

ORBIS ENVIRONMENTAL AND SAFETY – RISK ASSESSMENT FORM

This is a free example of a Workplace Safety Inspection. For further information or guidance on completing Risk Assessments, or for help if you find a problem and don't know what to do about it, please contact our Safety Specialist:

rldavies@orbisenvironmental.com

Also, we can now complete PAT Testing and Fire Extinguisher Servicing. If the inspection shows this, please keep us in mind as a thanks for the free template.



Workplace location	
Inspection by	
Date	

Note: this form is designed so a 'No' answer indicates poor or unsafe practices.

Subject	Yes	No	N/A
OFFICE SAFETY			
Are there good levels of Housekeeping?			
Is the area free from trailing cables?			
Is the use of multiple extension plugs reduced as much as possible?			
Are Heavy items such as Water cooler bottles or Paper Boxes stored and handled appropriately?			
Are all exits and walkways clear?			
Is there suitable working space (11cum per person approx.)?			
Have all computer users completed their annual DSE / VDU Assessment?			
Is there suitable lighting and visibility for workstations?			
Are windows free from glare on sunny days?			
Notes:			
FIRE PREVENTION			
Are all fire extinguishers in place?			
Are fire extinguishers suitable for application?			
Is the annual fire extinguisher servicing and inspection date current?			
Are extinguishers identified by photoluminescent signs and easily accessible?			
Is the minimum viable quantity of flammable material being used?			
Is the area clear of unnecessary combustible material?			
Are alarm points identified, marked and accessible?			
Can operators confirm the fire alarms can be heard when tested?			
Are evacuation notices still valid?			
Is the Fire Risk Assessment completed, all actions addressed and up to date?			
Notes:			

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Subject	Yes	No	N/A
ACCESS and EGRESS			
Is the method of access to and from site safe?			
Is access/egress free from obstruction?			
Are all exits free from obstruction?			
Are all emergency exits signed?			
Are all pedestrian routes and FLT routes free from obstruction?			
Is there suitable segregation between personnel and FLT / vehicle activity?			
Is access to plant and machinery possible without the need for personnel to climb over plant or lean over/go outside safety barriers?			
Notes:			
MACHINERY SAFETY			
Are all potentially hazardous parts guarded?			
Can operators confirm they are trained in the use of machinery?			
Is work equipment in a suitable environment / ergonomically correct and securely fixed?			
Are emergency stops / isolators identified, easily accessible and working?			
Is there a pre use / Daily checklist in place for all safety devices / E-Stops?			
Are machine interlocks provided and used where necessary?			
Are machinery controls clearly marked?			
Are fixed guards fitted and in use?			
Are forklift trucks maintained and safe?			
Are PUWER Assessments in place?			
Are all pump pipework suitably guarded when cleaning (I.E. Inlet or outlet pipes)?			
Notes:			
OPERATIONAL SAFETY			
Are all employees appropriately trained or under direct supervision if new?			
Confirm absence of new activities (possibly not yet risk assessed)?			
Are noise hazard notices posted in noisy areas?			
Is lighting (artificial / natural) adequate?			
Are statutory signs in a good condition / still present?			
Is general Housekeeping satisfactory?			
Are walkways clear of any obstruction or trip hazards?			
Notes:			

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HAZARDOUS SUBSTANCES			
Are operators aware of chemical hazards?			
Are all substances clearly identified in containers?			
Are flammable substances absent from non-zoned areas?			
Are equipment and pipes free from leaks and damage?			
Are operators aware of the correct methods for cleaned up and disposal of spilled solvents?			
If DSEAR Applies, is there a DSEAR Assessment in place?			
Is all equipment in zoned areas intrinsically safe?			
Are eye wash stations available, adequate and maintained?			
Is the workplace free from dust?			
Is the workplace free from excessive solvent vapours?			
Are dust/fume/vapour extraction systems working effectively?			
Is Exposure Monitoring completed where applicable?			
Are suitable COSHH Assessments in place?			
Notes:			
PPE (Personal Protective Equipment)			
Are all personnel wearing hearing protection as necessary?			
Are all personnel wearing the appropriate eye protection?			
Are all personnel wearing gloves as necessary?			
Are all personnel wearing respiratory protection as necessary?			
Are there any other PPE requirements that are missing or not being worn?			
Notes:			
ELECTRICAL SAFETY			
Are electrical panel / distribution boards locked shut?			
Are the externals of the electrical panels in good condition?			
Is the area free from any temporary wiring?			
Are electrical cables tidy and not presenting a trip hazard?			
Are electrical cables protected from damage where necessary?			
Are all electrical cables free from obviously damaged?			
Does all portable equipment have current inspection tag? (PAT Testing)			
Are light fittings and their supplies in good condition and protected from water?			
Are Fixed Electrical testing programmes up to date?			
Notes:			

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MANUAL HANDLING			
Are load moving activities being performed with the aid of necessary mechanical devices?			
Are repetitive activities being performed with due regard to musculature disorder?			
Can the operators confirm that their activities are not unduly strenuous in the absence of mechanical assistance?			
Is there a suitable Manual Handling Risk Assessment in place?			
Notes:			
STACKING, STORAGE and FORKLIFT TRUCKS			
Is all racking safe and free from obvious damage?			
Are individual items bonded on pallets at height?			
Are pallets in suitable condition for loads?			
Are racks marked with a safe working load and is this being adhered to?			
Are stacking < 3 pallets on top of each other?			
Is FLT driving to an acceptable standard?			
Are stacking procedures to an acceptable standard?			
Are gas cylinders stored securely? (where appropriate)			
Notes:			
WORK AT HEIGHT			
Are all step ladder/ladder safe and free from obvious damage?			
Are the ladder/ lifting device inspection tag in place and up to date?			
Are there any uncontrolled uses of ladders?			
Is there a suitable Work at Height Risk Assessment in place?			
Notes:			
ENVIRONMENT			
Is there an absence of an offensive odour?			
Is there an absence of excessive noise?			
Is there an absence of litter and rubbish?			
Is there an absence of excessive dust emissions to the local environment?			
Are all Noise Assessments and Exposure Monitoring assessments completed?			
Notes:			

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FIRST AID ARRANGEMENTS			
Is the first aider available?			
Are first aid kits and eye wash stations accessible? (Where appropriate)			
Are first aid kits and eye bottles within its best use date?			
Are emergency showers in a good working order? (Where appropriate)			
Are emergency procedures in place and posted for employees to understand?			
OTHER HEALTH, SAFETY, ENVIRONMENTAL or QUALITY ISSUES			
Please detail:			

Please return this completed checklist to line Manager.