

This checklist provides a basic framework; however, you will often need to amend it, e.g., reduce or expand it to fully address the specific requirements of the area you intend to inspect.

Area inspected:	
Inspection date:	
Inspection team:	

A. Management procedures and paperwork						Comments/Action Required
A1	Have all members of staff been given access to copies of the HSE Policy, documents, arrangements and procedures, and any associated guidance?	Yes	No	Partial	N/A	
A2	Is induction, instruction training, and supervision provided?	Yes	No	Partial	N/A	
A3	Are staff informed of any required safe systems of work?	Yes	No	Partial	N/A	
A4	Are procedures for reporting accidents, near misses, hazards, significant spills, and occupational ill health established and followed?	Yes	No	Partial	N/A	
A5	Are there procedures in place for the management of contractors?	Yes	No	Partial	N/A	
A6	Are contractor activities monitored?	Yes	No	Partial	N/A	
A7	Is access to any restricted area limited to authorized people only?	Yes	No	Partial	N/A	

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A8	Are risk assessments in place to identify hazards, assess the level of risk and identify suitable control measures for all hazardous activities, including radiation, biological hazard etc. and approved as necessary?	Yes	No	Partial	N/A	
A9	Is everyone working and studying in the area familiar with the need to assess risks associated with work involving hazardous substances?	Yes	No	Partial	N/A	
A10	Are records of the assessments and all relevant safety data sheets kept and readily accessible to those working with the substances?	Yes	No	Partial	N/A	
A11	Where necessary, has health surveillance been implemented?	Yes	No	Partial	N/A	
A12	Is there a procedure in place whereby the presence of lone or out-of-hours work is known?	Yes	No	Partial	N/A	
A13	Is there a system in place to control apparatus and/or experiments running overnight and/or at weekends?	Yes	No	Partial	N/A	
B	High-profile signage (noticeable on entry)					Comments/Action Required
B1	Is a hazardous substance summary displayed outside of the workshop door showing the appropriate UN hazard symbols?	Yes	No	Partial	N/A	
B2	Is the Health and Safety Law poster displayed prominently and completed? (In the vicinity, not every area).	Yes	No	Partial	N/A	
B3	Are Fire Exits clearly identified?	Yes	No	Partial	N/A	