



Safety Tour Check List Offices and Welfare areas

Tour reference		Tour leader		Dept./Dir	
Location		Date of tour		Site	

Access & egress	YES	NO	N/A	Comments
Do office doors open sufficiently to allow unrestricted access?				
Asbestos	YES	NO	N/A	Comments
Are any areas containing asbestos identified and marked?				
Are materials containing asbestos in good condition/sealed?				
Electrical Safety	YES	NO	N/A	Comments
Is electrical equipment, tools, etc checked and maintained (in-date); and sockets not overloaded?				
Fire safety	YES	NO	N/A	Comments
Are escape routes/exits clearly marked, illuminated and kept clear at all times?				
Is the fire alarm audible when the door is closed?				
Are fire extinguishers readily available and easily visible? Have they been tested within the last 12 months?				



Are the occupants conversant with fire alarm procedures?				
First Aid	YES	NO	N/A	Comments
Is there a local first aid box and is it fully equipped and accessible to staff?				
Are first aider(s) lists displayed and up-to-date?				
Is there a telephone available with the site emergency number marked on? Does the phone work?				
Lighting	YES	NO	N/A	Comments
Is the lighting suitable for typical office work?				
Are stairs and corridors etc properly lit?				
Do any light bulbs need replacing?				
Is there adequate natural light (are windows clean)?				
Storage areas	YES	NO	N/A	Comments
Is shelving being used instead of free standing units? If yes, are they at a height to cause injury to the head or face when standing or sitting?				
Is there a potential for banging head when standing up from under shelves?				
Are filing cabinets of the type that only allow one drawer at a time to open?				



Is equipment stored on shelves easily accessible?				
If steps or kick stools are available, have these been registered and inspected?				
Space	YES	NO	N/A	Comments
Is there enough space for personnel to work safely and comfortably?				
Slips, Trips and Falls	YES	NO	N/A	Comments
Are floors and stairs in good condition and kept dry and clear of obstructions?				
Are trailing leads and cables secured or covered?				
Temperature (working indoors)	YES	NO	N/A	Comments
Is the temperature comfortable?				
Toilets, Washing & Welfare Facilities	YES	NO	N/A	Comments
Are toilets clean and in good repair?				
Are washing facilities (hot water, soap and towels) serviceable?				
Are sanitary disposal facilities provided where appropriate?				
Are kitchens or tea points in good order with food waste disposed of correctly?				



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<i>Ventilation</i>	<i>YES</i>	<i>NO</i>	<i>N/A</i>	<i>Comments</i>
Is there an adequate supply of fresh air such as opening windows?				
Can window openers be reached easily without stretching?				