

# PREMISES SAFETY RISK ASSESSMENT

## SECTION 2

This listing does not include all potential hazards. It includes the main ones – each workplace location and environment has differing hazards. Not all these categories will apply or are of equal importance.

RR = Risk rating of low, medium or high.

Suitability	Yes	No	N/A	RR	Comment/Controls
Is the premises adequately heated?	✓			L	AIR CONDITIONING FITTED
Are sufficient wall mounted thermometers available to register the temperature within the premises?	✓			L	THERMOSTATES FITTED TO AIR CONDITIONING
Is the premises accommodation adequately ventilated?	✓			✓	AIR CONDITIONING FITTED
Is the premises accommodation well lit?	✓			L	
Is the premises accommodation clean and tidy with a good house keeping regime in place?	✓			L	CONTRACT CLEANERS DAILY
Is the premises accommodation in good decorative order?	✓			L	
Are the floors in good condition (i.e. no trip hazards)?	✓			L	
Are wet floor procedures in place?	✓			L	ALL SPILLAGES CLEANED IMMEDIATELY
Are hazardous substances stored correctly?	✓			L	IN CELLAR
Have employees received information, instruction and training on the safe use of chemicals?	✓			L	
Is shelving strong, secure and suitable for the materials stored on it?	✓			L	
Are items stored on the shelving correctly (i.e. no overloaded)?	✓			L	
Is furniture in good condition?	✓			L	
Is equipment in good condition (such as the coffee machines and toasters)?	✓			L	
Is equipment maintained on a regular basis?	✓			L	
Are only trained employees permitted to operate equipment?	✓			L	
Are specific risk assessments needed for equipment?		✓			
Have employees been trained in manual handling procedures?	✓			L	
Where necessary have manual handling risk assessments been conducted?	✓			L	
Is portable electrical appliance testing carried out?	✓			L	EVERY 2 YEARS

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Suitability	Yes	No	N/A	RR	Comment/Controls
Are switches working correctly?	✓				
Are wires checked for damage (such as on toasters and kettles)?	✓				
Are plug sockets in good condition?	✓				
Are plug sockets fitted with child protectors?		✓			
Are fire doors un obstructed?	✓				
Are fire extinguishers wall or stand mounted and correctly labelled?	✓				
Are fire extinguishers inspected on an annual basis?	✓				SIX MONTHLY
Are the fire alarms tested?	✓				SIX MONTHLY
Are emergency evacuation drills conducted on a regular basis?	✓				
Does the premises accommodation provide adequate space for the occupants?			✓		
Have display screen equipment assessments been conducted?			✓		
Have employees received adequate health and safety training?	✓				
Are the stairways well lit?	✓				
Are suitable handrails fitted to the stairs?	✓				
Are there adequate sanitary facilities?	✓				
If lone working is ever carried out, is a safe system of work in place?	✓				
Are food handling procedures in place to comply with the safer food, better business format?			✓		
Have employees been taught about food hygiene procedures?			✓		
Is personal protective equipment supplied to employees?		✓			
Have employees been trained on how to wear personal protective equipment?		✓			
Are there any pregnant workers and if so has the pregnant workers assessment been conducted?			✓		
If there are any young workers has a young workers assessment been conducted?	✓				
Have employees been trained in what action to take in a confrontational situation?	✓				

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Suitability	Yes	No	N/A	RR	Comment/Controls
Are systems in place for cash handling?	✓				
Are employees trained on how to use ladders?		✓	✓		
If steps/ladders are being used are they checked for damage before they are used and suitable for the task being carried out?	✓			✓	
Others:					