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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

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**ANNEX A TO LEAFLET 11 TO  
PART 3 TO SHEF MANUAL**

**WORKPLACE INSPECTION AIDE-MEMOIR**

Establishment/Work Area: \_\_\_\_\_

Date: \_\_\_\_\_

Area to consider	Y/N	Comments	Action Required	Action Progress or SHEF Management Plan Ref No.
Does the SHEF Notice board contain the relevant information? (please refer to SCE SHEF Manual)				
Have any new employees started in the last month? If yes, have they received full induction?				
Have any new tasks or operations been started up or are about to be introduced? If yes have they been risk assessed?				
Have any accidents been recorded in the last month? If yes, have they been acted upon?				
Have any new portable appliances been purchased? If yes, are they included on the list for testing if required?				
Have any Safety audits taken place from any source? If yes what issues were raised?				
Have risk assessments been conducted on significant hazards?				
Is there a work service request in place for any repairs required?				
Are the contents of first aid boxes to scale?				
Are first aid rooms correctly equipped?				
Are first aid boxes kept in an unlocked area and their location correctly signed with a white cross on green				

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background?				
Are the correct number of first aiders appointed (refer to the first aid assessment)?				
Where PPE is provided is it correctly stored, clean and in working order?				
Are rest rooms, toilets and washrooms clean?				
Is there sufficient soap and the number of toilet rolls adequate?				
Are toilets and sinks in good working order (including toilet seats)?				
Are handtowels or warm air blowers provided and working where applicable?				
Are all floors and stairs smooth and sound eg no cracks or broken areas?				
Are floors and stairs clean and free from scrap and waste?				
Are there any slip hazards eg polish, spilt liquid etc?				
Are there any trip hazards eg wires, bags, lifted carpet, boxes etc?				
Are aisles, passageways and stairs free from obstruction? Are goods stored on stairs?				
Are walls, windows and doors clean and sound?				
Are all existing lights working and clean? Dirty fluorescent tubes and bulbs drastically reduce the amount of light they emit.				
Is the existing lighting adequate? Pay particular attention to stairs, entrances and passageways.				
Is there adequate ventilation available?				
Are all heating systems, main and supplementary, working correctly?				
Is there adequate heating?				
Are fire points free from				

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obstruction?				
Is there ready access to fire alarms and fire equipment?				
Are the fire equipment tests (including extinguishers) in date.				
Are evacuation tests conducted?				
Can fire exit doors be opened with one hand? No fire door should be locked so that it can't be opened one handed without a key.				
Are all fire exits clearly signed and are directional signs in place?				
Are fire exits free from obstruction inside and out?				
Are electrical switches in a safe condition eg secure, no bare wires?				
Does an Electrical register exist and is it up to date?				
Has portable equipment been PAT to schedule? This includes privately owned equipment on the premises.				
Are cable extensions in use? These should only ever be used as a short term measure so a works service request should exist to fit extra sockets				
Are guards for machinery in place and secure?				
Are operatives trained to operate machinery?				
Does a written safe system of work exist for each machine?				
Is machinery subject to inspection and maintenance?				
Are all hand tools in good condition?				
Are there any problems with dust, fumes or noise etc?				

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Are dangerous substances clearly labelled and stored correctly?				
Do Control of Substances Hazardous to Health (COSHH) assessments exist where required?				
Are ladders and/or step ladders in good condition?				
Are ladder/step ladder inspections being conducted?				
Have users of ladders/step ladders been trained?				
Are stores safely stacked? On shelving the heavier, bulky items should be stored on the lower shelves.				
Are shelves overloaded?				
Where racking exists is the weight limit clearly shown and has it been inspected?				
Is the exterior of the building(s) in a good state of repair eg no loose roof tiles, guttering etc.				
Are roads/pavements free from obstruction?				
Are roads/pavements /playgrounds in an acceptable state of repair?				
Are playing fields free from bumps/holes etc				
Has playground equipment undergone the annual inspection?				
Are fences in a sound condition?				
Are outside steps sound and in a good state of repair eg not crumbling?				
Do handrails exist where required and are they in good condition?				
Is illegal parking taking place on the grounds?				
If traffic/pedestrian interface exists is it controlled?				
Is there a written procedure				

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in place for dealing with ice/snow? Fire escapes, steps, pavements and play areas etc should all be considered.				
Have you witnessed any unsafe practices?				
Have you seen anybody ignoring safety orders/procedures/regulations?				

Assessor's Signature .....

Assessor's Name (Print) .....