

INSPECTORS

Health and Safety Representative

Competent Person

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DATE

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AREAS INSPECTED

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INACCESSIBLE AREAS

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WORKPLACE INSPECTION

DATE

	Hygiene, Cleanliness and Housekeeping	Yes	No	Comments
1	Are all work areas clean and tidy?			
2	Is the floor clean, even and non-slip?			
3	Is there adequate storage?			
4	Are the rooms tidy and uncluttered?			
5	Are corridors uncluttered?			
6	Do sinks work properly?			
7	Is cleaning equipment available?			
8	Is domestic waste safely disposed of?			
9	Is decoration in good repair?			
10	Are shelves stocked sensibly?			
11	Are cables re-routed to prevent hazards?			
12	Are ceilings free from leaks and loose materials?			
13	Are storerooms and plant rooms kept locked?			
14	Are warning labels displayed in areas where the water is very hot?			
15	Is all furniture in good repair and suitable for the purpose it is intended?			

	Ventilation	Yes	No	Comments
1	Is ventilation sufficient?			
2	Is it draughty?			
3	Are fumes, odorous and stale air effectively removed?			
4	Is mechanical/electrical ventilation well maintained?			
5	Are causes of odours/fumes investigated?			

	Heating	Yes	No	Comments
1	Is the temperature reasonable?			
2	Are heating/cooling systems regularly maintained?			
3	Are there effective means of controlling temperature extremes?			

	Welfare	Yes	No	Comments
1	Are the wash areas and toilets clean?			
2	Are there adequate changing facilities and lockers?			
3	Are there adequate drinking water facilities?			
4	Are there adequate restroom facilities?			
5	Is their access to Occupational Health?			
6	Can toilet/cubicle doors be opened from the outside in the event of an emergency?			

	Security	Yes	No	Comments
1	Is there provision for safety of staff working alone?			
2	Are adequate precautions taken against theft?			
3	Are security staffs employed and does staffs know how to contact?			
4	Are there lockable cupboards for: i) drugs? ii) dangerous chemicals?			
5	Are staffs aware of how to access these cupboards?			

	Electrical	Yes	No	Comments
1	Are sockets overlooked?			
2	Is wire management effective?			
3	Is the darkroom isolated inside and outside?			
4	Are plug sockets in tact?			

	Lighting	Yes	No	Comments
1	Is it sufficient?			
2	Is it regularly maintained?			
3	Is there any emergency lighting?			
4	Are their deflectors on strip lights?			
5	Are windows regularly cleaned on both sides?			
6	Are sunblinds available, if applicable?			

	Radiation	Yes	No	Comments
1	Are there sufficient warning lights and hazard signs?			
2	Are all entrances visible from the control panel?			
3	Is protective equipment stored correctly and regularly checked?			
4	Are there local rules and are they displayed?			
5	Are there adequate warning notices to pregnant patients?			

	Mechanical	Yes	No	Comments
1	Are operating instructions available?			
2	Is equipment regularly maintained?			
3	Are staffs trained in the use of equipment?			
4	Are faults reported immediately?			

	Chemicals	Yes	No	Comments
1	Are there hazard warnings			
2	Is their adequate ventilation/extraction?			
3	Is there suitable storage and labelling?			
4	Are staffs trained in the use of chemicals?			
5	Is there suitable P.P.E provided if necessary?			

	Emergency Equipment	Yes	No	Comments
1	Is there a well stocked first aid box?			
2	Are there emergency drugs available?			
3	Are oxygen cylinders and masks available?			
4	Are emergency procedure notices displayed?			

	Clinical Waste/Sharps	Yes	No	Comments
1	Are staffs aware of the procedures for the disposal of clinical waste?			
2	Is clinical waste stored in a safe area whilst awaiting collection?			
3	Are enough sharps bins provided for the safe disposal of sharp instruments?			
4	Are all sharps bins removed to a secure storage area when 2/3 full?			

	Display Screen Equipment	Yes	No	Comments
1	Are staffs aware of the need for regular breaks?			
2	Are staffs able to adjust their workstations to meet their needs?			
3	Are users correctly trained?			
4	Are staffs aware that eyesight testing is available?			
5	Have D.S.E workstations been assessed?			
6	Is the screen free from glare and discomforting reflections?			
7	Do users experience any aches and pains, particularly in hands and arms?			

	Documentation	Yes	No	Comments
1	Do staff know how to report an accident?			
2	Are safety policies and rules displayed for staff?			
3	Are fire notices and policies displayed?			
4	Is the Risk Management Manual accessible to all members of staff?			

LIST OTHER HAZARDS AND RISKS IDENTIFIED ON THE FOLLOWING FORM.

LIST OTHER RISKS AND HAZARDS IDENTIFIED

ACTION: When risks and hazards are identified as not satisfactory, list action taken

Hazards and Risks Identified	Action Taken	<u>Resolved</u> Y/N	Reported To	Date

Signatures

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