

S29 – Office Health & Safety Checklist H&SWEL01

Observations

Ventilation

- Is there evidence of clean, fresh air being available in relevant areas of workplace? Yes No N/A
- If no, is a mechanical ventilation system installed? Yes No N/A
- Is the mechanical ventilation system tested and maintained by a competent person? Yes No N/A

Lighting

- Are light switches positioned in a safe position? Yes No N/A
- Are there any lights that need replacing? Yes No N/A
- Is there adequate coverage of lighting (including emergency lighting) within all areas of the workplace? Yes No N/A

Sanitary and washing conveniences

- Are there suitable facilities for men and women? Yes No N/A
- Are there adequate facilities for cleaning and drying hands? Yes No N/A
- Do all rest room windows have frosted glass? Yes No N/A



Fire safety

- Is the evacuation procedure sensible and clearly displayed within the office environment? Yes No N/A
- Are all emergency escape routes clear? Yes No N/A
- Are regular fire tests and drills undertaken? Yes No N/A
- Is the number and location of fire extinguishers as per the fire risk assessment? Yes No N/A

Pedestrian control

- Are there allocated parking bays for visitors? Yes No N/A
- Is their suitable access for pedestrians from the car park to the building? Yes No N/A
- Have stairways got fixed handrails? Yes No N/A

Workplace temperature

- Is there sufficient coverage of thermometers within the office area? Yes No N/A
- Is the temperature at least 16 degrees C? Yes No N/A
- Has a fixed heating system been installed for cold periods? Yes No N/A
- Are all office doors fitted with self-closing devices? Yes No N/A



Provision of space

Do office personnel have sufficient space in and around their work area? Yes No N/A

Rest areas

Is there a suitable rest area available for employees? Yes No N/A

Is this extended to rest areas for new and expectant mothers? Yes No N/A

Is the rest area free from smoking? Yes No N/A

Drinking water

Do personnel have access to clean drinking water? Yes No N/A

Housekeeping

Is the office(s) clean, tidy and free of loose carpet tiles and spillages? Yes No N/A

Are there suitable arrangements for the storage and collection of waste? Yes No N/A

Are windows cleaned on a periodic basis? Yes No N/A

Signature

Countersigned by

