

POLICY FOR HEALTH, SAFETY AND WELFARE

PART C – ARRANGEMENTS

Section 18

HEALTH AND SAFETY IN OFFICES AND SIMILAR LOW RISK ENVIRONMENTS

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1.0 INTRODUCTION

The aim of this document is to set a clear policy of the council's commitment to provide effective, safe and pleasant working environments and provide managers and staff with information to help reduce the risks of injury and ill health caused by working in offices and similar low risk environments. The document is organised in two parts:

Section 1 – the council's aims and commitments

Section 2 – detailed guidance

A significant number of the council's workforce is office based. Although office work is generally low risk, certain risks exist which could give rise to accidents, injuries and ill health. According to national accident statistics, the following types of accidents are common in offices:

- Slips, trips and falls
- People being struck by moving objects including flying/falling objects
- Injured whilst handling, lifting or carrying loads
- Strike against something fixed or stationary
- Exposure to or contact with harmful substances
- Contact with electricity
- Trapped by something collapsing or overturning

For the purposes of this document, low risk environments includes post rooms, libraries, photocopying rooms, reception areas, storage areas in offices, etc.

2.0 AIMS

Barnet council recognises that the accommodation we provide for our workforce is a key element in our success, and that we have statutory duties to provide workplaces that are safe and without risk to health. We also recognise that good office accommodation improves morale, increases productivity, and reduces time lost due to illness and injury.

The council is committed to providing office accommodation that

- a) Is effective and allows for efficient and flexible working
- b) Provides best value for the resources available.
- c) Complies with all relevant health, safety and welfare legislation,

3.0 OBJECTIVES

The objectives of this document are to ensure:

- staff and public health and safety
- compliance with Health and Safety Legislation and council policies
- to provide and maintain health, safety and welfare systems devices and equipment

The benefits to be achieved will include:

- improving the working environment,

- assisting in the reduction of work related stress,
- avoiding/reducing the risk of injuries through poorly maintained premises and facilities,
- a reduction in the number of working hours lost

4.0 Summary of Responsibilities

Directors are responsible for implementing the requirements of the Corporate Health & Safety Policy in all offices and low risk environments. Tasks may be delegated to managers, supervisors or designated employees where appropriate.

Premise Managers are responsible for the day to day health and safety management of designated council buildings with regard to premises' health and safety administration, implementation of procedures and maintenance issues.

Within the Education Department the **Governors and Headteachers** have specific responsibilities for ensuring the health and safety of employees who work in office environments.

Reference should be made to the Corporate and Service Area Health, Safety and Welfare Policies (Organisation section) for specific responsibilities.

5.0 THE OFFICE ENVIRONMENT

Health, safety and welfare issues, concerned with the office environment are covered by the Workplace (Health, Safety and Welfare) Regulations. The key duties of employers under these regulations are to apply minimum standards to all aspects of the work environment and apply to all workplaces under the Authority's control.

Within schools Education (School Premises) Regulations are also applicable and refer to provision of facilities and structural requirements of schools. In the school office the requirements of the Workplace Regulations will apply.

A summary of the requirements of the Workplace (Health, Safety and Welfare) Regulations (WR) is detailed below and gives the minimum standards to be provided in the Council's office environments.

5.1 Temperature

The temperature in all workplaces should be 'reasonable' neither too hot nor too cold. Temperatures should reach 16°C after the first hour in sedentary workplaces such as offices and 13°C in workplaces where more physical effort is involved.

Where heating is found to be below the minimum temperatures stated the premise controller should be informed.

5.1.1 Excessive Temperatures

The regulations do not specify maximum temperatures. In the summer month's high temperatures have been reported in certain office environments, therefore, a Local Agreement between the Council and Trade Unions has been implemented. The Joint

Standard details the action to be taken when temperatures reach high temperature 'action levels', giving generic guidance regarding cooling and ventilation and the need for staff to take drinks and or breaks. It should be noted that in some areas the generic guidance may not be appropriate and a site specific risk assessment should be carried out. Reference should be made to Appendix A – High Temperatures within Indoor Workplaces (excluding schools)

Thermometers should be provided in readily accessible locations so that the temperature can be monitored. All reasonable steps should be taken to achieve a reasonably comfortable temperature and these may include; insulating hot pipes, providing ventilation systems, shading windows, relocating workstations away from heat sources, providing cooling fans, insulating against draughts, providing extra heaters.

Consideration should be given to the location of work areas such as typing pools and machine rooms where the internal temperature and ventilation is likely to be affected by the additional heat emitted from the equipment. It is preferable that these work areas are located in rooms which are not south facing and have adequate ventilation which is capable of maintaining reasonable temperatures in the summer months. The Health and Safety Unit may be contacted for specific advice when relocating offices or work areas.

5.2 Ventilation

All offices should be ventilated with a sufficient quantity of fresh or purified air and so that stale air is replaced at a reasonable rate. In many cases, windows or other openings will provide sufficient ventilation. Where this is not the case mechanical ventilation may be required. Mechanical ventilation should be subject to regular cleaning, testing and maintenance.

The air introduced into office areas should, as far as possible, be free of any impurity, which is likely to be offensive or cause ill health. Air which is taken in from the outside can normally be considered to be 'fresh', but air inlets for ventilation systems should not be sited where they may draw in excessively contaminated air (e.g. close to a flue, an exhaust ventilation system, or an area in which vehicles manoeuvre). Where necessary the inlet air should be filtered to remove impurities. Where car parks are situated near to offices, drivers should be requested to park the rear of the car away from the office windows.

Where windows are opened for fresh air they should open easily and safely. Ventilation grilles and similar openings should be inspected to ensure they are working properly and are not obstructed. In rooms where photocopying equipment, microfiche or plan printing equipment is used, window ventilation may need to be supplemented by mechanical ventilation.

In offices where stale air or ventilation is considered to be a problem the Safety Health and Wellbeing (SHaW) team should be contacted to advise as appropriate.

5.3 Lighting

All offices should have suitable and sufficient lighting, and, so far as is reasonably practicable, be by natural light. Lighting should be sufficient to enable employees to

work, use facilities and move from place to place safely and without experiencing eyestrain. The minimum standards required for lighting are as follows: -

- Stairs should be well lit in such a way that shadows are not cast over the main part of the treads.
- Where necessary local lighting should be provided at workstations.
- Dazzling lights and glare should be avoided
- Lights and light fittings should be of a type, and so positioned that they do not cause a hazard
- Light switches should be positioned so that they can be easily found and used without risk
- Lights or windows should not be obscured e.g. by stored items so that lighting levels become insufficient.
- Lights should be replaced, repaired or cleaned, as necessary before the level of light becomes insufficient.
- Windows and skylights should be kept clean

Further information regarding lighting levels can be found in Health and Safety Executive Document HS(G) 38 and publications by the Chartered Institute of Building Services Engineers Concerns about lighting levels should be forwarded to the Premises Manager and/or SHaW team

5.4 Room Dimensions and Space

There must be enough space for people to work and move around safely and comfortably, and the number of people who may work in the room at any one time will depend not only on the size of the room but on the space taken up by furniture, fittings, and equipment and on the layout of the room. Where there are low ceilings or low beams the obstruction should be clearly marked with hazard tape or signs.

As an absolute minimum, each employee should have 11 cubic metres of space. Rooms must be arranged so that fire routes and fire doors are not obstructed and travel distances to a fire exit do not exceed British and European Standards or the Fire Prevention Association recommendations.

Ergonomic consideration should be given to the positioning of equipment and furniture to enable employees to work comfortably and with the minimum of risk. The Premises manager should be contacted if there are any concerns regarding overcrowding or office layout.

5.5 Workstations, Ergonomics and Seating

The council aims to provide a reasonably comfortable working environment for its employees and is aware of ergonomic principles that should be adopted in office environments. Ergonomics is the study of the relationship of the employee and their environment. Every effort should be made to ensure that tasks, equipment and workstations are designed to suit the operator. Advantages of ergonomic design include a reduction in operator error, accidents and work related ill health.

Work materials and frequently used equipment and controls should be within easy reach without undue bending or stretching.

The Health and Safety (Display Screen Equipment) Regulations specify minimum seating requirements for display screen 'users'. Reference should be made to Arrangements - Section 15 for specific advice regarding DSE workstation layout and seating requirements.

Workstations should be suitable for the needs of the individual including employees with disabilities. Where necessary, specialist equipment will be provided for disabled persons or a person with a medical condition, with the appropriate recommendation from the Occupational Health service. Central funding is not available for this equipment and any cost should be borne by the relevant local budgets.

Further information and guidance on ergonomics, workstation layouts and seating can be obtained from the SHaW team.

5.6 Condition of Floors and Traffic Routes (Slips, Trips and Falls)

Injuries caused by slips, trips and falls are the second biggest cause of over three day injuries reported to the Health and Safety Executive. It is considered that the majority of accidents relating to slips, trips and falls are avoidable and can be prevented with a little foresight and good management. Within council premises floors should be maintained to a reasonable standard. All defects should be reported immediately so that remedial action can be taken. Accidents, including near misses should be reported immediately to prevent recurrences of a similar nature.

Causes of trips, slips and falls include:

- spillages of wet and dry substances
- trailing cables
- miscellaneous rubbish e.g. plastic bags
- Carpets, rugs etc. creating trip hazards due to damage, wear and tear and bad fitting
- slippery surfaces
- poor lighting
- changes of level
- slopes
- unsuitable footwear
- holes, uneven surfaces

Regular inspections and identification of trip, slip hazards by managers should be carried out and **immediate** remedial action taken to prevent accidents occurring.

Floors surfaces that are likely to get wet or to be subject to spillages for example kitchen areas and toilets, should be easily cleanable and of a type that does not become slippery when wet. Where machinery is situated in the office environment consideration should be given to the provision of non-slip coatings or surfaces to prevent falls onto the machinery. If spillages occur they must be mopped up and the floor dried as soon as possible.

Floors and traffic routes should be kept free of obstructions, which may present a risk or impede access. This is particularly important near stairs, steps, emergency routes, in or near doorways or in any area where an obstruction is likely to cause an accident.

Where a temporary obstruction is unavoidable and is likely to be a hazard, access should be prevented or controlled using warning signs.

5.7 Toilets and Washing Facilities

The council will provide adequate toilet and washing facilities, details of these can be found in Table 1

Table 1. Minimum numbers of facilities

Number of People at work	Number of toilets	Number of Washbasins
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

In the case of toilet facilities used only by men Table 2 may be followed if desired, as an alternative to column 2 of Table 1. A urinal may be an individual urinal or a section of urinal space, which is at least 600mm long.

Table 2

1 Number of men At work	2 Number of toilet (pans)	3 Number of Urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

An additional toilet and one additional washbasin, should be provided for every 25 people above 100 (or fraction of 25). In the case of toilets used only by men, an additional toilet for every 50 men (or fraction of 50) above 100 is sufficient provided an equal number of additional urinals are provided.

If members of the public also use facilities provided for employees the number of facilities should be increased to ensure that employees can use the facilities without delay.

5.8 Control of Legionnaires Disease

Legionnaires’ disease is a type of pneumonia cause by bacteria commonly associated with water systems in large buildings. Throughout council premises the Building Services team has implemented a control system to prevent infection by the bacteria

which causes the disease. It is important that hot water is stored at or above 60°C so that the bacteria cannot survive. In office toilet areas the hand washing water can often be quite hot and appropriate signs should be displayed. Mechanical engineers should be contacted, to advise on the practicability of installing thermostatic controls to the taps if the temperature is too high.

5.9 Drinking Water

An adequate supply of drinking water should be provided for all employees working in office environments. The drinking water supply should normally be supplied by means of a tap or pipe connected directly to the water main. Alternatively drinking water can be supplied from a storage cistern so long as it complies with UK water bye laws and any tank, cistern or vessel is kept covered, clean and tested and disinfected as necessary. All drinking water should be conspicuously marked with an appropriate sign unless non-drinkable water is clearly marked as such. A supply of suitable cups should be provided unless the water is in a jet from which people can drink easily.

5.10 Facilities for Rest and to Eat Meals

The Regulations require that suitable rest facilities be provided for employees. In general the regulations refer to work areas where it is likely that food and drinks may become contaminated by work processes or in areas where personal protective equipment is worn. Such work environments require separate areas to be provided to eat and rest.

It is considered that offices and similar environments are lower risk, however the council ensures that facilities are available to make drinks in a clean environment. The seating provided for normal work activities in offices is considered suitable for use by most office employees during work breaks except where machinery is housed or staff deals directly with the public. In these cases it may be necessary (if practicable) to provide a separate rest area where employees can have breaks and eat food without being disturbed.

Suitable facilities should also be made available to pregnant employees and nursing mothers so that they can rest and where necessary include the facility to lie down. The chosen area should be in close proximity to toilet facilities.

6.0 OFFICE EQUIPMENT

All office equipment, whether manual, electrical or powered by other means, falls under the requirements of the Provision and Use of Work Equipment Regulations (PUWER). The requirements of the regulations within council premises are covered in Arrangements – Section 20, Work and Lifting Equipment. In addition to this the Workplace Regulations place requirements on the maintenance of equipment and devices and systems used in any workplace.

All equipment purchased should carry the CE mark and be approved to the recognised BS EN Standard.

Electrical hazards must be controlled by maintenance and inspections programmes as required by the Electricity at Work Regulations 1989 the requirements of which are detailed in Arrangements – Section 14

7.0 HEALTH AND SAFETY PROCEDURES

The Management of Health and Safety at Work Regulations 1999 encompass the requirement to assess all significant risks to health and safety and to promote a risk reducing health and safety culture. Managers are advised to consider the list of ‘types of accidents occurring in offices’ in relation to the areas under their control and identify any possible hazards and risks, which should then be assessed, and appropriate controls implemented.

The table below summarises the health and safety procedures required in council office environments and the relevant sections of the Corporate Health, Safety and Welfare Policy.

Health and Safety Procedures required in the Office environment

Procedure/Hazard	Arrangements Section of Corporate Health, Safety and Welfare Policy
Management of Health and Safety at Work (including risk assessment and pregnant workers)	Section 1 The Management of Health and Safety at Work Risk Assessment
Health and Safety Induction And Health and Safety Training	Section 2 Training Appendix A
Fire prevention and Fire Evacuation Procedure	Section 3 Fire Precautions
Accident/Incident Reporting Procedure	Section 4 The Reporting of Injuries, Diseases and Dangerous Occurrences
First Aid Procedure	Section 5 First Aid
Contractors working in offices	Section 6 Contractors
Violence or Harassment at Work Dealing with the Public Dealing with Difficult Situations	Section 9 Policy for the Prevention of Violence Or Harassment at Work
Inspection or selection of ladders or access equipment	Section 10 Ladders
Substances Hazardous to Health Used or present in the office COSHH Assessment	Section 11 Control of Substances Hazardous to Health
Manual Handling Operations Lifting, Carrying, Handling, Pulling and Pushing of Loads	Section 12 Manual Handling of Loads at Work

Noise	Section 13 Noise
Electrical equipment and Electrical Installations	Section 14 Electricity at Work
Display Screen Equipment	Section 15 Display Screen Equipment/Visual Display Units
Personal Protective Equipment	Section 16 Personal Protective Equipment
Infection Control Guidance	Section 17 Infection Control

Procedure/Hazard	Arrangements Section of Corporate Health, Safety and Welfare Policy
General Office Environment Guidance	Section 18 Health and Safety in Offices and Similar Low Risk Environments
Use of Equipment	Section 20 Work and Lifting Equipment
Young persons (Under 18) Working in Offices	Section 21 Young Persons
Homeworking	Section 22 Home working
Stress	Section 23 Management of Stress at Work
Gas Safety	Section 24 Gas Safety
Working in Partnership	Section 25 Arrangements for Working in Partnership

JOINT STANDARD

HIGH TEMPERATURES WITHIN INDOOR WORKPLACES EXCLUDING SCHOOLS

Below are three temperatures and the actions to be taken by Heads of Service in the event these temperatures are reached. These "Action Levels" have been agreed corporately and are based on a generic risk assessment. In a few areas these generic guidelines may not be appropriate due to operational needs and, therefore, service areas should conduct a more specific Risk Assessment. Specific Risk Assessments must be brought to the attention of local Safety Representatives or the Joint Secretary for the Trade Union Side.

Action Level Temperature Action

A	29 C (85 F)	(I)	Managers should ensure blinds are lowered. It is recommended that blinds fitted to east facing windows be lowered at the end of the working day, during the summer months to help prevent rooms being overheated by the morning sun before staff arrive to commence work. Windows should be opened and where reasonably practicable fans placed in front of them so that they assist in ventilating the room. In addition external entrance doors may be kept open. Managers may need to adapt Action An due to security needs, external noise and existing building ventilation (windows and doors must not remain open in air conditioned buildings as the system sensor readings would be affected) Any alterations should be discussed with the local Safety Representative or Joint Secretary for the Trade Union and the Safety Liaison Officer.
B	32 C (90 F)	(i) (ii)	Actions in Action Level A Managers should encourage staff to obtain drinks, at least one per hour, and where necessary arrange cover for the staff obtaining drinks (i.e. receptionists). If possible turn off lighting and electronic machinery not essential for the service provision.
C	37 C (100 F)	(I) (ii)	Actions in Action Level A and B. Employees are entitled to a 5 – 10 minute break every hour. So far as is practicable, the manager should identify a cooler area where staff can move whilst taking a break. If possible employees should be given tasks such as reading to be carried out in these breaks.

These temperatures refer to readings taken using an ordinary dry bulb thermometer close to workstations at working height and away from windows.

Other Considerations

Thermometers should be available at a convenient distance from every part of the work place to persons at work, to enable temperature to be measured through out the workplace, but need not be provided in each room.

During summer months the Head of Service should consider whether work clothing (informal or formal) should be relaxed. However, care should be taken to ensure that this does not create a greater health and safety risk.

At employees request and with the Head of Service managers may consider altering staff working core times to enable employees to work during the cooler periods of the working day. Members of the executive must approve working time proposals before they begin.

Before managers purchase new electrical equipment including electric fans they must check with the Premises Controller that the buildings electricity system can adequately cope with the increased power demands.

Open windows and doors should not expose staff to drafts, which could effect their health.

Specific risk assessments will need to be undertaken by managers where a member of their staff suffers from a medical condition such as pollen allergies, which could be aggravate by complying with this standard.

Meetings

For the length of the meeting the Chair will act as the “manager” for the purpose of complying with this standard. At the start of a meeting where the temperature could exceed 31°C and which is likely to last an hour in duration the Chair and Vice Chair (where one exist) will jointly agree when drinks or breaks (if the temperature exceeds 37° C) should be taken.

Training courses

For the entirety of the training course, the trainer will act as the “manager” for the purpose of complying with the standard.

Duty of Staff

Section 7 of the Health and Safety at work etc. Act 1974 requires staff to co-operate with their employer, so far as is necessary, to enable the employer to comply with any statutory duty or requirement.

**HEALTH AND SAFETY IN OFFICES
AND SIMILAR LOW RISK ENVIRONMENTS**

HEALTH AND SAFETY INSPECTION CHECKLIST

This checklist should be used as a guide to identify possible hazards when managers and premise controllers carry out health and safety inspections of the office work area under their control. Hazards identified should be recorded on the attached Inspection Report Form and the details of action to be taken and timescales should also be included.

Reference should also be made to the relevant sections of the Corporate Health, Safety and Welfare Policy and in particular section 18.

SPACE:

Is there sufficient floor area, height and unoccupied space? (Minimum space 11m³ excluding any part of the room above 3m) Is this space usable?

FLOORS AND TRAFFIC ROUTESS

Are they suitably constructed for intended use?

Are they well lit?

Are they kept clear from items likely to cause a slip/trip or fall?

Is there adequate drainage when necessary?

Has snow and ice being taken into account?

Are they free of trailing cables?

Are coverings in a good condition?

STAIRWAYS:

Are stairways adequately protected to prevent falling?

Are handrails in a safe condition?

Are stairways and well lit?

Are coverings in a good condition?

Are they kept clear from items likely to cause a slip/trip or fall?

TOILETS:

Are there sufficient toilets for the number of staff?

Are toilets clean and tidy?

Is hot and cold running water available?

Is water too hot/too cold?

Is soap provided?

Is there a means for drying hands?

Are facilities for disposing of sanitary towels provided and regularly cleared?

STAFF FACILITIES:

Is there a rest area?

Can staff prepare a hot drink?

Is there a facility where pregnant women and nursing mothers can rest?

Is drinking water labelled?

TEMPERATURE

Is the temperature reasonable - not less than 16c (13c if there is physical work)?

Is there a thermometer in a conspicuous position on each floor?

Are the heaters suitable and of a safe design?

Are there measures in place for high temperatures (shading windows, air-cooling etc.)?

VENTILATION

If the windows are opened for fresh air, can they be opened easily and safely?

Is there adequate circulation of fresh air?

Are any casements or ventilating grills working properly?

Is there enough ventilation around photocopying, microfilming or plan printing equipment?

Is mechanical ventilation required?

LIGHTING

Is the level of lighting (natural or artificial) satisfactory?

Are the windows free from obstructions?

Are the windows and skylights clean?

Is there provision for preventing heat and glare from the sun?

Is emergency lighting provided where necessary?

CLEANING AND WASTE:

Are the workplace, furniture and fittings kept clean?

Are the cleaners' materials and equipment kept locked away?

Are any flammable polishes or rags kept to a minimum and stored in a non-combustible bin?

Are any non-compatible materials (like acids and alkalis) stored together?

Are the contents clearly marked on all containers?

Are the rooms and desks left so that the cleaners can work safely?

Are there adequate means for disposal of waste materials?

WORKSTATIONS AND SEATING:

Is the workstation designed to suit individual (disability, medical condition etc.)?

Where work is carried out is suitable seating provided, adequate support, adjustable if required etc.?

Are external workstations: -

- Designed to prevent slips and trips?
- Provide protection from adverse weather?

FURNITURE AND FITTINGS: -

Are filing cabinets stable?

Is shelving stable?

Are boxes of stationery properly stored, i.e. not too high or near fire escape routes?

Is any racking unsecured?

Are chairs and desks in a safe condition?

Do guillotines have guards?

Is there sufficient room to work safely?

Are there adequate litterbins?

How is the general housekeeping?

Glazing – has an assessment been made of glazing, i.e. below shoulder height and glazing in swing partitions/doors? Should conform to appropriate standards for safety glass.

MAINTENANCE:

Are the workplace, equipment, devices and systems: -

- Maintained in an efficient state?
- In efficient working order?
- In good repair?
- Have any statutory tests and inspections been carried out?

ELECTRICAL SYSTEMS

Refer also to the visual inspection checklist – Appendix C included with Arrangements Section 14 – Electricity at Work.

Does a competent qualified person regularly maintain the electrical system?

Are diagrams of the electrical system available?

Are multi-adapter plugs overloaded?

Are rooms containing fuse and distribution boxes and connection to the mains supply empty of combustible materials?

Are circuits identified on fuse and distribution boxes?

If installed are residual current devices regularly tested?

Is there a register of portable electrical appliances?

Are portable electrical appliances regularly inspected?

EXTERNAL AREAS

Are the areas free from trip/slip hazards to ensure safe access/egress to and from the building?

Are waste bins/skips positioned in an appropriate place?

Are waste bins/skips emptied on a regular basis?

FIRE PRECAUTIONS/PROCEDURES

Are fire exits clearly identified, unobstructed and easily operable when persons are present in the building?

If fire service has agreed that locks can be placed on fire exits are these removed when the building is occupied?

Are external areas adjacent to fire exits kept clear and not obstructed by parked vehicles?

Are fire alarm points clearly visible and identifiable?

Are fire extinguishers readily available and sited in correct location?

Are exit and directional signs clearly visible?

Are fire action notices displayed?

Are fire drills held frequently?

Is the fire assembly point identified?

Are all fire doors closing correctly on door rebate?

Has the building any smoke or heat detection equipment?

Has the building a fire log and is it correctly maintained?

Is all fire equipment subject to regular inspection maintenance and test? (Refer to fire log).

Have all staff received training in fire precautions and evacuation procedures. Have fire wardens been appointed for the building?

If the building has an emergency lighting system or any illuminated emergency exit signs is it checked?

Are procedures for smoking strictly enforced?

Are all combustible items kept away from sources of heat?

Are there any flammable materials stored? (If there are they should be in lockable steel cupboards/bins).

Are cleaners/out of hour's staff aware of fire evacuation procedures after normal working hours?

ACCIDENT REPORTING AND FIRST AID

Is there a nominated first aider?

If required is a first aid room provided?

Is a first aid kit provided?

Are there adequate notices displayed indicating the location of first aid facilities?

Is the first aid kit regularly checked and restocked to correct standards?

Is all staff aware of correct accident reporting procedures?

NOISE

Is the level of noise acceptable?

Are workers distracted by noise?

Is a noise assessment required?

MISCELLANEOUS

Is a 'Health and Safety at Work – What you should know' poster displayed?

Are hazardous substances being used and have COSHH assessments been carried out?

If an asbestos register exists is it made available to contractors and others likely to work on the building?

Has any been removed?

If remaining, is it in a satisfactory condition?

**LONDON BOROUGH OF BARNET
HEALTH & SAFETY INSPECTION RECORD**

DEPARTMENT:	BUILDING /AREA INSPECTED	INSPECTED BY: DATE:
ROOM/AREA/LOCATION	HAZARD/DEFECTS	ACTION BY/DATE

