SCOTTISH POLICE AUTHORITY
ÙGHDARRAS POILIS NA H-ALBA

POLICE SCOTLAND
POILEAS ALBA

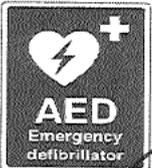# Health and Safety/Fire Safety - Workplace Inspection Checklist

Location	Enter location SVRU	Dept (if app)	Enter department
Completed by	Completed by Ross McCallum	Date	Enter date

SVRU- JAMES MILLER HOUSE — GLASGOW.   19-01-2024.

Management of Health and Safety

No.	Issue	Y	N	Comments
1.	The health & safety notice board should display the following safety notices. These must be completed and accurate: • Emergency Fire Evacuation Plan (EFEP) ✓ • H & S Policy Statement ✓ • H & S at Work Law Poster ✓ • Fire Policy Statement ✓ • Fire Warden Names - ▉▉▉▉ • First Aider Names TBC • First Aid Box Locations ✓	☐	☑	Enter comments Kitchen ~~Notice board loc~~ Fire Worden names ✓ req First Aide req * Actions - F.Aide to be identified
2.	Has a first aid risk assessment for location been undertaken?	☐	☑	Enter comments unknown
3.	Based on the first aid risk assessment findings, is there sufficient, trained first aid personnel or nominated persons for the maximum number of people in the property at any given time? (First Aid at Work National Guidance) Note: <u>< 25 people</u> – one appointed person <u>>25 & <50 people</u> – first aider trained in Emergency First Aid at Work <u>>50 people</u> - one first aider trained in Emergency First Aid at Work for every 100 employed with cover for absences	☐	☑	Enter comments Action- F.A. to be updated -
5.	Based on the first aid risk assessment findings, are there sufficient numbers of first aid boxes available and locations identified?	☑	☐	Enter comments
6.	Based on the first aid risk assessment findings, are first aid boxes adequately stocked and is all sterile equipment within expiry date? <u>HSE - What to put in your first aid kit</u>	☑	☐	Enter comments
7.	Is an Automated External Defibrillator (AED) present? If yes, answer Q. 7a to 7f.	☐	☑	Enter comments

	If no, proceed to Q. 8			
7a.	Who is responsible for servicing the AED?		Enter details	
7b.	Is the AED in a visible location and easily accessible?	☐	☑	Enter comments
7c.	Does the AED have the appropriate signage?	☐	☐	Enter comments N/A
7d.	Is the AED light at 'green' (ready to use)? If red, requires attention	☐	☐	Enter comments
7e.	Is the AED battery light illuminated indicating full power?	☐	☐	Enter comments
7f.	What is expiry date on pads? (<1 month left, order new pads – via BSU)		Enter details of expiry date	
8.	**Risk assessments for specific work activities must be undertaken.** Are these undertaken? If yes, where are these located and how are they accessed by officers and staff?	☐	☐	Enter comments N/A.
9.	Are the 3 compliance logbooks available at the front counter/reception, or in a central location: Asbestos Management	☑	☐	Enter comments
9a.	Water Management	☑	☐	
	Who is responsible for sentinel flushing and temperature checking?		Enter details ███████	
	Are the logbooks dated and signed for monthly flushing and temperature checking?	☐	☐	Enter details
9b.	Fire Safety Logbook	☑	☐	Enter details

Fire Safety

The forms detailed below must all be contained within fire safety logbook in Q.9b.

No.	Issue	Y	N	Comments
10.	Are there records of weekly fire alarm checks and are fire alarm call points rotated? (Fire Safety Form 2 - 076-015)	☑	☐	Enter comments by building management company.
11.	Are 6 monthly fire evacuation drills undertaken and documented? (Fire Safety Form 4 - 076-017)	☑	☐	Enter comments

12.	What date was the last Fire Risk Assessment (FRA) undertaken? (Can be requested from estates)	Enter comments *Building management company*		
13.	Have all the allocated actions from the FRA been progressed?	☐	☑ Enter comments *Ongoing*	
14.	Is the Emergency Fire Evacuation Plan (EFEP) in place for the building?	☑	☐ Enter comments	
15.	Has the EFEP been reviewed within 12 months? (EFEP Template - 076-034)	☐	☐ Enter comments *Building management company*	
16.	Have Personal Emergency Evacuation Plans (PEEP) ((PEEP Template - 076-033) been carried out for any building user who requires assistance to evacuate?	☐	☐ Enter comments *N|A.*	
17.	If a PEEP is required, has it been reviewed within 12 months?	☐ *N|A.*	☐ Enter comments	
18.	Are all fire escape routes including stairwells, and emergency exits kept clear of all items?	☑	☐ Enter comments	
19.	Are combustible items kept in appropriate locations, e.g; - flammable items kept in fire resistant containers. - Paper not stored next to printers	☑	☐ Enter comments	
20.	Are waste by-products controlled, and kept in appropriate locations away from ignition sources and not allowed to accumulate?	☑	☐ Enter comments	
21.	Are heaters (fixed and mobile) free of dirt, damage and kept clear of combustible items?	☑	☐ Enter comments	
22.	Is cooking equipment clean, free of damage and kept clear of combustible items?	☑	☐ Enter comments	
23.	Are fire doors kept closed and not wedged open?	☑	☐ Enter comments	
24.	Are there gaps around the fire door frame and are seals/hinges fitting correctly?	☑	☐ Enter comments	
25.	Does the fire door closer shut the door?	☑	☐ Enter comments	
26.	Is there any visible damage (from wear and tear) to the fire door and/or closer?	☐	☑ Enter comments	
27.	Are all fire exits in good condition and open in a single movement? (Keys are not acceptable for opening fire exits except custody suites)	☑	☐ Enter comments	
28.	Fire safety equipment **last test/inspection** dates (annual):	Enter details *Feb 2024.*		
	Alarm sounders	Enter details *Weekly*		
28a.	emergency lighting	Enter details *weekly*		

28b.	smoke and heat detectors	Enter details		_building management company risk has been raised on nsic reg._
28c.	fire extinguishers (If lapsed, contact estates)	Enter details		
29.	Are fire extinguishers available within fire escape routes?	☑	☐	Enter comments
30.	Is there a fire assembly/muster point identified? This must be in a safe place, clear of the building and away from traffic routes.	☑	☐	Enter comments
31.	Are fire action notices located at each emergency final exit and all call points?	☐	☐	Enter comments
32.	Is there clear access for SFRS vehicles? e.g. no parking in restricted areas	☑	☐	Enter comments _STREET PARKING._
33.	Who within the building has been briefed on the general understanding of the fire alarm panel and zoning diagrams?	Enter details _CI Ross McCallum_		
34.	Where required, is fire safety signage present and legible: Prohibition signs e.g., "no smoking or vaping"	☑ ☐	☐ ☐	Enter comments
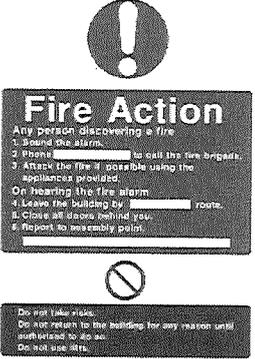
35.	Mandatory signs e.g., "Fire door. Keep shut" Fire door Keep shut	☑	☐	Enter comments
36.	Warning signs e.g., plant rooms, electrical cupboards or rooms protected by inergen gas Electrical cupboard Do not use for storage Keep clear FM-200 CAUTION! This area is protected by a gaseous fire extinguishing system. When alarm sounds or upon gas discharge evacuate hazard area immediately. After discharge do NOT re-enter until thoroughly ventilated. Caution Plant room Door to be kept locked No admittance Authorised personnel only	☑	☐	Enter comments Sign e electrical Cupboard up + visible.
37.	Fire exit signs These indicate the direction of final exits Fire exit Fire exit	☑	☐	Enter comments

| 38. | Fire equipment signs

Fire extinguisher | ☑ | ☐ | Enter comments |

Electric Vehicles/Bikes/Scooters/Mobility Scooters

No.	Issue	Y	N	Comments
39.	Are there designated charging stations?	☐	☐	Enter comments
40.	Are charging stations free of all obstacles and unobstructed?	☐	☐	Enter comments
41.	Is there an identified storage area out with and detached from the main building for E-bikes, E-scooters & Mobility Scooters	☐	☐	Enter comments
42.	Is there an identified storage area out with and detached from the main building for E-batteries	☐	☐	Enter comments

Housekeeping

No.	Issue	Y	N	Comments
43.	Is access and egress free of hazards to and from all buildings?	☑	☐	Enter comments
44.	Where applicable, are pedestrian and vehicle routes delineated?	☑	☐	Enter comments
45.	Are arrangements for snow and ice clearance adequate?	☐	☐	Enter comments N/A.
46.	Where applicable, are supplies of salt/grit available?	☐	☐	Enter comments N/A.
47.	Are arrangements for waste disposal, including biohazards, adequate?	☑	☐	Enter comments
48.	Are general cleaning standards adequate?	☑	☐	Enter comments

Plant and Equipment

No.	Issue	Y	N	Comments
49.	Is storage/shelving/racking free of damage and defects?	☑	☐	Enter comments
50.	What is the Safe Working Load for the storage/shelving/racking?	Enter comments			
51.	Are the heaviest items stored on the lower shelves/racks?	☑	☐	Enter comments

52.	Are storage/shelving/racking units easily accessible? (area clear and means of accessing height available)	☑	☐	Enter comments
53.	Are ladders visually inspected and documented?	☑	☐	Enter comments
54.	What is the PAT date on equipment?	Enter comments		
55.	When was Fixed Wire Testing (FWT) last completed? (Report available from estates)	Enter comments TBC.		
56.	From FWT report, have all actions been progressed?	☐	☐	Enter comments
57.	Are pedestrian routes free from trailing cables?	☑	☐	Enter comments
58.	Are electrical extension bars and cable reels used appropriately?	☑	☐	Enter comments
59.	Are electrical accessories such as sockets and switches free from defects, damage or deterioration?	☑	☐	Enter comments
60.	Are there any hazardous substances stored within the premises?	☐	☐	Enter comments N\A.
60a.	If yes, are COSHH (Control of Substances Hazardous to Health) Risk assessments available?	☐	☐	Enter comments N\A.
60b.	Are the hazardous items stored in appropriate locations? (Refer to COSHH Risk Assessment or Safety Data Sheets)	☐	☐	Enter comments N\A.
61.	When was the passenger and/or service lifts last inspected?	Enter comments N\A.		
62.	Is internal emergency communication system within the lift(s) in good working order?	☐	☐	Enter comments N\A.
63.	Is the relevant equipment checklist for vehicles undertaken? Operational Marked Vehicle Checklist Operational Unmarked Vehicle Checklist	☐	☐	Enter comments N\A
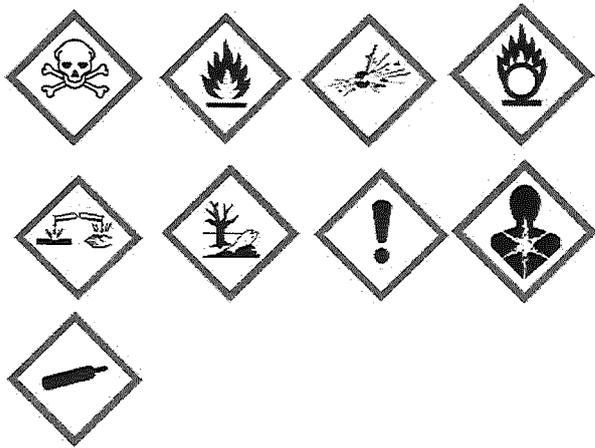
Environment/Welfare

No.	Issue	Y	N	Comments
64.	Are there any issues with lighting in any areas?	☐	☑	Enter comments
65.	Is the working environment temperature in excess of 13°C for warehouses or 16°C for offices?	☐	☑	Enter comments
66.	Are windows in good condition?	☑	☐	Enter comments
67.	Where required, are blinds in good working order?	☑	☐	Enter comments
68.	Are rooms of sufficient size for the functions undertaken?	☑	☐	Enter comments
69.	Are toilet and shower facilities clean and in good condition?	☑	☐	Enter comments
70.	Is a rest room or canteen available for breaks and is it in good condition?	☐	☑	Enter comments No Canteen .
71.	Are there any issues with vermin e.g. rats, mice, biting insects, seagulls?	☐	☑	Enter comments

Food Safety

General hygiene requirements apply

No.	Issue	Y	N	Comments
72.	Is food storage appropriate (cool, dry area and off ground for ambient)?	☑	☐	Enter comments
73.	Are fridges kept clean and in good working order?	☑	☐	Enter comments
74.	Are sporks and utensils sterilised and cleaned after use?	☑	☐	Enter comments
75.	Is anti-bacterial cleaning products available for cleaning surfaces/equipment?	☑	☐	Enter comments
76.	Are all parts of the food preparation area in good condition, clean and hygienic?	☑	☐	Enter comments

Health & Safety Training

Contact BSU or LTD for confirmation

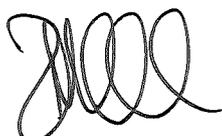| No.	Issue	Comments
77.	How many staff are trained to carry out Health & Safety/Fire (6 monthly) Workplace Inspections?	Enter details Awaiting Training
78.	How many staff are trained to carry out risk assessments?	Enter details Awaiting Training

79.	How many staff are trained in manual handling?	Enter details POLICE OFFICERS AS PER OST.
80.	How many staff are trained in COSHH Awareness?	Enter details Ø.
81.	How many staff are trained in Asbestos Awareness?	Enter details Ø.
82.	How many staff have completed the mandatory Fire Safety Moodle module 1?	Enter details ALL
83.	How many staff have completed Fire Safety Moodle module 2? (Fire wardens)	Enter details 2.
84.	If identified from a PEEP, how many staff are trained in the use of evacuation chairs?	Enter details Ø.

ACTIONS.

① fiST AiDERS - To be confirmed + signs put up

② RM TEM - To be trained re: H&S / FS.

ᗰ . CI / Deputy Head of SVRM
19 -01 - 24.