

Active Monitoring: Health and Safety Inspection Form

Location:				Inspection date:	Conducted by:		
Department:				Review date:	Position:		
Manager:				Person(s) seen:	Received by:		
Department:				Position:	Date Issued:		

Item	Satisfactory [Ⓟ]	Not Satisfactory	Not Applicable	Details of any Action to be Taken, plus any comments	To be Actioned by	By When	Date Actions Completed (By who & when)
1. Health & Safety Information							
a) Are all required notices and procedures completed, up to date and displayed?							
b) H&S Law Poster							
c) General Statement of Policy							
d) Organisation & Arrangements							
e) Insurance Policy							
f) Accident Reporting Procedure							
g) Evacuation Procedures							
h) List of First Aiders							
2. Induction							
a) Have staff/students received a GSA induction.							
3. Fire							
a) Fire risk assessment in place with no outstanding actions?							
b) Are Fire Action notices completed and displayed?							
c) Are fire evacuation procedures displayed?							
d) No smoking signs displayed with details filled in?							
e) Are fire exit signs clearly displayed?							
f) Is all other emergency signage in place and sufficient?							
g) Do all exit routes lead to a safe place and clear of obstructions?							
h) External combustible waste stored away from building?							
i) Fire Log Book records completed and up to date?							
j) Are fire drills recorded? (minimum every 6 months)							
k) Is the fire alarm tested weekly?							
l) Suitable emergency lighting in place and working correctly?							
m) Emergency lighting checked monthly?							
n) Adequate firefighting equipment positioned and mounted correctly?							
o) Firefighting equipment checked monthly? e.g. damaged, seal intact, annual check not overdue							
p) Do final exit fire doors open easily in one movement?							
q) Final exit fire doors checked monthly?							
r) Are all battery operated smoke detectors working							
s) Are battery operated smoke detectors checked weekly?							
t) Are there designated fire marshals?							
u) Have all fire marshals received training?							

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4. First Aid							
a) Are there an adequate number of trained first aiders							
b) Are the names clearly identified on displayed signs?							
c) Are first aid boxes adequately stocked, contents in date, marked and available							
5. Accidents							
a) Are staff aware of the accident reporting procedure, including incidents of violence, and is it understood?							
b) Is the accident book available?							
c) Do staff know how to complete the accident forms?							
6. Slips, trips and falls							
a) Are stairs in a sound condition (i.e. free of excessive wear, chips, defective coverings)?							
b) Are handrails in good repair?							
c) Are steps and changes of levels clearly marked?							
d) Are electrical and telecom cables being controlled?							
e) Are wet floors being dealt with appropriately?							
f) Are there any worn/torn/damaged floor coverings?							
7. Housekeeping							
a) Are waste bins routinely emptied?							
b) Are the floors and corridors clear of rubbish, materials and equipment?							
c) Are the premises in good repair?							
8. Lighting							
a) Are lighting levels suitable for the tasks performed?							
b) Is the environment free of any glare or flickering lights?							
c) Are strip light diffusers in good condition?							
d) Are there any missing, faulty tubes/bulbs?							
9. Work Equipment							
a) Is equipment in good working order?							
b) Is it maintained in accordance with manufacturers instructions?							
c) Is defective plant/equipment taken out of use?							
d) Are records available for all equipment requiring statutory inspection and tests (i.e. gas appliances, LEV systems, etc.)							
e) Have work equipment training records been completed for all relevant staff/students?							
10. Electrical							
a) Are electrical sockets and extension leads overloaded? (e.g. daisy-chaining)							
b) Are cables and leads free of splits, cracks and frays?							
c) Are switches, socket outlets and plugs free of splits and cracks?							

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d) Is there sufficient space between electrical switchgear and combustible materials?							
e) Are portable electrical appliances being checked annually? (kettles, fridges)							
f) Is there evidence of unauthorised electrical appliances in use?							
11. Storage							
a) Is stored material stable and secure?							
b) Items stored at appropriate height?							
c) Are storage areas free from tripping hazards?							
d) Is shelving and racking secure?							
e) Are storage rooms neat and tidy?							
f) Is there appropriate access to high shelves etc.?							
g) Are boiler/plant rooms clear of combustible materials							
h) Cupboards housing electrical panels etc. clear, tidy clearly signed and locked?							
12. Display Screen Equipment (DSE)							
a) Have all DSE users completed a DSE self-assessment form for their workstations?							
b) Have these been reviewed by local manager or H&S staff?							
c) Have all actions been completed?							
d) Are laptops being used with risers/docking station, separate keyboard and mouse?							
e) Are mini net books being used with full sized monitor, separate keyboard and mouse?							
13. Space / Work Area							
a) Adequate for tasks undertaken? (layout, access, privacy, equipment , etc.)							
b) Easy access/egress to and from workstations?							
c) Workstations / seating adequate? (suitable, safe and comfortable for all users)							
14. Furniture							
a) Is all furniture safe, safely positioned and appropriate to its usage							
b) Is the work area free of unstable cabinets, cupboards or drawers left open?							
c) Are there any sharp or rough edges, loose, worn or broken parts?							
15. Temperature & Ventilation							
a) Is the temperature at a comfort level for the majority of people in the premises?							
b) Is the workplace appropriately ventilated?							
c) Are mechanical ventilation and heating systems regularly cleaned, tested and maintained?							

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d) Are all portable heaters positioned correctly and in good condition?							
e) Are radiant bar or other temporary heaters in use in the space/work area?							
16. Windows							
a) Are they easy to open, i.e. not stiff?							
b) Designed so that they do not protrude into walking areas when open?							
c) Free of worn or broken fastenings and cords, broken or cracked glass?							
d) Are windows fitted with restrictors where appropriate and do they work?							
e) Are blinds suitable and in good condition?							
17. Welfare Facilities							
a) Is drinking water provided and clearly marked							
b) Are there adequate means of washing and drying hands available?							
c) Are adequate toilet facilities available?							
d) Are facilities clean and well maintained?							
e) Does the disabled toilet comply with DDA regulations?							
f) Rest and eating facilities suitable and clean?							
g) Is there a designated smoking area that is away from the entrance?							
h) Is there suitable means of safely disposing of cigarettes?							
18. Risk Assessment							
a) Have risk assessments been undertaken for all work activities that may pose a significant risk of injury?							
b) Have the results of these risk assessments been brought to the attention of all staff that they affect?							
19. Hazardous Substances							
a) Are COSHH assessments available for all hazardous substances onsite?							
b) Do staff comply with the instructions and information contained within the assessment?							
c) Are hazardous substances correctly labelled and stored in a safe and secure manner?							
d) Are DSEAR assessments available for all substances onsite?							
20. Lifting & Handling							
a) Is moving and handling avoided where possible, e.g. by providing lifting aids or altering work methods?							
b) Are appropriate lifting aids available and used where applicable e.g. sack trucks?							

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c) Have risk assessments been completed for all relevant manual handling activities?							
d) Are employees trained on safe lifting and handling techniques?							
21. External							
a) Roads and paths around buildings are free from defects?							
b) Outside areas are sufficiently lit?							
c) Outside areas are clean and orderly?							
22. General							
a) Are there adequate procedures for controlling visitors & contractors?							
b) Any outstanding actions from previous inspections?							
c) Any other issues?				1			
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23. Workshops etc. (if applicable)							
a) Have work equipment training records been completed for all relevant staff/students?							
b) Are all dangerous machine parts adequately guarded?							
c) Is appropriate PPE/C available and in use?							
d) Are PPE/C and RPE issue records completed and up to date?							
e) Are work equipment inspection records completed as required?							
f) Are suitable Warning, Mandatory and Prohibition signs displayed within the workshop area as required?							
g) Are copies of relevant Regulations, Codes of Practice, available in the workshop?							
h) Are suitable means of dealing with spillages available?							
i) Is there a system for the disposal of waste materials?							
j) Is suitable LEV employed to remove hazardous fumes, vapours, gases or dusts?							
k) If LEV provided are test records available?							
l) Are there sufficient numbers of trained first aiders available?							
m) Are first aid boxes adequately stocked, contents in date and available?							
n) Are gas cylinders used? NB Acetylene							
o) Are gas cylinders in good condition, properly stored and secured							

