

HSE Workplace Health and Safety Checklist

Safety & Compliance | UK

DATE ____/____/____	PREMISES	INSPECTOR	AREAS COVERED
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WORKING ENVIRONMENT

	OK	ISSUE		OK	ISSUE
Temperature reasonable for the work <small>Min 16 °C (13 °C for physical work) per ASR A3.5 equiv</small>	<input type="radio"/>	<input type="radio"/>	Emergency lighting functional	<input type="radio"/>	<input type="radio"/>
Ventilation adequate — fresh or purified air	<input type="radio"/>	<input type="radio"/>	Workspace not overcrowded <small>11 m³ per person minimum</small>	<input type="radio"/>	<input type="radio"/>
Lighting sufficient for tasks	<input type="radio"/>	<input type="radio"/>	Windows clean and openable for ventilation	<input type="radio"/>	<input type="radio"/>

FLOORS, TRAFFIC ROUTES & ACCESS

	OK	ISSUE		OK	ISSUE	
Floors in good condition, no trip hazards				<input type="radio"/>	<input type="radio"/>	
Floor surfaces non-slip where needed				<input type="radio"/>	<input type="radio"/>	
Stairs and ramps — handrails present				<input type="radio"/>	<input type="radio"/>	
				OK	ISSUE	N/A
Pedestrian and vehicle routes separated			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Loading bays — edge protection present			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
				OK	ISSUE	
Doors and gates properly maintained				<input type="radio"/>	<input type="radio"/>	
Fire exits clear, unlocked during hours				<input type="radio"/>	<input type="radio"/>	
Car park surface and lighting adequate				<input type="radio"/>	<input type="radio"/>	

WORKSTATIONS & SEATING

	OK	ISSUE	
Workstations suitable for the task	<input type="radio"/>	<input type="radio"/>	
Seating provided where work can be done seated	<input type="radio"/>	<input type="radio"/>	
DSE assessments done for computer users	<input type="checkbox"/> OK	<input type="checkbox"/> Issue	<input type="checkbox"/> N/A
Chairs adjustable and in good repair	<input type="checkbox"/> OK	<input type="checkbox"/> Issue	

WELFARE FACILITIES

	OK	ISSUE		OK	ISSUE	
Toilets adequate in number and clean	<input type="radio"/>	<input type="radio"/>	Drinking water readily accessible	<input type="radio"/>	<input type="radio"/>	
Washing facilities with hot and cold water	<input type="radio"/>	<input type="radio"/>	Rest area and eating facilities available	<input type="radio"/>	<input type="radio"/>	
Soap and drying facilities provided	<input type="radio"/>	<input type="radio"/>				
				OK	ISSUE	N/A
Changing and locker facilities			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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	OK	ISSUE	N/A
Rest facility for pregnant and nursing workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

HOUSEKEEPING & MAINTENANCE

	OK	ISSUE		OK	ISSUE
Workplace kept clean and tidy	<input type="radio"/>	<input type="radio"/>	Windows and skylights cleanable safely	<input type="radio"/>	<input type="radio"/>
Waste removed regularly	<input type="radio"/>	<input type="radio"/>	Glazing in doors and partitions marked	<input type="radio"/>	<input type="radio"/>
Building fabric maintained	<input type="radio"/>	<input type="radio"/>			

INSPECTION FINDINGS

Issues found and corrected on site

Issues requiring follow-up action

Inspector signature

Manager signature

Notes

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