

THE HIGHLAND COUNCIL

HEALTH & SAFETY MANAGEMENT CHECKLIST

Checklist	No Action	Action	Urgent Action	Comments
Management of Health & Safety				
Is the health and safety policy up to date and brought to the attention of all staff?				
Is the Health and Safety Law poster clearly displayed?				
Do all staff receive induction training on health and safety procedures?				
Are details displayed of first aiders?				
Are fire escape instructions clearly displayed?				
Do staff know how to report an accident or incident?				
Housekeeping and waste control				
Is the workplace kept clean and tidy?				
Is appropriate storage provided, e.g. for files, stationary supplies etc.?				
Is waste paper etc. regularly removed from the workplace?				
Are gangways kept clear of trip hazards, e.g. boxes, sacks, trailing wires damaged floor coverings etc.?				
Equipment				
Are all moving parts of machinery properly guarded?				
Are all operators properly trained before being allowed to operate machines?				
Are all machines subject to adequate maintenance routines, that are properly logged?				
Electricity				
Are all electrical cables suitably 'managed' to avoid trip and damage risks?				
Is all moveable electrical equipment subject to suitable Portable Appliance Testing?				
Are plugs, sockets and cables in good condition?				
Do staff know how and where to disconnect the electrical supply in an emergency?				

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Manual Handling				
Have all manual handling tasks been suitably assessed for risk?				
Is suitable equipment readily available to assist in handling tasks?				
Is this equipment properly maintained?				
Are all staff who undertake manual handling tasks suitably trained?				
Is necessary personal protective equipment supplied?				
Is necessary personal protective equipment used?				
Workstations				
Are suitable seats provided for all staff, where work can be performed seated?				
Are footrests provided where necessary?				
Are work surfaces suitable in size to allow a flexible layout of equipment?				
Is suitable personal and work storage provided, so as to free up desk space?				
Are staff who regularly use telephones at the same time as having to write or key information provided with suitable headsets, if required?				
Do staff know how to report defects with their workstations?				
Are reported defects dealt with effectively?				
Fire safety				
Has a workplace fire risk assessment been carried out?				
Are suitable means of extinguishing fire provided at all necessary points?				
Is fire fighting equipment regularly tested and maintained?				
Is there a suitable means of raising the alarm in case of fire, with an adequate number of alarm points?				
Is the alarm system regularly tested and maintained?				
Is there a suitable system for those who might otherwise not hear a fire bell?				
Are staff aware of their escape routes?				
Do all staff who need one have a personal evacuation plan?				
Are all fire escape routes clearly signposted?				
Are all fire escape routes free from obstructions?				
Are all fire escape doors easily opened?				

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Lighting				
Are all areas of the workplace adequately lit, free from reflections and glare?				
Are all windows fitted with blinds where necessary?				
Is emergency lighting provided?				
Is the emergency lighting system regularly tested and maintained?				
Indoor air quality				
Is a reasonable temperature maintained at all times when people are at work?				
Is there adequate ventilation of the workplace with fresh air?				
Are there systems to extract harmful or unpleasant odours and fumes?				
Is there adequate humidity?				
Noise				
Is the workplace too noisy?				
Is noisy equipment enclosed to reduce noise?				
Hazardous substances				
Have all potentially harmful substances been identified and suitable assessed?				
Are sources of dust controlled?				
Have possible exposures to harmful organisms been assessed?				
Have risks of discarded needles, syringes etc. been assessed, if necessary?				
Workplace welfare facilities				
Are there adequate toilet and washing facilities for the number of staff employed?				
Are these kept clean and hygienic?				
Is there adequate rest facilities, especially for new or expectant mothers at work?				
Is there an adequate supply of fresh drinking water?				
Are first aid facilities suitable and sufficient?				

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Asbestos				
Is there an up-to-date asbestos register for the workplace?				
Are all known asbestos containing materials marked as such and subject to regular inspection for damage or disturbance?				
Lone Workers				
Have all lone working situations been identified and staff trained in safe working methods?				
Are all lone working staff following safe work systems?				
Display Screen Equipment				
Have all display screen equipment workstations been assessed for risks and findings implemented?				
Are staff aware of need for regular posture breaks/changes of activity?				
Do all staff take the necessary breaks/changes of activity?				
Are staff aware of eyesight testing rights?				
Do staff know how to report early signs of RSI/ULD?				
Are any staff currently complaining of aches and pains in upper limbs, neck, back?				
Violence to Staff				
Have violence risks been properly assessed and are they adequately controlled?				
Are staff aware of procedures to check for potentially violent clients, if appropriate?				
Do staff use these procedures?				
Are signs displayed to warn potentially violent/abusive clients of the consequences?				
Are staff aware of the systems for reporting incidents of violence and/or abuse?				
Do staff use these procedures?				