**Office Safety Inspection Checklist**

|  |  |
| --- | --- |
| 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
 |  |  |  |