Safety Action Check List for Building or Office Relocation

Project:- Relocation from <X> Building to <Y> – <Date>

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| Action | Comments | Owner | Sign Off Date/Status |
| Safety Reminders/Advice Provided to staff | Regular notices to be sent to all staff reminding of safety matters during relocation. E.g. Manual Handling, Trips/Slips & Falls etc… |  |  |
| DSE Workstation Assessments | All staff must complete a new DSE workstation assessment following their relocation to a new office. |  |  |
| Incident Reporting | Any incidents to be reported with reference to the relocation project for learning purposes |  |  |
| Building Wardens A | Determine the number of building wardens required. |  |  |
| Building Wardens B | Appoint Building Wardens; provide training and letter of appointment. |  |  |
| First Aid Provision A | Determine the number of first aiders required.  Location of fixed first aid kits? |  |  |
| First Aid Provision B | Appoint first aiders; provide training and letter of appointment. |  |  |
| Risk Assessments | All RAs should be updated to reflect relocation, if appropriate. Consider:- Lone Working, Emergency Procedures, impact of new environment etc.. |  |  |
| Laboratory Safety Notices/Information | Ensure that any required safety notices and information is posted effectively at the entrance to new working areas (e.g. labs)  Including hazard warning signs for example for ionising radiation |  |  |
| Laboratory Supervisors | Update Laboratory Supervisor Information (lab notices, appointment letters, SHE Directory) |  |  |
| Review Access Permissions for staff | Determine and assign appropriate access permissions for new areas. |  |  |
| Fire Risk Assessments | Review/update Fire RAs as appropriate |  |  |
| Alarms & Emergencies | In addition to RA review **safety tours** should check that appropriate Alarms and Emergency Procedures are in place. |  |  |
| Communication | Ensure that communication of key safety information is delivered to appropriate staff.  Such as:- Lone Worker Arrangements, Access Permissions, Muster Points, Alarms etc.. |  |  |
| Installation of any fixed safety systems. | Ensure that any required fixed safety systems are installed BEFORE any work begins in the new area or else provide suitable temporary safety systems.  Such as:- Oxygen depletion alarms, Laser Signage/Lighting, System interlocks etc.. |  |  |
| Waste Disposal | Ensure that any waste disposal requirements are met. Such as provision of recycling bins, Sharps Bins, and WEEE Skips |  |  |
| Stress/Workload | Throughout the relocation process manage the workload of individuals and monitor stress |  |  |