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**HEALTH & SAFETY**

**Low Risk Checklist**

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| **Name of School/Service** |  |
| **Location** |  |
| **Name of assessor** |  |
| **Date** |  |

**Guidance Notes**

This checklist is provided by the Health and Safety Team as a template, which provides a basic framework for the conduct of a School/Service self-inspection of the type of environment indicated. It will normally require to be amended and/or expanded to address fully the specific requirements of the area inspected and therefore should not be regarded as exhaustive.

In the Health and Safety [Policy Statement](http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Pages/Statement-of-General-Health-and-Safety-Policy.aspx) issued by the University Court, which appears in the University Health & Safety Policy, the Court undertakes not only to set up suitable provisions to ensure, so far as is reasonably practicable, the health and safety of all University employees, students and others visiting or entering the University, but also to monitor the effectiveness of these provisions.

For any given Dean of School/Director of Service to be confident that their School's/Service's declared policy with respect to health and safety is being observed at the workplace, some system of checking performance to assess the success in implementing the stated policy must be carried out.

Each Dean of School/Director of Service is required to report annually to the University regarding this and other aspects of the management of health and safety within their area of control.

The attached checklist is there to assist in regular self-inspection to highlight areas of deficiency, to record these findings and document, undertake and sign off when completed the remedial action(s) felt to be necessary. In a low risk School/Service, such a self-inspection system should not be an onerous task, and should normally be achievable without a great investment of time and resources. Should a School/Service be physically large or geographically wide spread, splitting it into manageable areas, each to receive a separate inspection, is a sensible approach.

Persons appointed to carry out the self-inspection should normally be chosen from members of the School/Service staff; often the School/Service Safety Co-ordinator will perform this task. This person(s) should not require specialist knowledge or training to carry out the self-inspection task, though assistance and advice is always available from Health & Safety Team.

In order to assist the person(s) carrying out School/Service safety self-inspections, the following model check list of points to be looked at has been formulated, which covers most general health and safety items relevant to low risk areas. The model check list can be tailored to an individual School's/Service's requirements by adding reference to any particular hazards which are presented by specific School/Service activities.

**Section A : Health and Safety Information**

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|  |  | **YES** | **NO** | **NOTES / ACTIONS** |
| 1 | Have all members of staff, and particularly new recruits, been given details of:* web-based health and safety information and resources, including staff safety booklets for download? <http://staff.napier.ac.uk/has>
* the School/Service’s own Health & Safety Policy document / code of practice / rules?
 |  |  |  |
| 2 | Have all new staff been given a School/Service induction, including safety? |  |  |  |
| 3 | Is any other health and safety guidance material, relevant to hazards associated with particular work activities within the School/Service, readily available for relevant staff to consult, e.g. risk assessments, safe systems of work, standard operating procedures, etc.? |  |  |  |
| 4 | Is the location and the importance of using the University [Accident and Incident Reporting Form](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/Accidents.aspx) well publicised within the School/Service so that all accidents, incidents, near misses, dangerous occurrences, fires or instances of occupationally related ill-health may be recorded and reported to the Health & Safety Team and School/Service Safety Co-ordinator? |  |  |  |
| 5 | Are clear procedures in place for the reporting of potential hazards within the School/Service to the School/Service Safety Co-ordinator or other senior member of staff? |  |  |  |
| 6 | Does the School/Service utilise the Facilities Service Desk, via which defects in the fabric of the building or defective services can be reported to Property and Facilities? |  |  |  |
| 7 | Are persons working in or visiting the School/Service aware of the University’s [Policy on smoking](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Pages/Policies-A-Z.aspx)?  |  |  |  |

**Section B: Fire Safety**

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|  |  | **YES** | **NO** | **NOTES / ACTIONS** |
| 1 | Have all members of staff received fire awareness and emergency evacuation procedure training? [Fire/emergency presentation](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/StaffInduction.aspx) |  |  |  |
| 2 | Have people been trained and appointed as fire wardens? Check the [fire warden list](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Pages/FireWardens.aspx) and notify any updates to the Health & Safety Office. |  |  |  |
| 3 | fire extinguishersgreen fire exit signbreak glass call pointAre all fire exit and escape routes, fire alarm points and items of firefighting equipment clearly visible, unobstructed and appropriately indicated? |  |  |  |
| 4 | Are all smoke and fire doors kept closed when not in use and never wedged open (except doors on magnetic catches linked to the fire alarm system)?signage for a fire door, which says fire door keep shut  |  |  |  |
| 5 | Are appropriate procedures in place to assist disabled persons who may be present during a fire evacuation of the School/Service?Are [Personal Emergency Evacuation Plans](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/fire/Pages/peeps.aspx) (PEEPs) in place for people requiring assistance to evacuate the building in an emergency?  |  |  |  |
| 6 | Have personnel been instructed to exercise care with potential sources of ignition, and to carry out a simple fire safety check before leaving their place of work? |  |  |  |
| 7 | Is all unnecessary electrical equipment switched off and at the end of each day is all non-essential equipment switched off? |  |  |  |

**Section C: Electrical Safety**

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|  |  | **YES** | **NO** | **NOTES / ACTIONS** |
| 1 | Have any instances of equipment or wiring which appear potentially to be electrically unsafe, which have arisen between annual tests, been reported to the Facilities Service Desk ext. 5000, e.g. broken or loose sockets in walls, damaged extensions or cables, etc.? |  |  |  |
| 2 | IMG_1081Is the use of socket adapters to allow multiple appliances to be plugged into a single wall unit kept to an absolute minimum? Fixed socket extension boards or strips should be used as an alternative wherever possible.Multiple extensions and gang adaptors are not to be used (e.g. daisy chaining electrical items and overloading single sockets). |  |  |  |
| 3 | Is the School/Service free from the tripping hazards presented by trailing electrical (or other) cables? |  |  |  |
| 4 | Is all lighting fully operational?Any defects need to be recorded and passed to the Facilities Service Desk and followed up. |  |  |  |

**Section D: General Health and Safety Precautions**

|  |  | **YES** | **NO** | **NOTES / ACTIONS** |
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| 1 | Is housekeeping within the School/Service good, to prevent blockage of passageways, particularly fire escape routes and prevent possible tripping hazards? |  |  |  |
| 2 | IMG_1086Are heavy objects placed on top of tall units e.g. boxes, paperwork, equipment?If so, please remove safely to a more accessible location.  |  |  |  |
| 3 | Are kettles placed near live electrics that if they leaked could come into contact with live electricity?If so, please remove.  |  |  |  |
| 4 | IMG_1082Are kettles under or near the smoke detectors where they could activate the fire alarm system?If so, please remove.  |  |  |  |
| 5 | Have all kettles been approved for use and been PAT tested? |  |  |  |
| 6 | Are floor surfaces in good condition, to prevent slips, trips and falls?Any unsafe floors must be reported to the Facilities Service Desk on ext. 5000. All spills to be cleaned up immediately to prevent injury and ill health e.g. carpets and floor coverings that could catch someone’s foot and cause them to trip and fall. |  |  |  |
| 7 | Can any manual handling or lifting operations which require to be carried out be done safely within the capabilities of the relevant personnel?If yes, have [manual handling assessments](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/ManualHandling.aspx) been carried out on the above mentioned handling tasks? |  |  |  |
| 8 | Are display screen equipment workstations satisfactory and not giving rise to complaints from users? |  |  |  |
| 9 | Have staff completed the online Essential Skillz Workstation package? To access online: Apps Anywhere – Essential Skillz (or [apps.napier.ac.uk](file://napier-mail.napier.ac.uk/staff/University%20Secretarys%20Office/User%20Data/40000836/My%20Documents/Forms%20and%20Checklists/apps.napier.ac.uk) )You can ask people if they have completed the on-line Workstation package as you carry out the inspection. This can be used to gauge what action is needed to increase compliance on people completing the Workstation package. |  |  |  |
| 10 | Are any items of mechanical equipment (such as paper guillotines or shredders) adequately guarded, to prevent personnel coming into contact with potentially hazardous moving parts? |  |  |  |
| 11 | Have all staff using such equipment been trained in their use, e.g. hazards, risks and control measures to be adopted? |  |  |  |
| 12 | Are properly designed steps available for reaching heights, to avoid the need for standing on chairs, tables, etc.?Tables and chairs are not to be used as access equipment. |  |  |  |
| 13 | Are items of office equipment, e.g. filing cabinets, properly used in line with the manufacturer’s safety instructions, e.g. can more than one drawer open at a time; is the floor level to prevent the cabinet from overturning; do any items need to be restrained to the wall to prevent overturning? |  |  |  |
| 14 | Is sufficient hazard information available on any proprietary products in use within the School/Service, to allow these to be used safely and without risks to health, e.g. special lifting equipment, specialist access equipment, new machinery, etc.? |  |  |  |
| 15 | Are suitable and sufficient Risk Assessments carried out and appropriate controls implemented?[Risk Assessment form template](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/RiskAssessment.aspx) |  |  |  |
| 16 | Is there clutter under desks where people are operating computers? (This will restrict the computer user from maintaining a suitable working environment and restrict movement). |  |  |  |
| 17 | Is there a build-up of flammable materials near electrical equipment/heaters e.g. paper, clothing, etc.? |  |  |  |
| 18 | Rubbish bins in offices:* Are they emptied regularly?
* Are they located near electrical equipment? If so, remove.
 |  |  |  |
| 19 | Kitchen/tea preparation areas:* Are they clean and clear of any rubbish build up outside the bins provided?
* Are areas around microwaves and electrical sockets clear of rubbish and flammable substances?
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| 20 | Is there any redundant equipment in and around the area that needs to be disposed of?Contact Information Services for computer and printing equipment. Property & Facilities will dispose of this once the relevant paperwork has been completed. Any broken/redundant furniture disposal should be organised through the Facilities Service Desk (ext. 5000). |  |  |  |

**Any other comments/observations**

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