

## Form 5.1

# Shop safety audit form (needed 6 monthly)

Inspection by: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

Note: please mark items with a ✓ or X when checking. If not observed at time of survey write N/O or N/A if not applicable

1	Site control	
1.1	Health and Safety inductions held for all on site	
1.2	Health and Safety information on staff notice board current	
2	Office and stockrooms	
2.1	Office - clean, adequate and good lighting	
2.2	Correct ergonomic setup for offices	
2.3	Bathrooms - tidy and hygienic; chemicals safely stored	
2.4	Staffroom (if available) - tidy and & hygienic; chemicals safely stored and within 'use by' date	
3	Shop	
3.1	Clear, safe access to work areas	
3.2	Doors easily opened from in and out, with clear access	
3.3	Stairway access clear (if appropriate)	
3.4	Floor space is kept free from unnecessary clutter	
3.5	Shop is kept tidy	
3.6	Consideration given to minimise sharp edge objects being laid out on floor with risk to pedestrian traffic	
3.7	Exit signage – adequate, clearly visible and in good condition.	
4	Emergency Response	
4.1	First Aid kit – well stocked with current pre-expiry date product	
4.2	Fire extinguishers (if provided) are current (12 months)	
4.3	Emergency Response plan is on wall and is current (12 months)	
4.4	Emergency Site Evacuation map is visible on wall	
4.5	Emergency exit doors are unobstructed – both sides	
5	Tools and Equipment	
5.1	Tools are well maintained; damaged tools are repaired or replaced	
5.2	Electrical items are tested and tagged (as per HSMP guidelines)	
6.	Hazard Management	

6.1	Hazard register is clearly visible and current	
6.2	Incident forms available. All incidents including near miss are reported; incident register is current	
7	Personal Safety and Equipment	
7.1	Appropriate footwear being worn	
7.2	Safe work practices are followed	
8	Contractors	
8.1	Work authorised & correct procedure followed	
8.2	Hazard notification updated regularly	
8.3	Contractors using correct PPE	
9	General	
9.1	Trust Health and Safety policy statement is visible and current	
9.2	Other observations record below	
10	Other observations	

The results of this audit/inspection are to be noted at the following Trust Meeting.