of repair |  |  |  |
| Fire | * Emergency Action Notices present * Extinguishers in places and regularly checked * Sounders checked weekly * Fire wardens trained |  |  |  |
| Electric | * All electrical items PAT tested |  |  |  |
| Chemicals | * Appropriate hazard warning labels * Stored in locked cupboard * COSHH assessment |  |  |  |
| DSE | * Workstation assessments * Adequate storage * Minimum of 11m³ * Blinds present and in good working order |  |  |  |
| Walkways in general areas | * Flooring in good state of repair * Free of trailing cables or if unavoidable cable cover fitted * Clear and free of obstructions |  |  |  |
| Ladders/kick steps | * Regularly checked and maintained * Ladder users working at height trained |  |  |  |
| Items stored at height | * Heavy items stored at waist height * If storage at height is unavoidable suitable access equipment provided |  |  |  |