

Haling Dene Centre  
Parish Council Offices & Staff

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
General Environment				
Are the toilets and hand washing facilities adequate?				
Are the facilities cleaned regularly?				
Is there a procedure for reporting maintenance issues?				
Are stairs well lit and free from obstruction?				
Are lighting levels sufficient and all bulbs working?				
Is the atmosphere fresh and free from odour?				
Are there any draughts?				
Are window restrictors in place?				
Are there radiator covers in place?				
Are all floor surfaces non slip, flat and well maintained?				
Are there any obstructions and slipping hazards?				

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Staff				
Is there a qualified external point of contact for Health & Safety advice?				
Is there a dedicated Health & Safety representative in the office who has received appropriate training?				
Have all staff received mandatory Health & Safety training and are certificates up to date?				
Have all staff read and signed the current policies and procedures?				
Personal Protective Equipment				
Is PPE provided ? e.g. gloves, overalls etc.				
Is it stored appropriately?				
Do staff know how and when to use it?				
Display Screen Equipment				
Are workstations and equipment set to ensure good posture and to avoid glare and reflections on screen?				
Is there sufficient lighting and temperature control?				
Are there adjustable blinds at windows to control natural light on screen?				

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Lone Working				
Could staff suffer injury or ill health while out of the office or working alone?				
Are security staff/public checks in all areas undertaken, including toilets before locking up at night?				
Fire Safety				
Are all alarms tested weekly?				
Are all fire drills conducted regularly?				
Are all fire extinguishers in position and ready for use?				
Is a fire alarm system present?				
Are all testing and maintenance records present for all fire fighting equipment?				
Are all means of escape free from obstruction?				
Are all staff aware of the escape routes and the procedure to follow in the event of a fire?				

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Manual Handling				
Are employees aware of the proper procedure for handling paper, office equipment etc.				
Are trolleys available for use to transport heavy/bulky items?				
Are high level shelves only used for light objects only?				
First Aid				
Are first aid boxes checked regularly to ensure that they are well stocked and the contents are in good condition?				
Is there a first aid box in the office?				
Notices and Documentation				
Is there a written Health & Safety Policy?				
Is a Health & Safety law poster displayed in the office?				
Is there an emergency fire procedure clearly on display in the office?				