

Workplace health & safety inspection checklist

Lion Risk Management Solutions — general template, version 1.0

Important Notice

This checklist is intended solely as a routine workplace inspection aid. It is not a risk assessment, does not certify compliance, and must not be relied upon to determine whether the workplace satisfies legal requirements. An inspection checks whether existing controls are working in practice; it cannot identify your hazards, evaluate who might be harmed and how, decide what controls are needed, or replace any statutory inspection, examination or testing regime that applies to your premises or equipment. Where defects are identified or compliance is uncertain, advice should be obtained from a suitably competent person.

Organisation:

Site / area inspected:

Date: _____ **Inspection carried out by:**

Accompanied by (e.g. safety representative):

Previous inspection date: _____ **Previous actions all closed? Y/N**

Standing note

An inspection is not a risk assessment. This form checks whether your controls are working in practice; it does not decide what controls you need. Adapt the sections to your workplace — delete what does not apply and add what does. A generic checklist used in a specialist setting gives false reassurance.

Score each line **S** satisfactory, **A** action required, or **N/A**. Anything marked A must appear in the action plan with an owner and a date.

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Section A — General condition and housekeeping

#	Item	S / A / N-A	Observation
A1	Floors and traffic routes clear, even, and free from trip hazards		
A2	Housekeeping generally satisfactory; waste managed and removed		
A3	Storage safe, stable, not blocking access or above safe height		
A4	Stairs, steps and handrails in good condition and clear		
A5	External areas, car parks and paths safe, and adequately lit		
A6	Cleaning in progress adequately signed and controlled		

Section B — Welfare and working environment

#	Item	S / A / N-A	Observation
B1	Toilets and washing facilities clean, working, adequately supplied		
B2	Drinking water available and clearly identified		
B3	Rest and eating facilities suitable and clean		
B4	Temperature reasonable for the work being done		
B5	Ventilation adequate		
B6	Lighting adequate for the tasks being carried out		
B7	Noise levels reasonable, or controls in place where not		

Section C — Electrical and equipment

#	Item	S / A / N-A	Observation
C1	Portable equipment visually free from damaged cables, plugs, casings		
C2	Sockets not overloaded; extension leads used appropriately		
C3	Fixed installation inspection record available and in date		
C4	Work equipment in good condition, correctly used, with guards in place		
C5	Equipment subject to statutory inspection or statutory examination has current inspection records available		
C6	Ladders and access equipment in good condition and appropriate for the task		

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Section D — Substances and materials

#	Item	S / A / N-A	Observation
D1	Hazardous substances identified, assessed and labelled		
D2	Safety data sheets accessible to those who need them		
D3	Storage appropriate, secure, and segregated where required		
D4	Controls in use, including ventilation or extraction where required		
D5	Spill provision available and adequate		
D6	Waste, including hazardous waste, correctly stored and disposed of		

Section E — People, tasks and PPE

#	Item	S / A / N-A	Observation
E1	Manual handling avoided or aided where reasonably practicable		
E2	Lifting aids available, suitable and actually used		
E3	PPE provided where needed, suitable, worn, stored and maintained		
E4	Display screen workstations set up appropriately; assessments done		
E5	Lone working, young persons and new or expectant mothers considered		
E6	Training records current for the tasks being carried out		

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Section F — Emergency arrangements

#	Item	S / A / N-A	Observation
F1	Escape routes clear, unobstructed and unlocked in the direction of escape		
F2	Fire doors not wedged or obstructed		
F3	Firefighting equipment in place, unobstructed and in date		
F4	Fire action notices displayed and legible		
F5	First aid provision adequate, stocked, and in date		
F6	Accident book or reporting route available and known to staff		
F7	Emergency contact information current and displayed		

Section F is a routine check of arrangements. It is not a fire risk assessment, and it does not replace the fire safety checks recorded elsewhere.

Section G — Contractors and visitors

#	Item	S / A / N-A	Observation
G1	Sign-in and induction arrangements in use		
G2	Contractor work areas segregated and controlled		
G3	Permits in use where required, and correctly completed		
G4	Visitors aware of emergency arrangements		

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lionrms.uk/downloads/workplace-health-safety-inspection-checklist

Action plan

Anything presenting an immediate risk of serious harm must be dealt with now, not entered on this plan and scheduled. Record what you did and when.

#	Section ref	Issue	Severity (High / Medium / Low)	Action required	Owner	Target date	Date completed	Verified by
1								
2								
3								
4								
5								

Sign-off

Inspection by: _____ Signature: _____ Date: _____

Reviewed by: _____ Signature: _____ Date: _____

Date of next inspection: _____

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