

## Childcare Premises - Health & Safety Audit

**Premises:**

**Audit carried out by:**

**Date of Audit:**

The purpose of this document is to support Building Safety Management and Health & Safety as an audit checklist, which will identify areas of potential improvement in the management of Health & Safety.

### ***Instructions for use:***

*Complete each relevant section and tick the appropriate boxes marked Yes / No / N/A / Review - as appropriate.*

Yes = *Up to standards and satisfactory*

No = *Not completed and/or not up to standards and/or inadequate*

N/A = *Non Applicable*

Review = *Out of date documentation (i.e. Risk Assessments / Policies / Guidance documentation) and/or in need of review*

**NB** All documentation has to be evidenced and available for inspection by Ofsted if requested or any other agencies investigating serious incidents/accidents/safeguarding issues. Documentation must also meet the Welfare Requirements set out in the Early Years Foundation Stage Framework.

## Audit Checklist

### Contents:

Access / Egress  
Accident(s) / Near Misses  
Alterations / Repairs / Refurbishments / Maintenance  
Asbestos

Building Cleaning / Caretaking

Clothing – Accommodation of  
Construction Safety – general & specific projects

Disability Compliance  
ICT Equipment  
Drinking Water

Electrical Safety  
Emergency Lighting  
Emergency Evacuation  
Enforcing Authority  
Exits from the Building

Falls and Falling Objects  
Fire  
*Fire Risk Assessments*  
*Fire Alarms*  
*Fire Fighting Appliances*  
*Fire Exits*  
*Fire Precautions*  
First Aid  
Floors and Traffic Routes

Gas  
Glass and Glazing

Health and Safety  
Heating / Hot Water System  
Humidity

Information for Employees  
Interview Rooms

Ladders / Steps  
Legislation  
Lifts  
Lighting (natural/artificial)  
Lone Working

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**Contents Continued.../**

Maintenance  
Meals (eating of)

New / Expectant Mothers

Photocopiers and Printers  
Public Areas

Reception Facilities  
Refuse / Recycling  
Rest Areas  
Risk Assessments

Sanitary Accommodation  
Security  
Signs  
Stairs

Temperature  
Traffic Routes / Management

Ventilation  
Violence to Staff

Washing & Utility Facilities  
Window Cleaning  
Work Space

*Any areas that are identified as not being up to an acceptable standard and/or do not meet the current minimum legal requirements must be addressed and remedial action instigated.*

*Actions may be prioritised and timescales should be agreed with the Health & Safety Officer conducting the audit.*

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**Access / Egress**

		N/A	Yes	No	Review
<b>Entrances/Exits:</b>	Are entrances/exits clearly marked/signed				
	Free from obstructions				
	Available for disabled access				
<b>Doors:</b>	Are doors easy to open				
	Have they got adequate handles (at correct height for children or otherwise)				
	Appropriate vision panels where required				
	Is the glazing of the correct type and size (anti-shatter)				
	Are locks at an appropriate height so that children cannot open main doors				
	Are doors fitted with finger guards.				
<b>Automatic Doors:</b>	Are automatic doors checked/adjusted regularly				
	Do they failsafe				
	Are operating systems checked regularly				
<b>Steps:</b>	Are steps clear of obstruction(s)				
	Have they got handrails				
	Are they In sound condition				
<b>Doormats:</b>	Are doormats large enough				
	Secured to/in the floor surface				
	Cleaned regularly				
<b>Weather:</b>	Are systems / measures in place to ensure all routes remain safe and usable in extreme weather conditions				
<b>Outdoor area:</b>	Are the outdoor areas well maintained and regularly checked e.g. perimeter fencing, surfacing, grass cut, hedges & low branches trimmed.				

**Notes:****Accidents**

		N/A	YES	NO	REVIEW
<b>Accidents and/or near misses:</b>	Are accidents/near misses recorded in accident book and notified to parents/carers when children are involved/ Ofsted when a significant accident occurs				
<b>Staff:</b>	Are staff aware of the reporting procedures				
<b>Records:</b>	Are records kept of all accidents including minor accidents with date/ time/ person managing and parent/carers signatures				
<b>Statistics:</b>	Are annual accident statistics reviewed				
<b>Accident prevention:</b>	Are measures actively taken to reduce accident levels- operational risk assessments				

**Notes:**

### Alterations / Repairs / Refurbishment / Maintenance

		N/A	Yes	No	Review
<b>Communications:</b>	Have occupiers / managers /supervisors got clearly defined roles and responsibilities				
	Are those persons aware of these responsibilities				
	Are they documented				
	Has everyone received a copy of employment contracts and job descriptions				
	All refurbishment changes notified to Ofsted				
<b>Risk Assessments:</b>	Are risk assessments carried out prior to any alteration, repair, maintenance or refurbishment				
	Recorded / Filed / Reviewed				
	Carried out by Occupier / Client				
	Carried out by Contractors				
	Are Key/Significant findings communicated to the workforce				
<b>Precautions taken:</b>	Are adequate precautions taken to protect the workforce including trainees, volunteers & pupils				
	To Protect the Public				
	To protect other Occupants				
	To protect other Service Users				

Also see requirements for Contractors

**Notes:**

### Asbestos

		N/A	Yes	No	Review
<b>Asbestos:</b>	Has an asbestos survey been carried out				
	Was any asbestos containing material(s) found (If yes, was appropriate agency informed)				
<b>Areas of the premises:</b>	Are there any areas that require marking				
	Require protecting				
	Require further Investigation				
<b>Records:</b>	Where Access needs preventing				
	Are records of Inspections/ Investigations kept				
	Removal work kept				
	Remedial work kept				

**Notes:**

### Building Cleaning / Caretaking

		N/A	Yes	No	Review
<b>Responsible person:</b>	Has responsible person for organising and monitoring the cleaning of the building been identified				
	Are the occupants of the building aware of who this is				

	Are the occupants aware of who actually does the work				
<b>Caretakers / Managers / Staff roles/ responsibilities:</b>	Are caretakers / Managers aware of their responsibilities for testing the Fire Alarm systems and/or other emergency systems present				
	Testing Evacuation Procedures				
	Lift Rescues				
	For opening and closing of the building				
	For out of hours opening				
	For general security				
	For maintenance Work				
	For repairs / refurbishment etc.				
<b>Caretakers, Cleaners and Staff:</b>	Are cleaners/staff aware of their responsibilities under COSHH				
	Purchase of materials				
	For storage of materials				
	For the use of materials				
<b>First Aid:</b>	Aware of First Aid arrangements / First Aiders and facilities				

**Notes:**

**Clothing - Space for**

		N/A	YES	NO	REVIEW
<b>Space for employees Clothing:</b>	Is space provided for outdoor clothing				
	Other clothing				
	Is it Coat hooks				
	Is It Coat Racks				
	Is it Cupboards				
	Is it Lockers				
<b>Children's Clothing:</b>	Is space provided for coats, bags, wellingtons and spare clothing.				

**Notes:**

**Construction Safety – General & Specific projects**

		N/A	YES	NO	REVIEW
<b>Procedures:</b>	Are procedures laid down for any repair maintenance and/or refurbishment work carried out within the building				
	Are all Persons aware of their roles/responsibilities				
	Are parents/contractor responsibilities clear				
	Are all the occupants of the building informed/consulted as appropriate				
<b>Safety:</b>	Are measures taken to ensure the safety of employees/children				
	Are measures taken to protect the public / visitors / others				

	Are work sites adequately segregated				
	Are alterations made to allow normal business to continue made				
<b>Special Arrangements:</b>	Are any special arrangements required				
	To Restrict building access				
	Accommodate out of hours working				
	For Security				
	For deliveries / parking / access				
	Have suitable fire precautions been taken				
<b>Particular hazards:</b>	Are there any particular hazards in relation to Electrical work				
	Hot Work				
	Noisy operations				
	Scaffolding / ladders				
	Outside work				
	Working at height i.e. roofing etc.				
	Dusts fumes etc.				
	Movement of large objects				
Contractors equipment					
<b>Contractors Facilities:</b>	Is it clear what facilities will be available for the contractors?				
<b>Information:</b>	Are employees visitors and others informed of any restrictions that may have to be imposed on them				

**Notes:**

### Disability Compliance

		N/A	YES	NO	REVIEW
<b>Access / Egress:</b>	Is there suitable access/egress for staff with Disabilities				
	For Visitors / customers with disabilities				
<b>Toilets:</b>	Are sanitary arrangements adequate for persons with disabilities				
<b>Building Evacuation:</b>	Has the building evacuation plan taken into account persons with disabilities				

**Notes:**

### ICT Equipment

		N/A	YES	NO	REVIEW
<b>Faults:</b>	Is someone responsible for reporting faults				
	Organising any improvements / changes				
<b>Assessments:</b>	Have assessments been carried out				
	Recorded				

**Notes:**

## Drinking Water

		N/A	YES	NO	REVIEW
<b>Drinking water:</b>	Is there an adequate supply of drinking water at all times				
	Are all these supplies clearly signed as drinking water				
	Are all other water supplies signed not for drinking or staff informed that drinking water must only be obtained from clearly signed sources				
	Is drinking water supplied for Staff and Children who are outside for long periods.				
<b>Drinking water supply:</b>	Is drinking water supplied from the mains tap				
	A Cooler /or Filter units				
	Bottles				
	Other ( <i>please specify</i> )				
	Are coolers / filters serviced and maintained regularly				
<b>Supply points:</b>	Are supply points protected from contamination				
	Separate from washing facilities				
	Separate from sanitary accommodation				
<b>Quality checks:</b>	Is there a programme of checks on the quality of water supplied				

**Notes:**

## Electrical Safety

		N/A	YES	NO	REVIEW
<b>Building Systems:</b>	Are the responsibilities clearly identified in respect of surveying / checking / testing the systems				
	Recording the result				
	Carrying out repairs and improvements				
<b>Main input panel:</b>	Is the main input panel secure and access restricted				
	Is it accessible to authorised staff only				
	Can it be isolated				
	Are residual circuit breakers installed				
<b>Portable Equipment:</b>	Is there an inventory of portable equipment				
	Are testing frequencies clearly defined and complied with				
	Is it clear who is responsible for arranging testing / replacements / repair / maintenance				
	Is it clear who is responsible for maintaining the register				
	Is it clear who is responsible for purchasing and disposing of portable electrical equipment				

**Notes:**

### Emergency Lighting

		N/A	YES	NO	REVIEW
<b>Emergency Lighting:</b>	Does the building have emergency lighting				
	Is it maintained regularly				
	Is it tested regularly				
	Does it operate when the lighting circuit fails				
	Are records kept of tests and installations				

**Notes:**

### Emergency Evacuation

		N/A	YES	NO	REVIEW
<b>Emergency plan:</b>	Do you have an Evacuation Plan				
	Is it displayed appropriately around the building				
	Have employees / other regular building users / occupants been informed about it				
	Regular Drills carried out and recorded				

**Notes:**

### Enforcing Authority

		N/A	YES	NO	REVIEW
<b>Enforcing Authority:</b>	Are there arrangements in place for making contact with HSE				
	Responding to visits by enforcing Authority				
	Is it clear who needs to be told				

**Notes:**

### Exits from the building

		N/A	YES	NO	REVIEW
<b>Fire Exits:</b>	Are fire exits suitably signed				
	Kept unlocked and free from obstruction				
	Tested periodically to ensure efficient working				
	Secure				
	Fire Evacuation plan on display in various locations				
<b>Fire Escape routes:</b>	Are the routes adequately lit including emergency lighting				
	Do all exits lead to a place of safety				

**Notes:**

### Falls and Falling Objects

		N/A	YES	NO	REVIEW
<b>Falls:</b>	Are there any areas in which work is carried out at height ( <i>over 2mtrs</i> )				

	Is adequate fall protection in place				
	Have suitable sufficient risk assessments been completed				
<b>Store Rooms Storage facilities:</b>	Are store rooms and storage facilities designed to prevent objects falling from them				
	Are they used correctly ( <i>Not used to over capacity</i> )				
	Is office filing equipment designed to prevent files falling				
	Are staff briefed not to overload storage equipment				
<b>Reporting Procedures:</b>	Are reporting procedures in place to allow staff to report potential falls / falling objects				

**Notes:**

### Fire

		N/A	YES	NO	REVIEW
<b>Fire Record Book:</b>	Is there a Fire Record Keeping book for the premises				
	Does it contain the relevant documentation				
	Has a Fire risk assessment been carried out				
	Does the building require a Fire Certificate or got an exemption certificate				
<b>Fire Alarm:</b>	Does the building have a Fire Alarm				
	Is the alarm tested regularly ( <i>weekly</i> )				
	Is responsibility for this clearly allocated				
	Are employees aware of the timing of these tests				
	Are records of the tests kept in the record book				
	Is the system serviced 3 monthly				
<b>Fire Fighting Equipment:</b>	Is there an inventory of Fire Fighting Appliances and their locations				
<b>Fire Fighting Equipment:</b>	Are they serviced and maintained annually				
	Are there sufficient Fire fighting appliances for the building and types of potential fire				
<b>Fire Exits:</b>	Are Fire exits compliant with Legal requirements				
<b>Fire Precautions:</b>	Have staff received any fire prevention training				
	Do managers carry out preventative fire inspections				
<b>Training:</b>	Have staff been given any training in the use of fire extinguishers				
<b>Fire Doors:</b>	Are fire doors clearly signed and kept closed				
<b>Records:</b>	Are all records kept in the Fire record book				

**Notes:**

### First Aid

		N/A	YES	NO	REVIEW
<b>First Aid:</b>	Are First Aid facilities provided and adequate				
	Are First Aid Boxes provided				
	Are the numbers of Trained First Aiders / Appointed Persons appropriate				
	Are staff informed and aware of who the First Aiders are				
	Do staff know the location of the First Aid Box.				
	Are First Aid boxes checked frequently and maintained to legal requirements				
	Have ALL staff attended 12hr paediatric first aid training				

**Notes:**

### Floors and Traffic Routes

		N/A	YES	NO	REVIEW
<b>Floors:</b>	Do floors have a Non Slip finish				
	Are they in good repair				
	Are they kept clean				
	Are heavily trafficked areas given extra protection against wear and tear				
	Are procedures in place to clear any spillages quickly and/ or repair damaged areas quickly				

**Notes:**

### Gas

		N/A	YES	NO	REVIEW
<b>Gas supply:</b>	Is the gas supply capable of being easily isolated				
<b>Boilers/Heaters:</b>	Are gas boilers and heaters serviced / maintained regularly by approved engineers				
<b>Portable appliances:</b>	Are there any portable gas appliances				
	Are they maintained / serviced by approved engineers				
<b>Gas Cylinders:</b>	Are LPG cylinders stored inside the building				
	Are LPG cylinders stored outside the building				
	Are all storage areas and arrangements adequate/secure and compliant with legal requirements				

**Notes:**

### Glass and Glazing

		N/A	YES	NO	REVIEW
<b>Daylight:</b>	Is there a problem with day light in the building generally				

	In any specific part of the building				
<b>Glare:</b>	Is glare a problem in the building generally				
	In any specific part of the building				
<b>Glazing:</b>	Has glazing vulnerable to accidental breakage been identified				
	Have those areas been surveyed to identify appropriate upgrades				
	Has glazing in high risk areas been assessed and type approved				

**Notes:**

### Health and Safety

		N/A	YES	NO	REVIEW
<b>Health &amp; Safety:</b>	Is there a Health & Safety Policy				
	Are there written policies procedures and guidance				
	Are there written Risk Assessments				
	Are staff kept informed on all Health & Safety related issues				
	Are Safety representatives kept informed and consulted				
	Have specific responsibilities for health and safety issues been allocated				

**Notes:**

### Heating / Hot Water System

		N/A	YES	NO	REVIEW
<b>Heating System:</b>	Can the heating system attain a room temperature of at least 16deg C by the end of the first hour				
	Can it maintain this level throughout the working day				
	Is it possible to regulate the temperature in different working areas by adjusting the heating system				
<b>Supplementary heating:</b>	Does the building require supplementary heating in Winter months				
	Are the necessary appliances provided				
	Are they checked, risk assessed and tested before use				
	Is the use of them controlled				
<b>Emergency heating:</b>	Are emergency heating facilities available in the event of the heating system failing				
<b>Cooling Fans:</b>	Are cooling fans required in hot weather				
	Are fans provided				

	Are they checked, risk assessed and tested before use				
<b>Hot Water:</b>	Is hot water to wash basins and sinks circulated at the right temperature				
	Is the temperature checked on a regular basis				
	Has a Legionella assessment been carried out				
	Are measures in place to prevent the risks Legionella				
	Is it clear who is responsible for implementing these measures				
	Are there procedures in place for reporting faults in the system				

**Notes:**

### Humidity

		N/A	YES	NO	REVIEW
<b>Building:</b>	Is the building subject to extremes of humidity				
	Is Humidity checked regularly				
	Does the humidity require mechanical adjustment				
	Are any systems present serviced, risk assessed and maintained regularly				

**Notes:**

### Information for Employees

		N/A	YES	NO	REVIEW
<b>Health &amp; Safety:</b>	Is there a Health & Safety Poster displayed				
	If not are staff handed Health & Safety leaflet information				
<b>Evacuation:</b>	Are evacuation procedures displayed clearly in the building				
<b>First Aid:</b>	Are First Aid arrangements clearly displayed				
	Has an audit of notice boards and signage been carried out to ensure all information and signage is up to date and compliant with current legal requirements.				

**Notes:**

### Interview Rooms

		N/A	YES	NO	REVIEW
<b>Interview Rooms:</b>	Are interview rooms laid out so that the employee(s) using them have clear exit at all times				
	Are panic alarms provided in all interview rooms				
	Are clear procedures in place to ensure appropriate response(s) to the alarm				

<b>Usage:</b>	Are clear instructions issued to staff on the use of interview rooms and the risk of violent incidents				
	Are fixtures and fittings designed to reduce or eliminate risks to staff during a violent incident				
<b>Ventilation:</b>	Are interview rooms adequately ventilated				

**Notes:**

#### Ladders / Steps

		N/A	YES	NO	REVIEW
<b>Ladders / Steps:</b>	Are ladders/steps provided for use by employees				
<b>Usage:</b>	Are procedures in place to ensure they are used by authorised personnel only				
<b>Inspections:</b>	Are procedures in place to ensure they are inspected and checked regularly				
<b>Risk Assessment:</b>	Have suitable sufficient risk assessments been carried out in relation to their use and recorded				
	Are suitable records of checks and inspections kept				

**Notes:**

#### Legislation

		N/A	YES	NO	REVIEW
<b>Licence:</b>	Is the building or any part of it affected by particular legal requirements				
	Does the building or any part of it require any type of licence				
<b>Licence renewal:</b>	Are clear procedures in place for the renewal of licences				
<b>Inspection:</b>	Is the building or any part of it subject to any inspection process by an outside agency / authority				
	Are clear procedures in place in respect of these inspections and for submission of any subsequent reports				

**Notes:**

#### Lifts

		N/A	YES	NO	REVIEW
<b>Lifts:</b>	Have any lifts been installed in the building				
	Are they subject to annual servicing and maintenance contracts				
	Are clear procedures in place to deal with breakdowns and other emergencies				
<b>Lift Motor:</b>	Is access to the motor room restricted				

	Are suitable controls in place for the maintenance and servicing				
<b>Trapped Persons:</b>	Are employees expected to deal with release of trapped persons				
	Have they been given adequate training specific to their role and responsibilities				
<b>Breakdown/ Service:</b>	Are notices available to indicate that lifts are out of order or temporarily out of use for servicing / inspection / maintenance/ breakdown				
	Are lift cars included in the normal building cleaning routines				
<b>Inspections:</b>	Are inspection reports etc kept and retained				

**Notes:**

### Lighting Natural/Artificial

		N/A	YES	NO	REVIEW
<b>Building:</b>	Are internal parts of the building provided with adequate lighting				
	Has and audit of lighting levels been carried out				
	Do any parts of the building require special lighting				
	Are any parts of the building subject to excessive natural light and/or glare				
<b>Blinds:</b>	Are blinds provided to control this				
<b>Lighting control:</b>	Is lighting in individual work areas adequately controllable by employees				
	Are clear procedures in place for replacing / changing bulbs and tubes and to allow for the safe disposal of used ones				
<b>Emergency Lighting:</b>	Are emergency lights checked monthly				
	Are procedures in places for actioning repairs if required				
<b>External lighting:</b>	Are all external areas of the building provided with adequate lighting				

**Notes:**

### Lone Workers / Working

		N/A	YES	NO	REVIEW
<b>Lone working:</b>	Is there any staff Lone Working				
	Is there written Lone Working policies and procedures				
	Are procedures in place to check on the safety of lone workers				
<b>Risk Assessment:</b>	Have suitable sufficient risk assessments for lone working been carried out and recorded				
	Are there adequate reporting procedures in place for staff to report any incidents and/or concerns				

<b>Training:</b>	Have lone workers been given personal safety training where appropriate				
<b>Communication:</b>	Are staff given mobile telephones and/or any personal alarms				
	Are records of training and issue of PPE (personal protection equipment) kept				
	Is all PPE issued checked and maintained appropriately				

**Notes:**

### Maintenance

		N/A	YES	NO	REVIEW
<b>Building:</b>	Is the fabric of the building subject to a planned maintenance programme				
	Is there a contracts list in use and records kept of contact points				
	Are clear procedures in place for reporting faults and actioning repairs				
	Are procedures in place for monitoring repairs and maintenance				
<b>Records:</b>	Are comprehensive records maintained of building maintenance activity				
<b>Risk assessment:</b>	Have risk assessments been completed for all maintenance activity				
<b>Plant equipment:</b>	Is the plant and equipment installed in the building subject to a planned maintenance programme				
	Are clear comprehensive records of all testing and maintenance work kept				

**Notes:**

### Meals: eating of

		N/A	YES	NO	REVIEW
<b>Staff:</b>	Do staff regularly eat meals on site				
<b>Facilities:</b>	Are suitable facilities provided for them to eat meals				
	Are these facilities away from the normal working area				
<b>Cleaning:</b>	Is this area within the routine cleaning regime				

**Notes:**

### New/ Expectant Mothers

		N/A	YES	NO	REVIEW
<b>Arrangements:</b>	Are arrangements in place for new / expectant mothers				

	Are suitable sufficient risk assessments carried out and recorded				
	Are subsequent recommendations actioned				
	Are staff aware of the requirements to inform their employer				

**Notes:**

**Photocopiers and Printers**

		N/A	YES	NO	REVIEW
<b>Photocopiers:</b>	Are there any photocopiers				
	Printers				
	Are there clear procedures for installation and positioning of printers and photocopiers				
<b>Risk assessment:</b>	Are risk assessments carried out before installation				
	Are all printers and photocopiers subject to maintenance agreements / contracts				
<b>Responsibility:</b>	Does each photocopier have a key operator(s) to provide on site spot adjustments clear jams etc.				
	Are their names clearly displayed near to or on the machines				
	Are there clear procedures for reporting faults				
<b>Printers:</b>	Are printers the responsibility of individual staff				
	Are clear procedures available to staff on the replacement of toner etc				
<b>Toner replacement:</b>	Have staff been given advice on the hazards associated with toner and replacing it				
	Have suitable sufficient risk assessments been done on this process				

**Notes:**

**Public Areas**

		N/A	YES	NO	REVIEW
<b>Public Areas:</b>	Are there any Public areas within the building				
	Is it clear who is/are responsible for these areas in relation to maintenance repair and cleaning etc				
	Are regular checks made of public areas including corridors toilets entrances / exits lifts etc				
<b>Responsibility:</b>	Is there clear allocation of responsibility for reporting / recording of accidents and/or incidents				
<b>Signage:</b>	Is there clear information about first aid/Aiders displayed for staff serving in public areas				
	Are adequate clear signs displayed in these areas to direct the public to entrances and exits				
	Are no smoking signs displayed in prominent positions				

	Are facilities provided at entrances for the extinguishing of cigarettes etc				
<b>Restrictions:</b>	Are the areas to which the public not admitted clearly signed and secured				

**Notes:**

### Reception Facilities

		N/A	YES	NO	REVIEW
<b>Reception Area:</b>	Have suitable sufficient risk assessments been carried out on the reception area				
	Are all door locks checked and well maintained				
	Are all door bells in working order				
	Are protective screens required				
	Is cash collected at any reception points				
	Are staff protected from attack by members of the public				
	Are panic buttons installed				
	Are clear procedures laid down to respond to these alarms				

**Notes:**

### Refuse/ Recycling

		N/A	YES	NO	REVIEW
<b>Waste:</b>	Are adequate receptacles provided for all types of waste produced				
	Are adequate receptacles provided for waste externally				
	Are they protected from unauthorised use and vandalism				
<b>Recycling:</b>	Are recycling bins / receptacles provided				
	Are suitable arrangements in place for the collection of waste / recycled materials				
	Is paper shredded as part of the waste / recycling process				
<b>Risk assessment:</b>	Have suitable sufficient risk assessments on the shredding process been completed				
<b>Collection:</b>	Are responsibilities clear about collection and disposal of waste and recycled materials				
	Is all waste collected and taken away by licensed contractor(s)				

**Notes:**

### Rest areas / Rooms

		N/A	YES	NO	REVIEW
<b>Designated rest rooms / areas:</b>	Are designated rest rooms/areas provided for use by staff				
<b>Cleaning:</b>	Are these rooms/areas included in the building cleaning regime				
	Are suitable chairs tables etc provided				
<b>Ventilation:</b>	Are these areas adequately ventilated				
	Are no smoking signs displayed in prominent positions				
	Are there clear reporting procedures for reporting faults and actioning repairs				

**Notes:**

### Risk assessments

		N/A	YES	NO	REVIEW
<b>Risk Assessments:</b>	Have suitable sufficient risk assessments been carried out				
	Have the key significant findings been recorded				
	Are they kept on file				
	Are recommendations actioned				
	Are there clear responsibilities for carrying out risk assessments and actioning recommendations				
	Are staff kept informed about the risk assessment programme and resulting changes/improvements				
<b>Safety Reps:</b>	Are safety representatives informed				
<b>Training:</b>	Have staff been adequately trained to carry out the assessments they are required to do				

**Notes:**

### Sanitary Accommodation

		N/A	YES	NO	REVIEW
<b>Sanitary facilities:</b>	Are sanitary facilities provided to the standards laid down in regulations				
	Are they adequately ventilated				
	Have they adequate lighting				
	Are the facilities clearly marked to show which sex they are intended for				
<b>Checks:</b>	Are they regularly checked and toilet rolls soap paper towels etc replenished				
	Are suitable facilities provided for the disposal of sanitary towels				
	Are there clear procedures for reporting faults and actioning repairs				

<b>Cleaning:</b>	Are they cleaned regularly in accordance to use				
<b>Hand Dryers:</b>	Are electric hand dryers installed				
	Are they serviced and maintained				

**Notes:**

### Security

		N/A	YES	NO	REVIEW
<b>Security procedures:</b>	Are there clear procedures to maintain the security of the building				
	Are responsibilities clear for the building security and have staff been informed				
<b>Key holders:</b>	Have key holders been appointed				
	Have there details been recorded and made available to the police				
<b>Key Holders:</b>	Have key holders been given clear instructions				
	Are managers fully informed of their responsibilities in respect of overall building security and that of their area.				
<b>Out of hours:</b>	Are procedures in place for out of hours use of the building				
	Are any security checks made on the building				
	Are occupiers aware of these checks				
<b>Access control:</b>	Are access control codes changed regularly as appropriate				
	Are all incidents in relation to security reported and investigated as appropriate				

**Notes:**

### Signs and Signage

		N/A	YES	NO	REVIEW
<b>Signs:</b>	Are signs giving health & safety information compliant to current British Standards				
	Are responsibilities clearly identified with respect to organising and displaying of such signs				
	Are procedures in place for the replacement of damaged/out of date signage				
	Are all signs used legible and clear to understand				

**Notes:**

### Stairs

		N/A	YES	NO	REVIEW
<b>Stairs:</b>	Are there any stairs within the premise				
	Are they adequately lit				
	Are they in good repair				
	Are there Stair gates fitted				

	Are the stair gates well maintained				
	Are they included in the building cleaning programme				
	Are there clear procedures in place to restrict use of stairs during work for decoration repair refurbishment				

**Notes:**

### Temperature

		N/A	YES	NO	REVIEW
<b>Temperature:</b>	Is the temperature maintained within current guidelines for the type/nature of the work been carried out				
	Do any areas get excessively hot/cold due to work activities				
	Suffer excessively from seasonal temperature variations				
	Are suitable records of these variations kept				

**Notes:**

### Traffic Routes / Management

		N/A	YES	NO	REVIEW
<b>Traffic routes:</b>	Are traffic routes clearly defined/ identified				
	Is pedestrian and vehicular traffic segregated				
	Are traffic / pedestrian routes clearly signed for each				
	Is traffic / pedestrian segregation enforced				
<b>Risk assessment:</b>	Has a suitable sufficient risk assessment of pedestrian and vehicular movement on the site been done and recorded				

**Notes:**

### Ventilation

		N/A	YES	NO	REVIEW
<b>Ventilation:</b>	Are all parts of the building provided with adequate ventilation				
	Are windows easy to open / close				
	Do parts of the building require mechanical ventilation				
	Are mechanical ventilation units included in the building maintenance programme				
	Are systems in place to ensure windows are closed and secured at the end of the working day				
<b>Fans:</b>	Are desk fans required in times of high external temperatures				

	Are Fans PAT tested				
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**Notes:**

**Violence to Staff**

		N/A	YES	NO	REVIEW
<b>Violence:</b>	Has a suitable sufficient risk assessment for the building in respect of violence towards the staff been completed				
	Are procedures in place to ensure the consideration of risk of violence as part of the planning process prior to alterations				
<b>Procedures:</b>	Are there clear procedures in place for identifying and reporting security problems and actioning their resolution				
<b>Information:</b>	Have building occupants been informed of the security arrangements e.g. security codes opening/closing times out of hours arrangements				
	Are clear signs displayed / updated and maintained				
<b>Alarms:</b>	Are panic alarms installed in areas where staff are at risk				
	Are these alarms serviced and maintained				
	Is there a clear documented procedure for response to these alarms				
	Are staff aware of the response procedures				
<b>CCTV:</b>	Is CCTV used in the building				
	Is the system monitored and recorded				
<b>Training:</b>	Are staff trained in the use of the equipment				
	Have they been instructed on what actions to take if anything is seen				
	Is the system maintained and serviced regularly				

**Notes:**

**Washing & utility Facilities**

		N/A	YES	NO	REVIEW
<b>Washing facilities:</b>	Are sufficient washing facilities provided in the building				
	Are they conveniently placed throughout the building				
	Are soap towels etc. replenished frequently as appropriate				
	Are utility rooms inaccessible to children				
	Are there adequate number of toilets and wash basins per child				
	Practice and procedure in place to ensure children do not share water when washing hands				

<b>Water Temperature:</b>	Is the water temperature checked regularly				
<b>Ventilation:</b>	Are these rooms adequately ventilated				
<b>Cleaning:</b>	Are these rooms included in the building cleaning programme				
	Are cleaners sinks provided to permit the emptying of buckets etc. other than in washbasins				

**Notes:**

### Window Cleaning

		N/A	YES	NO	REVIEW
<b>Risk assessment:</b>	Has a risk assessment been carried out regarding the cleaning of windows in the building				
	Has the window cleaning been contracted out				
	Does the contract specify safe systems of work during the cleaning process				
<b>Protective measures:</b>	Does the cleaning work require special protective measures for ensuring public/staff safety				
	Are these measures documented and enforced				
<b>Contractors:</b>	Is anyone appointed to monitor the contractors and cleaning process to ensure compliance with contract and H&S				
<b>Anchorage points:</b>	Are anchorage points provided adjacent to windows				
	Are these points tested and inspected in accordance with legal requirements				

**Notes:**

### Work Space (office)

		N/A	YES	NO	REVIEW
<b>Audit:</b>	Has an audit been carried out to assess the provision of work space				
<b>Requirements:</b>	Does the space provided meet minimum legal requirements ( <i>11cubic metres per person</i> )				
	Are procedures in place to ensure the consideration of work space standards in the planning process before alterations / refurbishment are undertaken				

**Notes:**