

16.11 PARISH INSPECTION CHECKLIST

Parishh:		Location:	
Date of Inspection:		Name of Person Completing Inspection	
Is the Parish Council Safety Delegate involved?		Name of Person Completing Inspection	

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Walkways & Flooring						
Are walkways and flooring free from slip or trip hazards?						
Are entrances, exits and walkways clear from obstruction?						
Are walkways free of electrical leads?						
Are stairways clear from obstructions?						
Are floor coverings (carpets etc.) clean and in good condition?						
Is disabled access provided?						
General Electrical						
Are plugs, sockets or switches unbroken and not overloaded?						
Are electrical items tested and tagged?						
Are electrical leads in good condition? (no visible damage, defects, discolouration)						
Are all electrical leads unstrained?						

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
General Lighting						
Does the lighting allow workers to move about easily and to carry out their work effectively without adopting awkward postures or straining their eyes to see?						
Is there good, natural lighting available?						
Air Quality						
Is the temperature between 20°C and 26°C (or less if the work is physically active)?						
Is ventilation adequate? Either natural, mechanical or an air-conditioning system						
If in place, are ventilation and air-conditioning systems serviced regularly and maintained in a safe condition?						
First Aid						
Is the First Aid kit visible and clearly marked?						
Is the First Aid cabinet unobstructed?						
Are contents clean and orderly?						
Are the contents adequate, unopened and within use-by date?						
Are emergency numbers displayed at the kit?						
Are the First Aid Officer contact details posted in a prominent area?						

Section 16.11 – Work Health & Safety Policy

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Chemicals						
Are all chemicals stored in domestic quantities?						
Are all containers/ bottles correctly labelled and clearly marked?						
Managing Facilities and Amenities						
Are appropriate facilities and amenities located near the worksite/ parish?						
Is there safe access to facilities for all workers?						
Are consumable items, such as soap and toilet paper, replaced regularly?						
Is broken or damaged infrastructure, such as plumbing, air conditioning or lighting, repaired promptly?						
Is equipment and furniture, like fridges, lockers and seating, maintained in good condition?						
Are facilities and amenities cleaned regularly, at least daily?						
Drinking Water						
Are the drinking water outlets accessible to workers?						
Are the drinking water outlets separate from toilet and washing facilities?						
Is the water clean, cool and hygienically provided?						

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Toilets						
If the workplace has 10 or fewer workers (and two or fewer of one gender), has at least one unisex toilet been provided?						
If the workplace has more than 10 workers, is there at least one male toilet for every 20 men and one female toilet for every 15 women?						
Are there adequate toilet facilities for workers with disabilities?						
Are toilets clearly marked, and do they have lockable doors, adequate lighting and ventilation?						
Are toilets cleaned regularly?						
Is there adequate toilet paper, hand washing facilities and soap, rubbish bins and sanitary disposal?						
Personal Storage						
Is there accessible, secure storage at the workplace for workers' personal property, including any tools provided by a worker?						
Is it separate from any storage facilities provided for personal protective clothing and equipment?						
Site Security						
Are premises in good repair to prevent unauthorised entry through broken doors,						

Section 16.11 – Work Health & Safety Policy

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
windows, etc.?						
Are motion sensors operated or time switch security lights installed at the premises?						
Are premises protected by an automatic alarm system, deadlock or window lock?						
When safes are on premises, are keys kept off site after hours?						
Is key distribution restricted according to need and is a key security list maintained?						
Emergency Preparedness						
Is there a written emergency plan covering relevant emergency situations, with clear emergency procedures?						
Is the plan accessible to all workers?						
Are workers instructed and trained in the procedures?						
Has someone with appropriate skills been made responsible for specific actions in an emergency (e.g. appointment of an area warden)?						
Is someone responsible for ensuring workers and others in the workplace are accounted for in the event of an evacuation?						
Are emergency contact details relevant to						

Section 16.11 – Work Health & Safety Policy

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
the types of possible threats (e.g. fire, police, poison information centre) displayed at the workplace in an easily accessible location?						
Are contact details updated regularly?						
Is there a mechanism, such as a siren or bell alarm, for alerting everyone in the workplace of an emergency?						
Is there a documented site plan that illustrates the location of fire protection equipment, emergency exits and assembly points?						
If there is a site plan and is it displayed in key locations throughout the workplace?						
Are procedures in place for assisting mobility-impaired people?						
Does the workplace/ parish have first aid facilities and emergency equipment to deal with the types of emergencies that may arise?						
Is the fire protection equipment suitable for the types of risks at the workplace (e.g. foam or dry powder type extinguishers for fires that involve flammable liquids)?						
Is equipment easily accessible in an emergency?						
Are fire exits clearly signed and lit?						

Section 16.11 – Work Health & Safety Policy

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Are fire exits unobstructed and clear at all times?						
Are workers trained to use emergency equipment (e.g. fire extinguishers, chemical spill kits, breathing apparatus, lifelines)?						
Have you considered neighbouring businesses and how you will let them know about an emergency situation should one arise?						
Have you considered the risks from neighbouring businesses (e.g. fire from restaurant/takeaway food outlets, Q fever from cattle yards)?						
Are emergency practice runs (e.g. evacuation drills) regularly undertaken to assess the effectiveness of the emergency plan?						
Is someone responsible for reviewing the emergency plan and informing workers of any revisions?						
Workstation Areas						
Is there safe entry to and exit from the workstation?						
Is there enough space in walkways and around cupboards, storage or doors, in addition to the clear workstation space?						
Does the working environment minimise the amount of glare, contrast or						

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
reflection?						
Op Shops						
Is a seat available at the cash register area?						
Can the chair be adjusted for individual needs and is it appropriate to the type of work being carried out?						
Are electrical cords in good working condition? (no visible damage, defects, discolouration)						
Have electrical cords been tested and tagged?						
Are plugs, sockets or switches unbroken and not overloaded?						
Are all electrical leads unstrained?						
Woodwork Areas/ Workshops						
Is there enough clear space, taking into account the physical actions needed to perform the tasks, and any plant and personal protective equipment that is needed?						
Are electrical cords in good working condition? (no visible damage, defects, discolouration)						
Are plugs, sockets or switches unbroken and not overloaded?						
Are all electrical leads unstrained?						

Section 16.11 – Work Health & Safety Policy

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Has plant been tested and tagged?						
If hazardous chemicals are stored, are Safety Data Sheets (SDS) available and are they stored according the SDS?						
Is there enough ventilation?						
If the wood work area is a dusty environment is their dust extraction systems in place/ breathing apparatus?						
Kitchen/ Food preparation areas/ Coffee shop						
Are food preparation, handling and storage areas kept clean?						
Do food handlers maintain good standards of personal hygiene at all times?						
Are electrical cords in good working condition? (no visible damage, defects, discolouration)						
Are all electrical leads unstrained?						
Are electrical leads tested and tagged?						
Are plugs, sockets or switches unbroken and not overloaded?						
Rectory						
Can callers be clearly seen before they are admitted? (Day and night time?)						
Is the person conducting a business or undertaking accommodation separate from any hazards at the workplace likely						

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
to present a risk to the health or safety of a worker using the accommodation?						
<p>Is it appropriately equipped, including:</p> <ul style="list-style-type: none"> • safe access and egress • security of personal possessions • fire safety arrangements • electrical safety standards • drinking water • toilets, washing, bathing and laundry facilities • procedures to ensure cleanliness • suitable, quiet sleeping accommodation • crockery, utensils and dining facilities • rubbish collection • heating, cooling and ventilation 						
Does the accommodation meet all relevant structural and stability requirements?						
Are the fittings, appliances and any other equipment maintained in good working condition?						
Outdoor work						
Are there appropriate procedures to ensure outdoor workers have access to clean drinking water, toilets, dining facilities, hygienic storage of food and water, and emergency and first aid assistance?						

Section 16.11 – Work Health & Safety Policy

Inspection Item	YES	NO	N/A	Action to be Completed	Person Responsible	When
Is there access to shelter for eating meals and taking breaks and for protection when weather conditions become unsafe?						

Ensure any inspection issues (i.e. 'no' responses) have an action item allocated. Ensure this is monitored and actions completed.