**How to use this office inspection checklist**

* Use this checklist to inspect offices, and associated corridors, stairs and communal areas such as toilets and kitchenettes/tea rooms.
* Inspections should be carried out at least once per year. Inspections should be done when offices are occupied by staff and students, to get a true picture of conditions and practices.
* Consider getting a team together to help you. The team should be limited to four people and could include your DSE Assessor.
* Carry out inspections in manageable chunks. Divide your area into separate buildings, corridors or floors. Use one checklist per corridor or floor and record details of faults or weaknesses.
* When you have carried out an inspection and recorded any faults or weaknesses found, report to your Faculty Operating Officer/Director of Professional Service, together with your comments and recommendations for action.
* Keep a copy of each completed inspection checklist and record action taken to correct the faults you have reported.

Office Hazards!

**OFFICE INSPECTION CHECKLIST**

The answer to all these questions should be ‘yes’. If ‘no’ you should note the location and brief details and investigate the problem further to identify actions.

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| --- | --- | --- | --- | --- | --- |
| Areas inspected |  | | | | |
|  |  |  |  | | |
| Inspected by |  | | | Date |  |

| **HAZARD** | **YES/NO** | **COMMENTS (location & brief details)** | **ACTION TAKEN or RECOMMENDED**  **(with completion dates)** |
| --- | --- | --- | --- |
| **Space and Layout** |  |  |  |
| Is there enough space to move around safely?  *(minimum of 11 cubic metres per person)* |  |  |  |
| Can everyone sit at their workstations comfortably? |  |  |  |
| Is there enough desk space for the work & equipment in routine use? |  |  |  |
| Have display screen equipment (DSE) workstation assessments been completed for all DSE users & are they still valid?  *(see Display Screen Equipment Code of Practice)* |  |  |  |
| Is there enough space for storage? |  |  |  |
| Is the area clean & free of clutter? |  |  |  |
| Is rubbish collected often enough? |  |  |  |
| **Environment** |  |  |  |
| Is the room temperature comfortable?  (*Note: Should be >16 oC. No area shall be actively heated to a temperature greater than 20oC ± 1°C)* |  |  | *(If personal heaters are being used, please ensure the Campus FM office is made aware.)* |
| Is there enough fresh air, without draughts? |  |  |  |
| Is there adequate space around photocopiers to prevent a build-up of smells from fumes? |  |  |  |
| Can the windows be opened easily? |  |  |  |
| Are windows in clean & safe condition? |  |  |  |
| Are blinds fitted to reduce glare or temperature? |  |  |  |
| Is lighting adequate in all areas?  *(in working order, clean & free of flicker or glare)* |  |  |  |
| **Slips, Trips and Manual Handling** |  |  |  |
| Are floor surfaces, carpets etc. in a safe condition? *(No cracks, tears, fraying, slippery or uneven spots etc.)* |  |  |  |
| Are floors free of trailing cables, boxes & other trip hazards? |  |  |  |
| Are stepladders or stools used to reach high shelves of a suitable height & in safe condition? |  |  |  |
| Are heavy & awkward items stored at waist height where possible? |  |  |  |
| Are trolleys available for moving heavy or large loads? *(manual handling assessments needed for handling heavy or awkward loads)* |  |  |  |
| **Fire -** *contact Campus Facilities Manager if problems with fire doors, extinguishers or notices* | | | |
| Is accumulation of combustible material kept to a minimum? |  |  |  |
| Are combustible materials kept away from potential ignition sources? |  |  |  |
| Are flammable & hazardous chemicals used & stored safely? *(Risk assessments needed for chemicals with hazard warning labels on container)* |  |  |  |
| Are smoking rules followed? |  |  |  |
| Are fire extinguishers provided and tested annually? *(check last test date on label)* |  |  |  |
| Are fire doors clearly marked & kept closed? |  |  |  |
| Do fire door closing mechanisms operate properly? |  |  |  |
| Are vision panels in doors unobstructed? |  |  |  |
| Are fire exits & escape routes free of obstructions? |  |  |  |
| Do final exit doors open easily? |  |  |  |
| Are up to date fire action notices displayed adjacent to manual fire alarm call points? *(what to do in event of fire & fire assembly points)* |  |  |  |
| Have fire wardens been appointed and trained for this area? |  |  |  |
| Have staff received recent instruction on fire safety and fire procedures? (*within last year)* |  |  |  |
| **People With Disabilities** |  |  |  |
| Is there access for people with impaired mobility?  (*e.g. wheelchair users)* |  |  |  |
| Is there access to disabled toilets within reasonable distance? |  |  |  |
| Do emergency evacuation procedures include people with disabilities? *(eg those who have impaired mobility, or can’t hear fire alarms or see fire exits)* |  |  |  |
| Are there up-to-date Personal Emergency Evacuation Plans (PEEPS) for individual staff and students, if necessary? |  |  |  |
| **First Aid** | | | |
| Are up to date posters displayed with names & locations of trained first aiders? |  |  |  |
| Are first aid boxes clearly marked & kept fully stocked with stock that has not exceeded a given expiry date? |  |  |  |
| Do staff and students know how to access and use the online incident reporting system?  [https:/portal.gre.ac.uk/web/staff/staff-services](https://portal.gre.ac.uk/web/staff/staff-services) |  |  |  |
| **Fabric, furniture, Fittings & Equipment** |  |  |  |
| Does the fabric of the room appear sound?  *(e.g free from significant cracks, damp or other damage*) |  |  |  |
| Are furniture & fittings in good condition?  *(e.g. chairs, desks, shelving etc.)* |  |  |  |
| Is all office equipment working properly?  *(ask people who use it)* |  |  |  |
| Are hot, sharp or dangerous moving parts guarded? |  |  |  |
| Are instructions manuals available? |  |  |  |
| Are there enough accessible power points to avoid overloading sockets? |  |  |  |
| Is all portable electrical equipment tested regularly?  *(In accordance with* [*Portable Appliance Testing Guidance*](https://docs.gre.ac.uk/rep/ef/portable-appliance-testing-pat-guidance)*- check test labels)* |  |  |  |
| Do all electrical equipment & cables pass visual inspection? |  |  |  |

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| **Visual Inspection**  *Switch off and disconnect (unplug) equipment before inspecting. Then look for danger signs* | | | |
| Is the cable covering intact? |  |  |  |
| Is there damage to the plug - is the casing intact and pins straight? |  |  |  |
| Is the lead intact without any joins? |  |  |  |
| Is the outer covering of the cable gripped where it enters the plug or equipment (*see if the coloured insulation or copper of the internal wires are completely covered).*  Isthe plug, equipment or socket free from indications of overheating (eg brown burn marks)  *label any faulty equipment with ‘do not use’ signs & take out of use until checked by an electrician. Encourage other staff to report any faults or damaged equipment* |  |  |  |
| **Toilets** | | | |
| Are there enough toilets provided?  (see [HSE guidance](http://www.hse.gov.uk/contact/faqs/toilets.htm) for more details) |  |  |  |
| Are toilets & washbasins clean & in working order? |  |  |  |
| Are hot and cold (or warm) running water, soap and towels (or other cleaning/hand drying facilities) provided in the toilets? |  |  |  |
| **Kitchenettes/Tea Rooms** |  |  |  |
| Are floor & surfaces clean & tidy? |  |  |  |
| Is drinking water available? |  |  |  |
| Are power points & cables a safe distance from wet areas? |  |  |  |
| Are microwave oven door seals clean & undamaged? |  |  |  |
| Is the fridge clean & defrosted? |  |  |  |
| Is a fire blanket provided where electric cookers are used? |  |  |  |
| Are sinks and taps in working order and free from leaks? |  |  |  |

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| **Resource and energy use** | | | |
| Are heater, radiators and air ducts free from obstruction? |  |  |  |
| Are doors and windows closed, if heating or air conditioning is on? |  |  |  |
| Is lighting off in unoccupied areas? |  |  |  |
| Are occupancy or daylight sensors working correctly? |  |  |  |
| Are there adequate facilities for recycling and waste disposal and are they suitably located? |  |  |  |
| All waste and recycling signage / posters clear and easy to understand? |  |  |  |
| **Other Hazards/Notes** | | | |
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