


HEALTH AND SAFETY MANAGEMENT SYSTEM FORMS		Guidance	F004
 <b>PRIFYSGOL ABERYSTWYTH UNIVERSITY</b>	<b>Health and Safety Inspection Checklist</b>	Issue	1
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The following checklist provides Faculties and Professional Service Departments with a framework by which to review the health and safety arrangements in specified areas. The list is not exhausted, and bespoke areas (e.g. workshops, laboratories, performance spaces, etc.) will require additional aspects to be considered. It's recommended that the checklist be undertaken at regular intervals (with greater regularity in higher risk areas), and any corrective actions be allocated to individuals in line with specific deadlines and timescales.

Satisfactory findings in the health and safety checklist do not imply that the area surveyed comply with all relevant legislation, however it does provide a framework for day-to-day considerations.

For any particular concerns, colleagues should contact the Health, Safety and Environment Team at [hasstaff@aber.ac.uk](mailto:hasstaff@aber.ac.uk) for guidance.

Building	
Area(s) Inspected	
Occupiers of Area(s)	
Faculty / Department	
Inspected by	
Date	


<b>General Environment</b>			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Comments / Actions</i>
Are the Health and Law Poster and up to date Employers & Public Liability Insurance Certificates displayed in a prominent position?			
Are the general working conditions acceptable e.g. temperature, noise, light, ventilation, etc.?			
Is the building in a state of good repair e.g. flooring, steps, windows, etc.?			
Are handrails for all stairs secure and in a state of good repair?			
Are all fire doors kept closed when not in use, and not wedged open?			
<b>General Housekeeping</b>			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Comments / Actions</i>
Is the area clean and tidy?			

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Are items stored safely i.e. items used regularly / heavy items stored at lower level?			
Are walkways / escape routes clear and fire exits free from obstructions and trip hazards?			
Is there sufficient storage space?			
Are there items that could be disposed of elsewhere?			

<b>Workstations / Display Screen Equipment (DSE)</b>			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Comments / Actions</i>
Have all members of staff completed and fully reviewed their DSE Assessments?			
Are all chairs and monitors adjustable?			
Are the areas under and around the workstations free from obstruction?			
Are staff experiencing any issues or problems associated with their use of DSE?			

<b>Electrical / General Equipment</b>			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Comments / Actions</i>
Has all electrical equipment been PAT tested within the past 12 months?			
Does the area include any unauthorised items e.g. non-			

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CE marked, personal heaters, etc.?			
Is the use of extension leads being reduced as much as possible?			
Have all electrical cables been placed to avoid trip hazards?			

<b>Emergency Procedures</b>			
<i>Item</i>	<i>Yes</i>	<i>No</i>	<i>Comments / Actions</i>
Do the Fire Action Notices display the correct Assembly Point details?			
Are the contents of the First Aid box(es) complete and in date?			
Do all Fire Marshal holders contain a building card and hi-visibility vest?			
Does the area have a suitable number of First Aid trained members of staff?			
Are all fire extinguishers intact and in the correct places?			

<b>Additional Comments / Observations</b>