**General Office Inspection Checklist**

* This checklist should be completed for each office area on an annual basis.
* Any hazards that require attention should be recorded (see final page), completed and kept locally. A date for actions and the person who will be responsible for ensuring that actions are undertaken should be noted.
* A copy of the form should be held by the area line manager and a copy sent to the SHE office via the electronic form for auditing purposes.

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| --- | --- | --- | --- |
| Date of inspection: |  | | |
| Room Inspected: |  | | |
| Inspected by: |  | | |
| Position of room inspector e.g Line Manager / Principal Investigator |  | | |
| Normal working location of person who inspected the room. |  | | |
|  | | Yes | No |
| Has a general Risk Assessment been completed for this area? | |  |  |
| Date risk assessment completed | |
| **Obstructions (slips, trips and falls)**  Are there any obstructions that could cause slip, trips or falls from :- | | | |
| Office Supplies (books, stationary etc)? | |  |  |
| Trailing leads e.g. from electrical equipment (fans, printers etc)? | |  |  |
| Trailing leads? | |  |  |
| Loose, torn or torn floor coverings? | |  |  |
| Uneven floors e.g. open access panels? | |  |  |
| Cleaning Equipment (vacuum cleaners, mops etc)? | |  |  |
| Access routes blocked by debris (waste bins, paper for shredding etc)? | |  |  |
| **Falling items**  Are there any objects that could fall on people such as :- | | | |
| Goods or stores on shelves and racking? | |  |  |
| Unstable freestanding stacks of good or materials (papers, files)? | |  |  |
| Loose ceiling tiles? | |  |  |
| Loose electrical or mechanical equipment (lighting, pipe work)? | |  |  |
| **Electrical Shock or fire initiation**  Is there any risk of electrical shock from:- | | | |
| Exposed or uncapped conduit? | |  |  |
| Loose or broken sockets, switches, light fittings etc? | |  |  |
| Worn, frayed or split cables / any exposed live components? | |  |  |
| Trailing leads? | |  |  |
| Overloaded extension leads or multi socket adapters? | |  |  |
| Have items of Portable Electrical Equipment (plugs) been Portable Appliance Tested (PAT) within the annual last check or since being moved? (Movement is defined as occurring on a regular basis e.g two or more times a week( | |  |  |
| **Chemicals**  Are there any substances that could cause harm from contact or inhalation e.g. :- | | | |
| Cleaning chemicals?  Bleach and lime scale remover must never be used in kettles simultaneously. | |  |  |
| **Fire** | | | |
| Are fire action notices displayed and are staff aware of the nearest fire exit and alarm point? | |  |  |
| Are any combustible substances stored on or near sources of heat including photocopiers or direct sunlight? | |  |  |
| Are heaters kept clear from obstructions e.g. not covered? | |  |  |
| Are Waste paper baskets empty regularly i.e. not overfilled? | |  |  |
| Are flammable liquids such as Ethanol or IMS stored in the office? | |  |  |
|  | | | |
| **Display Screen Equipment** | | | |
| Have the room occupants completed their annual [DSE](https://portal.sgul.ac.uk/she/forms-1/SGUL%20DSE%20%20Self-Assessment%20Checklist%20-2011.doc/at_download/file) assessments | |  |  |
| Is there adequate light available for workplace activities? | |  |  |
| **Manual Handling**  Please note the SHE Office provides training in manual handling  Do working positions pose a hazard that could cause muscular strain:- | | | |
| Are heavy items appropriately stored i.e. not above shoulder height? | |  |  |
| Poor lifting position? | |  |  |
| Bad posture or leaning over desks? | |  |  |
| Repetitive twisting or turning? | |  |  |
| Is there access to a kick-stool or a mini step ladder? | |  |  |
| **Accidents and First Aid** | | | |
| Do employees know how to call a first aider? | |  |  |
| Do employees know how to report and accident? | |  |  |
| **Waste** | | | |
| Are there adequate waste receptacles for domestic waste? | |  |  |
| Are there adequate waste receptacles for recyclable waste? | |  |  |

The estates helpdesk can be contacted by telephoning x1234 option 2 to fix structural problems such as faulty shelves, loose windows, faulty door closures or loose locks. They can also be contacted by e-mailing them on [estates helpdesk](mailto:estates@sgul.ac.uk)

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| Hazard identified | Remedial Action Required | Person responsible for actioning remedial works | Date action completed |
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