



Office check

**This aide-memoir may be used to assist in building checks.
 This does not imply that the conditions are safe and healthy -
 nor that the arrangements for welfare at work are satisfactory.**

Building	Floor	Date

Upon Entry

- 1 Are vision panels in doors
- 2 Is there provision for coats etc.
- 3 Are lights working correctly
- 4 Is the office clean and tidy
- 5 Is the office free from any potential hazards that could cause slips, trips or falls
- 6 Are the tops of cabinets and cupboards clear
- 7 Are deliveries being left safely
- 8 Is the room free from trailing leads
- 9 Is the furniture fit for purpose
- 10 Are power sockets free from overloading

Comments

Room Fabric

- 1 Is the office decoration suitable
- 2 Are the windows and glazing up to standard
- 3 Does electrical equipment have correct PAT labels
- 4 Is there a first aid notice
- 5 Is the bomb threat notice visible and up to date
- 6 Is there paper, toner etc. recycling provision
- 7 Are there sufficient waste bins

Comments

Fire Information

- 1 Are the fire alarms tested
- 2 Are fire extinguishers in their correct place, of the right type and in date
- 3 Are fire notices displayed at every fire alarm call point
- 4 Is there emergency lighting present

Comments

Fire Escape Routes

- 1 Are the fire exits clearly marked
- 2 Are all exit routes clear
- 3 Are fire doors clearly marked and kept closed
- 4 Are the designated emergency egress route free from obstruction
- 5 Do the crash/panic bars work properly
- 6 Are the appropriate fittings in place for locked fire doors (keys, glass tubes etc.)

Comments

Laptop Use Areas

- 1 Are 240v power sockets provided near to telephone sockets
- 2 Is the position where a user can sit comfortably
- 3 Is the area free from trailing leads
- 4 Can the laptop be placed on a firm surface
- 5 Is there a laptop cradle, keyboard, mouse etc available for prolonged use

Comments

DSE Workstations

- 1 Is the furniture of a satisfactory standard and fit for purpose
- 2 Is that furniture suitable for the user(s)
- 3 Are footrests available
- 3 Are wrist supports available
- 4 Is the lighting suitable for DSE work
- 5 Where required, are windows fitted with blinds or anti-glare devices
- 6 Have the DSE workstations been assessed for each user
- 7 Is the temperature, humidity and ventilation adequate
- 8 If position is shared, as all equipment adjustable to user

Comments

NOTE - if a full DSE is assessment required it should be conducted in conjunction with the Health and Safety Handbook section on DSE