

1.0 General					
No.	Question	Yes	No	N/A	Comments / Remedial Actions Required
1.1	Is the area kept clean and tidy?				
1.2	Is the floor space free from obstructions?				
1.3	Is there adequate storage space?				
1.4	Are floor coverings in good condition?				
1.5	Are walkways/corridors kept free of trip hazards?				
1.6	Are there trailing cables/leads?				
1.7	Are secure handrails in place on stairways and slopes?				
1.8	Are wet floor signs visible as appropriate?				
1.9	Is lighting adequate?				
1.10	Is there adequate ventilation?				
1.11	Are waste bins available; <ul style="list-style-type: none"> • specific to the type of waste being collected • adequate in number to prevent overflowing? 				
1.12	Are employees comfortable with noise levels?				
1.13	Are chemicals stored safely?				
1.14	Are Safety Data Sheets available for chemicals present?				
1.15	Is PPE (Personal Protective Equipment) provided as per risk assessment?				
1.16	Is this PPE being worn/used?				
2.0 Equipment					
2.1	Have employees received training in the use of machinery and equipment?				
2.2	Are training records maintained?				
2.3	Do the wheels of trolleys and manual handling aids move freely?				
2.4	Is all electrical equipment maintained and serviced in accordance with manufacturers/suppliers conditions?				
2.5	Are filing cabinets and shelving				

	in good working order?				
2.6	Have all relevant, Display Screen Equipment (DSE) users been identified and work stations risk assessed?				
2.7	Have all DSE users completed the DSE Awareness e-learning programme on hseland.ie ? Are training records maintained?				
2.8	Are cleaning materials available to DSE users?				
3.0 Welfare Facilities					
3.1	Are suitable and sufficient sanitary and washing facilities available?				
3.2	Is a suitable facility available for taking breaks?				
4.0 Emergency Procedures					
4.1	Are all escape routes and fire exit doors clear of obstructions?				
4.2	Can all fire exits be opened quickly and easily?				
4.3	Is the fire alarm panel checked daily?				
4.4	Is there a process for reporting of faults?				
4.5	Are luminaires and exit signs working, in good condition and visible?				
4.6	Are all fire extinguishers in place and clearly visible?				
4.7	Is a fire log book used and kept up to date for recording all training; evacuation drills; maintenance and testing?				
4.8	Are all occupants of the premises aware of their role in the fire emergency plans?				
4.9	Is the first aid kit fully stocked and has it recently been checked?				
4.10	Are employees aware of the location of the first aid kit?				
4.11	Are employees aware of the location of emergency power				

	cut offs e.g. for electricity and gas?				
4.12	Are Emergency contact numbers clearly displayed?				
5.0 Management Arrangements					
5.1	Have risk assessments been completed for the location and the activities being taken?				
5.2	Is a current Safety Statement available based on hazard identification and risk assessment?				
5.3	Are all employees made aware of the Safety Statement and where it is to be found?				
5.4	Are employees aware of the safe operating procedures/safe work practices in place to allow them to undertake their work activities safely?				
6.0 Additional Items/Hazards in your workplace:					
6.1					
6.2					
6.3					
6.4					
Additional Information:					
S.I. No. 299/2007 - Safety, Health and Welfare at Work (General Application) Regulations 2007 www.hse.ie/safetyandwellbeing					

Summary of Corrective Action(s)

No.	Action	Time scale	Responsible Person	Date Completed