



General Office Self Inspection Checklist: Office

This core checklist is provided by the Health and Safety Department as a template, which provides a basic framework for the conduction of a self-inspection of a general office environment. 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 and, in particular, in [Part 2 \(General Precautions\)](#) and [Part 3 \(Electrical Equipment\)](#). Reference to the Policy should assist in any required amendment/expansion of this template in order to tailor it to individual requirements.

General Office Accommodation
Assessor:
Location:
Date:

Administrative Procedures	Yes	No	N/A
Have copies of Part 2 (General Precautions) of the University Health and Safety Policy been made available, or its location on the Health and Safety Department's web site (www.safety.ed.ac.uk/policy/part2/index.html) communicated, as required?			
Have copies of the School Safety Policy/Code/Rules also been made available?			
Is the location of, and the importance of using, the Accident and Incident Report Book known to all staff?			

Has a general risk assessment been carried out of all activities undertaken in this area(s) and of the fabric/design of the area(s) in order to highlight any risks to health or safety arising from such work activities or building fabric? (Management of Health and Safety at Work Regulations 1992)			
Have measures been taken to reduce any such highlighted risks to the lowest level reasonably practicable?			
Where such risks are judged to be significant, has the assessment and risk control measures been recorded?			
Have all members of staff been made aware of the University's No Smoking Policy?			
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?			
Are clear procedures in place for the reporting of defects in the fabric of the building or defective services to Works Division?			
Are School Self-Inspections, similar to that being carried out with the aid of this checklist, carried out at regular intervals?			
Is there a procedure in place whereby the presence of lone, or out of hours workers is known?			
Emergency Procedures	Yes	No	N/A
Are all staff aware of the fire exit routes?			
Are there sufficient Fire Action Notices (white on blue) displayed to inform staff of the action to take in the event of fire?			
Has each member of staff been given access to a copy of the Fire Routine Procedure (blue on white)?			

Has a Fire Steward been appointed to cover this area?			
Have all fire Stewards and their Deputies been issued with copies of the relevant Instruction sheet (green on white)?			
Is the relevant fire fighting equipment readily available?			
Are staff working in this area familiar with the location of this equipment?			
Is any smoke or fire stop door(s) leading to/from the office kept closed when not in use, and never wedged open? (except doors on a magnetic catch linked to the fire alarm)			
Have staff been instructed to exercise care with potential sources of ignition e.g. gas fires etc. and to carry out a simple fire safety check before leaving the office?			
Where means of fire alarm is by break glass points, are these tested on a regular basis and a log kept?			
In the event of a fire alarm, has a member of staff been nominated to notify the University Security Services? (Tel.2222 : 650 exchange only)			
Is there a first aid box readily available?			
Is the location of the first aid box suitably signed (white cross on green background) and do all staff no of its location?			
Is there a trained First Aider available?			
Is there an Appointed Person to ensure the first aid box is suitably stocked and replenished, in the absence of a First Aider?			
Are there sufficient First Aid Notices (green on white) informing staff of how and where to gain First Aid help?			

Do staff know how to contact the emergency services?			
In the event of an ambulance being required, do staff know that someone should be dispatched to meet the ambulance and guide the crew to the incident?			
Electrical Safety	Yes	No	N/A
Has a list of all items of portable electrical equipment been made and forwarded to Works Division, so that such items can be tested for electrical safety on a bi-annual basis? (Low risk schools)			
Is there a procedure in place for informing Works Division of any new items of equipment, which may be acquired between test dates, so that it can be tested? (Low risk schools)			
Has all portable electrical equipment been tested and labelled with the date of test?			
Is regular visual inspection carried out, by school staff, of all electrical equipment, with particular emphasis on integrity of cables and plugs and any instance of defect reported to Works Division?			
Hazardous Substances	Yes	No	N/A
Has sufficient hazard information been acquired for all hazardous proprietary products (denoted by orange warning signs on the container/packaging) used in the office, to allow these to be used safely and without risk to health?			
Are staff specifically informed of any required safe systems of work which are to be followed to ensure their health or safety when working with these products?			

Are large quantities of solvents or solvent-based glues used within the office e.g. spray mount etc? <i>If yes, then risk assessments will require to be made of the activity, involving the use of such substances, in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 1999?</i> Assessment form available www.safety.ed.ac.uk/safenet/risk_assess/HS2.html			
If yes, to above have such risk assessment(s) been carried out and the safe methods of working with these products conveyed to the users?			
Are any chemicals used clearly labelled, including hazard symbols where appropriate? e.g. cleaning fluids, glues, etc.			
Equipment	Yes	No	N/A
Where Display Screen Equipment is used have full and sufficient risk assessments of the workstation been carried out and recorded, in accordance with the Display Screen Equipment Regulations 1992? Assessment form available at http://www.docs.csq.ed.ac.uk/Safety/ra/DSE.pdf			
Where such an assessment has shown a defect, has appropriate remedial action been taken?			
Have users of Display Screen Equipment been informed of their right to a free eye test?			
Are any items of mechanical cutting equipment (such as paper guillotines or shredders) adequately guarded to prevent contact with potentially hazardous moving parts?			
Are items of office equipment, e.g. filing cabinets, properly used in line with the manufacturer's safety instructions?			
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)			

Are photocopiers and laser printers sited so that the exhaust does not blow over a workstation?			
Have staff been informed of the precautions to observe when changing toner cartridges, etc? Information available at www.safety.ed.ac.uk/resources/occ_hygiene/gnote_1.html			
Where large multi-run/collating photocopiers are used, are they sited, wherever possible, in an area where persons do not continually work?			
Manual Handling	Yes	No	N/A
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? Assessment form available at www.docs.csg.ed.ac.uk/Safety/ra/Manual_Handling.pdf			
Where there is significant risk, have steps been taken to avoid the need for manual handling, or where this is not practicable, to reduce the risk to the lowest level reasonably practicable, by either altering work practices or introducing mechanical aids?			
Where the findings of the assessment are significant, i.e. anything other than a low risk of injury, has the assessment been recorded and the safe method of work conveyed to the operative?			
Are heavy items, used frequently, stored on waist level shelves?			
Are heavy items, used infrequently, stored at low level?			
Are properly designed steps available for reaching heights, to obviate the need for standing on chairs etc?			

General/Welfare	Yes	No	N/A
Are floors clean?			
Are floor coverings non-slip?			
Are floor coverings intact?			
Are desks/worktops intact and easily cleaned?			
Is lighting adequate and in working order?			
Is the standard of general room ventilation satisfactory for the type of work undertaken?			
Is the standard of heating affording an adequate level of comfort?			
Is there a thermometer available, within the school, to allow the temperature of the office to be measured, if so required?			
Is there sufficient circulation space within the office to allow staff to get to/from their workstations safely?			
Are the workstations suitable, both for the person(s) using the workstation(s) and for the type of work undertaken?			
Where required, have adjustable window blinds been supplied, to attenuate light?			
Is there a wholesome drinking water supply available, within reasonable proximity to the office?			
Where the School has supplied drinking water dispensers, are these subject to a cleaning/maintenance agreement with the suppliers?			
Where such dispensers are of the bottled type, is the stock of water bottles kept in a cool, dark area?			

Is there an adequate facility for hand washing within reasonable proximity to the office?			
Is there an adequate supply of soap, towels (or hot air drying) at this facility?			
Is there accommodation provided for clothing not worn during working hours?			
Does this accommodation (peg, locker, etc.) allow clothing to dry out?			
Office Housekeeping	Yes	No	N/A
Are passageways, traffic routes, clear of tripping hazards e.g. cables, boxes, stock, rubbish, etc.?			
Are rubbish receptacles emptied regularly?			
Is an effort made to ensure that the storage of empty cardboard boxes is kept to a minimum?			
Are the tops of lockers/filing cabinets/ cupboards clear of stored items, such as cardboard boxes, which may fall or add to the fire loading of the area?			
If bicycles are accommodated within the building, is this only at ground level and in a manner that does not constitute any risk to health or safety? (e.g. tripping hazard, impediment to safe egress in emergency, etc.)			
Further Questions Specific to This Area	Yes	No	N/A

Further Questions Specific to the 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 and Buildings, Works Division, 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.