**Workplace Inspection Checklist**

**For use in Plant Rooms**

**How to use this plant room inspection checklist:**

* Use this checklist to inspect Plant Rooms and any associated areas.
* Inspections should be carried out at least once per year and when the plant is running.
* When you have carried out an inspection and recorded any faults or weaknesses found, report to your Line Manager, together with your comments and recommendations for action.
* Keep a copy of each completed inspection checklist and record action taken to correct the faults you have reported. Keep a copy of each completed inspection checklist and record action taken to correct the faults you have reported.

**PLANT ROOM INSPECTION CHECKLIST**

The answer to all these questions should be ‘yes’. If ‘no’ you should note the location and brief details and investigate the problem further to identify actions.

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| --- | --- | --- | --- | --- | --- | --- |
| Areas inspected |  | | | | | |
|  | |  |  |  | | |
| Inspected by | |  | | | Date |  |

| **HAZARD** | **YES/NO/N/A** | **COMMENTS (location & brief details)** | **ACTION TAKEN or RECOMMENDED**  **(with completion dates)** |
| --- | --- | --- | --- |
| **Layout & Security** |  |  |  |
| Is there safe access? |  |  |  |
| Is there enough space to move around safely? |  |  |  |
| Are windows / Mesh / Grills in good condition? |  |  |  |
| Can the door(s) be securely locked? |  |  |  |
| Is external lighting adequate? |  |  |  |
| **Environment** |  |  |  |
| Is the room temperature adequate? |  |  |  |
| Is the room adequately ventilated? |  |  |  |
| Are there sufficient storage facilities? |  |  |  |
| Can the windows be easily opened if necessary? |  |  |  |
| Is lighting adequate in all areas? |  |  |  |
| Is the area clean & free of clutter? |  |  |  |
| Is rubbish collected often enough? |  |  |  |
| Is the floor finish suitable for the prevailing conditions? |  |  |  |
| **Slips, Trips and Manual Handling** |  |  |  |
| Are floors free of trailing cables, boxes & other trip hazards? |  |  |  |
| Are stepladders or a purpose built hop up available to reach plant or valves at height? |  |  |  |
| Are raised areas marked and / or has suitable signage? |  |  |  |
| Is there sufficient head clearance? |  |  |  |
| Are hanging pipes, brackets, trunking or other equipment suitably marked or protected? |  |  |  |
| **Fire -** *contact Campus Facilities Manager if problems with fire doors, extinguishers or notices* | | | |
| Are flammable & hazardous chemicals used & stored safely? *(Risk assessments needed for chemicals with hazard warning labels on container)* |  |  |  |
| Are fire exits & escape routes free of obstructions? |  |  |  |
| Are fire doors clearly marked & kept closed? |  |  |  |
| Do fire door closing mechanisms operate properly? |  |  |  |
| Are vision panels in doors unobstructed? |  |  |  |
| Are fire extinguishers provided and tested annually? *(check last test date on label)* |  |  |  |
| Are up to date fire action notices displayed? *(what to do in event of fire & fire assembly points)* |  |  |  |
| Can fire alarms be heard in all areas? |  |  |  |
| Are smoking rules followed? |  |  |  |
| Is emergency lighting installed and operational? *(Check LED)* |  |  |  |
| Are smoke/heat detectors and break glass call points unobstructed? |  |  |  |
| Is fire stopping in place and in good condition? (*check around cables, pipes and ducting passing through walls*) |  |  |  |
| **First Aid - contact** *Occupational Health Service if problems regarding first aid* | | | |
| Are up to date posters displayed with names & locations of trained first aiders? |  |  |  |
| Are first aid boxes clearly marked & kept fully stocked with stock that has not exceeded a given expiry date? |  |  |  |
| Do staff and students know how to access and use the online incident reporting system?  [*https://app.uk2.sheassure.net/UoG/p/uog383964hi*](https://app.uk2.sheassure.net/UoG/p/uog383964hi) |  |  |  |
| **Fittings & Equipment** |  |  |  |
| Are fittings in good condition?  *(e.g. light fittings, socket outlets, shelving etc.)* |  |  |  |
| Are hot, sharp or dangerous moving parts guarded? |  |  |  |
| Are instructions manuals available? |  |  |  |
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|  |  |  |  |
| **Electrical** |  |  |  |
| Are there enough accessible power points to avoid overloading sockets? |  |  |  |
| Is all portable electrical equipment tested regularly?  *(tested every 3 years - check test labels)* |  |  |  |
| Are electrical cabinets and panels in good condition? |  |  |  |
| Do all electrical equipment & cables pass visual inspection? |  |  |  |
| Are suitable electrical warning notices displayed? |  |  |  |
| **Visual Inspection** | | | |
| 1. is the cable free from damage? |  |  |  |
| 1. damage to the plug - is the casing intact and pins straight? |  |  |  |
| 1. is the lead intact without any joins? |  |  |  |
| 1. the outer covering of the cable is gripped where it enters the plug or equipment the plug, equipment or socket is free from indications of overheating (eg brown burn marks)   *label any faulty equipment with ‘do not use’ signs & take out of use until checked and passed by an electrician* |  |  |  |
| **Other Hazards/Notes** |  |  |  |
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