



Low Risk Self Inspection Checklist LR01

Introduction

This checklist is provided by the Health and Safety Department as a template, which provides a basic framework for the conduct of a self inspection of a low risk environment (those areas without workshop or laboratory accommodation). It will normally require to be amended and/or expanded to address fully the specific requirements of the area to be inspected, and therefore should not be regarded as exhaustive.

Further background information to the subject areas covered can be found in the central University Health and Safety Policy at <https://www.ed.ac.uk/health-safety/policy-cop/policy> and accompanying codes of practice (<https://www.ed.ac.uk/health-safety/policy-cop/cop>) and guidance (<https://www.ed.ac.uk/health-safety/guidance>) on the Health and Safety Department website. Reference to the Policy should assist in any required amendment / expansion of this template in order to tailor it to individual requirements, as will reference to key HSE guidance in the area in question, which can be obtained from Health and Safety Department (514255; Health.Safety@ed.ac.uk).

In the Health and Safety Policy Statement issued by the University Court, which appears in the University Health and Safety Policy, the Court undertakes not only to set up suitable provisions to ensure, so far as is reasonably practicable, the health and safety of all University employees, students and others visiting or entering the precincts of the University, but also to monitor the effectiveness of these provisions.

The University Health and Safety Policy is published in two documents - the University Health and Safety Policy and a Framework document also divided into two - Organisation and Arrangements, and should work in tandem with the school health and safety policy/code/rules. For any given Head of School to be confident that his or her school's declared policy with respect to health and safety is being observed at the workplace, some system of checking performance to assess the success in implementing the stated policy must be carried out.

Each Head of School or Unit is required by Court to report annually to the Secretary to the University, regarding this, and other, aspects of the management of health and safety within their area of control.

In recent years, an increasing number of schools have developed systems of regular self-inspection (sometime also referred to as "safety audits"), to highlight areas of deficiency, to document these findings, and to set in train the remedial action felt to be necessary. In a low risk school, such a self-inspection system should not be an onerous task, and should normally be achievable without a great investment of time and resources. Should a school

be physically large or geographically wide spread, splitting it into manageable sections, each to receive a separate inspection, is a sensible approach.

Persons appointed to carry out the self-inspection should normally be chosen from members of the school staff; often the School (Area) Safety Adviser will perform this task. This person(s) should not require specialist knowledge or training to carry out the self-inspection task, though assistance and advice is always available from [Health and Safety Department](#), Charles Stewart House, 9-16 Chambers Street (Extension 514255).

In order to assist the person(s) carrying out school safety self-inspections, the following model check list of points to be look at has been formulated, which covers most general health and safety items relevant to low risk areas. The model check list can be tailored to an individual school's requirements by adding reference to any particular hazards which are presented by specific departmental activities.

Low Risk (Group 2) Areas
Assessor:
Location:
Date:

A. Health and Safety Information	Yes	No
1. Have all members of staff, and particularly new recruits, been given access to copies of: (a)the relevant parts of the core University Health and Safety Policy ; (b)the school's own health and safety policy document/code of practice/rules?		
2. Is any other health and safety guidance material , relevant to hazards associated with particular work activities within the school, readily available for relevant staff to consult?		
3. Is the location of, and the importance of using, the University's Accident and Incident, etc., Reporting system well publicised within the school, so that all accidents, incidents, fires or instances of occupationally related ill-health may be recorded and reported to Health and Safety Department?		

4. Are clear procedures in place for the reporting of potential hazards within the school to the School Safety Adviser, or other senior member of staff? (Does the School utilise the Estates Helpline , via which defects in the fabric of the building or defective services can be reported to Estates Department?)		
5. Are persons working in, or visiting, the school aware of the University's No Smoking Policy , and is a copy of the Code displayed?		
B. Fire Safety	Yes	No
1. Are sufficient up-to-date Fire Action Notices (white on blue) prominently displayed throughout the school?		
2. Have all members of staff been given access to copies of the individual Fire Routine Notice (blue on white) for the building?		
3. Have all Fire Stewards and Deputy Fire Stewards been given copies of the relevant Instruction sheet (green on white)?		
4. In the event of the fire alarm sounding has someone been nominated to notify the University Security Services (telephone 2222 : 650 and 651 exchange only)?		
5. In the event of an evacuation, has someone been nominated to act as an Assembly Controller?		
6. Are all fire exit and escape routes , fire alarm points and items of fire fighting equipment clearly visible, unobstructed and appropriately indicated?		
7. Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?		
8. Are appropriate procedures in place to assist disabled persons who may be present during a fire evacuation of the school?		
9. Where means of fire alarm is by break glass points, are these tested on a regular basis and a log kept?		
C. First Aid	Yes	No
1. Are sufficient up-to-date notices (green on white), giving information on the location of qualified first aid personnel and first aid materials , prominently displayed throughout the school?		

2. Has an <u>Appointed Person</u> been nominated to hold the first aid materials, and to summon the emergency services if required, in the absence of qualified first aid personnel?		
3. Are the school's <u>first aid boxes</u> checked regularly, to ensure that they are kept as fully stocked as is practicable?		
D. Electrical Safety	Yes	No
1. Has an <u>Appliance Record Form</u> been completed, listing all items of portable electrical equipment within the school, and returned to Works Division, so that all relevant items may be regularly inspected and tested for electrical safety?		
2. Has the above <u>record</u> been kept up-to-date by the addition of all newly acquired electrical items?		
3. Have any instances of equipment or wiring which appear potentially to be <u>electrically unsafe</u> , which have arisen between annual tests, been reported to Works Division electricians?		
4. Are items which draw substantial power, e.g. electric kettles, electric fires, etc., attached to 13 and 15 amp sockets only?		
5. Is the use of socket adapters, to allow multiple appliances to be plugged into a single wall outlet, kept to an absolute minimum? (Fixed socket extension boards or strips should be used as an alternative, wherever possible).		
6. Is the school free from the tripping hazards presented by trailing electrical (or other) cables?		
E. General Health and Safety Precautions	Yes	No
1. Is <u>housekeeping</u> within the school good, to prevent blockage of passageways, particularly fire escape routes, and obviate possible tripping hazards?		
2. Are <u>floor surfaces in good condition</u> , to prevent slips, trips and falls?		
*3. Has a risk assessment been carried out for any task which requires the transporting or supporting of a load, which could result in injury, (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force in accordance with the Manual Handling Operations Regulations 1992, amended in 2002? Assessment form available at: www.docs.csg.ed.ac.uk/Safety/ra/Manual_Handling.pdf		

<p>*4. Where Display Screen Equipment is used has training and have full and sufficient risk assessments of the workstation been carried out and recorded, in accordance with the Display Screen Equipment Regulations 1992, amended 2002? Assessment form available at: https://www.ed.ac.uk/health-safety/guidance/workplaces-general/personal-computing</p>		
<p>5. Does the school have an adequate supply of wholesome drinking water?</p>		
<p>6. Are any items of mechanical equipment (such as paper guillotines or shredders) adequately guarded, to prevent personnel coming into contact with potentially hazardous moving parts?</p>		
<p>7. Are properly designed steps available for reaching heights, to obviate the need for standing on chairs, etc?</p>		
<p>8. Where filing cabinets are of the type that allows more than one drawer to be opened at a time, are the cabinets labelled with a warning of a tipping risk? (Caution labels available from the Furniture Office)</p>		
<p>9. Is sufficient <u>hazard information</u> available on any proprietary products in use within the school, to allow these to be used safely and without risks to health?</p>		

Further Questions Specific to this Area

Once the inspection is completed, those items which have attracted a "No" response will normally require remedial attention. Deficiencies identified in this way should be notified to the appropriate office, e.g. Estates Department, Health and Safety Department, Head of School etc., and appropriate action requested.

Copies of the inspection form and requests for remedial action should be retained on file.

If you have any difficulties printing this document, please contact the Health and Safety Department (514255; Health.Safety@ed.ac.uk) to obtain the document as a paper copy or Word file.