

# LICENSED PREMISES COMPLIANCE CHECKLIST

Objective : "Public Safety".

This document should be used in conjunction with three others, all of which contain a checklist to help licensees meet the four licensing objectives.

***Document 1 : Prevention of Crime and Disorder***

***Document 2: Public Safety***

***Document 3: Prevention of Public Nuisance***

***Document 4: Protection of children from harm***

You can then use this checklist to form a risk-based operating schedule and robust procedures to meet the four licensing objectives. It is important that if you include any of these points on the operating schedule that they actually happen in practice.

<b>Public Safety 1 - Health &amp; Safety</b>		
<b>Control Measure</b>	<b>Y/N</b>	<b>Comments</b>
Do you have up-to-date written Health and Safety assessments for the premises? (Example template attached)		
Do you have a health & Safety Policy which is signed by the appointed/responsible person?		
Are all staff suitably trained in Health & Safety at Work?		
Do you have suitable wet floor signs/barrier available to deploy when needed?		
Do you have a capacity limit and if so what is the limit? (You may need to break down various areas of the venue)		
Is there a method used to monitor the occupancy levels?		
Do you have a crowd dynamics/control policy?		
Do you have an evacuation plan and is this plan tested regularly?		
Are all staff trained for evacuations and do they know the exact role that they are expected to undertake?		

<b>Public Safety 2 - Management Arrangements</b>		
<b>Control Measure</b>	<b>Y/N</b>	<b>Comments</b>
Do you have an accident/incident reporting procedure and are all staff aware of the requirements?		
Do you have a routine maintenance plan in place for machinery, equipment etc?		
Do you have a H&S weekly inspection procedure in place with written documentation?		
Is there policy for Collecting glasses/bottles with particular emphasis on balcony areas?		
Do you have a H&S weekly inspection procedure in place with written documentation? I.e. checking fire exits, stairways, flooring, high level items, doors etc.		

Do you regularly inspect and record inspections of structural elements of the venue? e.g. floors, balconies, stairs, ceilings		
--	--	--

<b>Public Safety 3 - Fire Safety</b>		
<b>Control Measure</b>	<b>Y/N</b>	<b>Comments</b>
Do you have an written completed fire risk assessment which is reviewed 6/12 monthly?		
Do you have suitable fire detection systems in place that are maintained and checked weekly?		
Is there suitable fire suppression/fighting systems or equipment available in appropriate locations?		
Do you have a PAT test conducted regularly?		
Do you test your emergency lighting every 6 months?		
Does the venue music cut-out in the event of a fire alarm activation?		
Are your furniture/fixtures/fittings made from fire retardant materials?		
Do you have appropriate fire signage around the premises highlighting fire exits, location of extinguishers and evocation meeting points?		
Do you have in place procedures for the safe evacuation of wheelchair users in the event of an emergency?		

<b>Public Safety 4 - General Housekeeping</b>		
<b>Control Measure</b>	<b>Y/N</b>	<b>Comments</b>
<i>Do you have suitable waist receptors with lockable lids?</i>		
<i>Do you regularly inspect furnishing and fabrics and is there written documentation in place ?</i>		
<i>Do you regularly inspect suspended lighting and displays and is there written documentation in place ?</i>		
<i>Do you have suitable guarding methods for stairs/ramps/balconies and landings?</i>		
<i>Do you test your emergency lighting every 6 months?</i>		
<i>Does you regularly inspect windows/glazing?</i>		
<i>Are your furniture/fixtures/fitings made from fire retardant materials?</i>		
<i>Do you have appropriate fire signage around the premises highlighting fire exits, location of extinguishers and evocation meeting points?</i>		

<b>Public Safety 5 - First Aid</b>		
<b>Control Measure</b>	<b>Y/N</b>	<b>Comments</b>
<i>Do you have a suitable number of staff members trained in first aid (nationally accredited)? First aid requirements calculators available at <a href="http://Eboracumtraining.com">Eboracumtraining.com</a></i>		
<i>Do you have suitable first aid boxes deployed across the venue? (First aid box risk assessment at the end of this document)</i>		
<i>Are first aid box contents checked regularly?</i>		

## **Here to help...**

For support in implementing any of these actions please contact Eboracum on 08006441660 or [mail@eboracumgroup.com](mailto:mail@eboracumgroup.com).

We can also undertake risk assessments on your behalf.

***For Licensing Training (Personal license Holders), First Aid Training and/or H&S training*** in York please visit [www.EboracumTraining.com](http://www.EboracumTraining.com)

***For provision of SIA Door Supervisors*** from an SIA Approved contractor please visit [www.EboracumSecurity.com](http://www.EboracumSecurity.com)

**We are providing FREE templates and log books to help licensees manage their licensed premises. To obtain these please contact us.**

# Workplace Risk Assessment

Ref No \_\_\_\_\_

**Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Workplace being assessed:** \_\_\_\_\_

Employers must afford their employees a safe and healthy workplace and working environment. Factors such as workspace, lighting, ventilation, temperature, cleanliness, traffic routes, falls, building structures (i.e. windows, doors, and gates etc.) and welfare facilities (i.e. toilets, wash-stations, changing accommodation) should all be taken into account.

General Note 'Efficient' in this context of this check list means efficient from the view of health, safety and welfare (not productivity or economy).

## Section 1 - Administration Arrangements

General Guidance - Employers have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. Health and safety arrangement place a general duty on employers and persons controlling workplaces. Every workplace should be subject to regular health and safety inspection regime in accordance with the company procedures, for which records should be available for scrutiny by interested parties.

	Y/N/Na	Details / Comments
1.1 Have ALL areas of responsibility within the workplace been agreed?		
1.2 Is there a system(s) in place for regular workplace inspections?		
1.3 Are 1.1 and 1.2 regularly reviewed for effectiveness?		

## Section 2 - Maintenance Systems

General Guidance - There is a general duty on employers to maintain the workplace, and equipment, devices and systems. Employers should install and implement planned maintenance procedures which cover structural safety aspects of the workplace, in addition to those covering equipment, devices and systems, for which records should be available for scrutiny by interested parties.

	Y/N/Na	Details / Comments
2.1 Is the workplace, equipment, devices and systems maintained in an efficient condition and good state of repair?		
2.2 Are workplaces, equipment, devices and systems, where appropriate, under suitable maintenance procedures with records available?		
2.3 Is there clear identification of the individual(s) with responsibility for ensuring the above procedure(s) are followed?		
2.4 Have suitable risk assessments been done which identify and protect against risks arising from maintenance procedures and activities?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 3 - Ventilation

General Guidance - Enclosed workplaces must be well ventilated, where possible by fresh air, so that stale air, and air that is hot or humid because of any processes or equipment, is replaced. In most cases, windows or other openings will provide sufficient ventilation in some or all parts of the workplace. Where this is not the case, possibly for reason of security, ventilation systems should be provided. Workers should not be subject to uncomfortable draughts.

	Y/N/Na	Details / Comments
3.1 Is there effective and suitable provision for workplace ventilation which introduces sufficient fresh air?		
3.2 Is the ventilation plant equipment fitted with a visible or audible warning of failure?		
3.3 Is the ventilation system regularly cleaned and maintained? (also see section 2)		
3.4 Is there a procedure to be initiated in the event of ventilation plant equipment failure?		

## Section 4 - Temperature

General Guidance - During working hours the temperature of workplaces should be reasonable, without the need for special clothing (workplace temperatures should be such that they cause neither sweating nor shivering in the employees). Where such a temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable. The major factor on comfortable conditions will depend upon the type of work being undertaken, i.e. light office, hectic fast moving to heavy manual work. The temperature in workrooms should normally be least 16oC unless much of the work involves severe physical effort in which case the temperature should be least 13oC. These guidelines do not apply to rooms or part of rooms where it would be impractical to maintain them, for example in rooms which have to be open to the outside. In such cases the temperature should be as close to those mentioned as practical.

Note - the employees will give a vocal indication of their preferred temperature and while a commonly acceptable figure may be arrived at, it is unlikely to satisfy everyone.

	Y/N/Na	Details / Comments
4.1 During working hours is the workroom temperature maintained at a reasonable levels?		
4.2 Are sufficient number of thermometers provided to enable persons at work to determine the temperature in any workplace inside a building?		
4.3 Where, despite the provision of local heating or cooling, workers are exposed to temperatures which do not give reasonable comfort, is suitable protective clothing provided?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 5 - Lighting

General Guidance - Every workplace shall have suitable and sufficient lighting which, so far as is reasonably practicable, shall be by natural light. Lighting should be sufficient to enable people to work (dazzling lights and annoying glare should be avoided), lighting deficiencies can result in the inability of employees and others to perceive danger by a reduction in visual performance. Stairs should be well lit in such a way that shadows are not cast over the main part of treads. Where necessary, local lighting should be provided at individual workstations, and at places of particular risk such as pedestrian crossing points on vehicular traffic routes. Outdoor traffic routes used by pedestrians should be adequately lit after dark. Where maintenance of equipment is carried out in situ, lighting should be sufficient or capable of adjustment to the required standard to enable maintenance to be carried out safely.

Emergency lighting is not required in most cases, however it should be provided in workrooms where sudden loss of light would present a serious risk.

	Y/N/Na	Details / Comments
5.1 Does the workplace have suitable and sufficient lighting? (not obscured, for example by stacked goods)		
5.2 So far as is reasonably practicable, is natural light used? (people generally prefer to work in natural light)		
5.3 Are all stairwells and walkways lit and without shadow? (shadows should not be cast on stair treads)		
5.4 Is emergency lighting required? If yes, is it provided? (where sudden loss of light would present a serious risk)		
5.5 Is all lighting equipment regularly cleaned and maintained? (also see section 2)		

## Section 6 - Cleanliness and Waste Materials

General Guidance - The standard of cleanliness required will depend on the use to which the workplace is put. For example, an area in which workers take meals would be expected to be cleaner than a factory floor. Apart from regular cleaning, cleaning should also be carried out when necessary in order to clear up spillages or to remove unexpected soiling of surfaces. Waste materials should not be allowed to accumulate in a workplace except in suitable lockable receptacles.

	Y/N/Na	Details / Comments
6.1 Is the workplace kept at reasonable standard of cleanliness?		
6.2 Is there a formally written schedule of cleaning activities with records maintained?		
6.3 Are cleaning activities monitored on a regular basis to ensure compliance to standards and specification?		
6.4 Are accumulations of waste material removed to suitable waste receptacles at regular and sufficient intervals? (flammable wastes should be separated and stored in closed metal containers)		



# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 7 - Room Dimensions and Space

General Guidance - No room in the workplace shall be so overcrowded as to cause risk to the health or safety of persons at work in it. Rooms where persons work should have sufficient floor area, height and unoccupied space for the purposes of health, safety and welfare. General guidelines are the total volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres. In making this calculation a room which is more than 3.0 metres high should be counted as 3.0 metres high. The figure of 11 cubic metres per person is a minimum and may be insufficient if, for example, much of the room is taken up by furniture etc.

	Y/N/Na	Details / Comments
7.1 Is there adequate unoccupied space available for each person at work at any one time?		

## Section 8 - Workstations and Seating

General Guidance - Few workstations are 'made to measure' owing to the wide range of human dimensions and the sheer cost of designing individual workstations and machines to conform with individual body measurements. Each workstation should allow any person who is likely to work there adequate freedom of movement and the ability to stand upright. Seating provided should where possible provide adequate support for the lower back, and a footrest for any worker who cannot comfortably place his or her feet flat on the floor. Workstations equipped with Display Screen Equipment will also be required to be assessed in accordance with the company procedures for DSE users.

	Y/N/Na	Details / Comments
8.1 Are workstations constructed so as to provide adequate freedom of movement and the ability to stand upright?		
8.2 Are workstations suitable for the person undertaking the work and for the type of work to be performed?		
8.3 Does the design and arrangement of workstations enable staff to leave swiftly in an emergency?		
8.4 Are seats suitable for the person for whom they are provided as well as for the type of work to be performed?		
8.5 Where DSE is provided, have workstations been assessed in accordance with company procedures?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 9 - Floors and Traffic Route

General Guidance - Every floor in a workplace and the surface of every traffic route in a workplace shall be of a construction such that the floor or surface of the traffic route is suitable for the purpose for which it is used. All workplace traffic routes must be clearly marked and of sufficient size and organised in such a way that enables pedestrians and vehicles to circulate in a safe manner. The surfaces of floors and traffic routes should be free from any hole, slope or uneven or slippery surface. They should be kept free of obstructions which may present a hazard or impede access. This is particularly important on or near stairs, steps, escalators or emergency routes/exits. Stairs that are wide or where there is a particular risk of falling should be fitted with addition handrails. Every open side of a staircase should be securely fenced.

	Y/N/Na	Details / Comments
9.1 Are all traffic routes correctly organised and marked?		
9.2 Are all floors and traffic routes in good condition and suitable for the purpose for which they are to be used?		
9.3 Are all holes, bumps and uneven areas properly marked and guarded where necessary?		
9.4 Are procedures in place that ensure spillages are dealt with expeditiously?		
9.5 Are surfaces likely to get wet, slip resistant?		
9.6 Are procedures in place to cover traffic routes likely to be effected by adverse weather conditions?		
9.7 Are handrails provided for staircases? (on at least one side of every staircase, and securely fenced on any open sides)		

## Section 10 - Falls or Falling Objects

General Guidance - The consequences of falling from heights or into dangerous substances are so serious that a high standard of protection is required. Secure fencing should normally be provided to prevent people falling from edges, and the fencing should also be adequate to prevent objects falling onto people. Where there is a chance of a person falling into a tank, pit or structure containing a dangerous substance must be securely fenced. Fencing should be of adequate strength and stability to restrain any person or object liable to fall on to or against it. Covers should be capable of supporting all loads liable to be imposed upon them, and any traffic which is liable to pass over them.

	Y/N/Na	Details / Comments
10.1 Are measures in place to prevent persons falling a distance likely to cause injury?		
10.2 Are measures in place to prevent persons being struck by falling objects?		
10.3 Are areas where risks listed above clearly marked and assess restricted and controlled?		
10.4 Are fragile roof surfaces clearly marked and access restricted and controlled?		
10.5 Are fixed ladders fitted with safety hoops and where necessary access restricted and controlled?		
10.6 Are tanks, pits or other structures containing dangerous substances securely covered and fenced?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 11 - Windows and Transparent or Translucent Doors

General Guidance - Every window or other transparent or translucent surface in a wall or partition and every transparent or translucent surface in a door or gate shall, where necessary for reasons of health and safety:

(a) be of safety material or be protected against breakage; (b) be appropriately marked or incorporate feature so as, in either case, to make it apparent.

No window, skylight or ventilator which is capable of being opened shall be likely to be opened, closed or adjusted in a manner which exposes any person performing such operation to a risk to his health or safety. No window, skylight or ventilator shall be in a position which is likely to expose any person in the workplace to a risk to his health or safety.

	Y/N/Na	Details / Comments
11.1 Are all transparent/translucent doors, gates, walls and partitions made of a safe material and suitably marked?		
11.2 Can window, skylight or ventilator be open and closed without exposing the operator to risk?		
11.3 Are openable window, skylight or ventilator capable of being left safely in an open position?		
11.4 Has suitable provision been made so that windows and skylights can be cleaned safely if they cannot be cleaned from the ground or other suitable surface?		

## Section 12 - Doors and Gates

General Guidance - Doors and gates which swing in both directions should have a transparent panel except if they are low enough to see over. Conventionally hinged doors on main traffic routes should also be fitted with such panels. Upward opening doors should be fitted with an effective device to prevent them falling back in a manner likely to cause injury.

	Y/N/Na	Details / Comments
12.1 Are all doors and gates that are operated by being pushed from either side constructed to provide a clear view of the space either side?		
12.2 Have all powered doors/gates easily identifiable and accessible emergency stop controls?		
12.3 Can all power operated doors/gates, which do not open automatically in the event of a power failure, be operated manually?		
12.4 Are all upward opening doors fitted with an effective device to prevent them falling back?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 13 - Escalators and Moving Walkways

General Guidance - Escalators and moving walkways must function correctly, be equipped with any necessary safety devices and be fitted with one or more emergency stop controls which are easily accessible and readily identifiable.

	Y/N/Na	Details / Comments
<b>13.1</b> Do all escalators and moving walkways function safely?		
<b>13.2</b> Are all escalators and moving walkways equipped with the necessary safety devices?		
<b>13.3</b> Are all escalators and moving walkways equipped with easily identifiable and readily accessible emergency stops?		

## Section 14 - Sanitary and Washing Facilities

General Guidance - Suitable and sufficient sanitary conveniences shall be provided at readily accessible places. Conveniences shall not be suitable unless:

- (a) the rooms containing them are adequately ventilated and lit;
- (b) they and the rooms containing them are kept in a clean and orderly condition;
- (c) separate rooms containing conveniences (and washing) are provided for men and women, (\* except where and so far as each convenience is in a separate room the door of which can be secured from inside)

They should include a supply of clean hot and cold, or warm, water, soap or other suitable means of cleaning and towels or other means of drying.

	Y/N/Na	Details / Comments
<b>14.1</b> Are sufficient sanitary conveniences provided which are; a) readily accessible to all persons in the workplace? b) sufficiently lit and well ventilated? c) * separate facilities for men and women?		
<b>14.2</b> Are suitable and sufficient washing facilities provided; a) in the immediate vicinity of every sanitary convenience? b) in the vicinity of any changing rooms required? c) * separate facilities for men and women?		
<b>14.3</b> Do the washing facilities include; a) a supply of clean hot and cold water? b) towels or other suitable means of drying? c) soap or other suitable means of cleaning?		
<b>14.4</b> In the case of remote worksites without mains services, are other means of washing and chemical toilets provided?		
<b>14.5</b> Are the facilities kept in clean and orderly condition?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 15 - Drinking Water

General Guidance - An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace. Drinking water supplies should be marked as such if people may otherwise drink from supplies which are not meant for drinking. Marking is not necessary if non-drinkable cold water supplies are clearly marked as such.

	Y/N/Na	Details / Comments
15.1 Is a readily accessible supply of drinking water provided and maintained in the workplace with a supply of drinking vessels (if not via drinking fountain/jet)?		
15.2 Is the non-drinking water supply conspicuously marked by a suitable sign where necessary?		

## Section 16 - Accommodation for Clothing

General Guidance - Accommodation for work clothing and workers' own personal clothing should enable it to hang in a clean, warm, dry, well-ventilated place where it can dry out during the course of a working day if necessary. Where work clothing (including personal protective equipment) which is not taken home becomes dirty, damp or contaminated due to the work it should be accommodated separately from the worker's own clothing. Effective measures should be taken to ensure the security of clothing.

	Y/N/Na	Details / Comments
16.1 Is there suitable accommodation for personal clothing, including the facility for drying, where workers are required to change into work clothing at the workplace?		
16.2 Is there suitable accommodation for clothing only worn at work?		
16.3 Is there separate accommodation for clothing which must be kept separate from other clothing to avoid contamination?		
16.4 Have effective measures been implemented to ensure the security of clothing?		
16.5 Where PPE is provided, has it been assessed in accordance with company procedures?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 17 - Facilities for Changing Clothing

General Guidance - A changing room or rooms should be provided for workers who change into special work clothing and where they remove more than outer clothing. Changing rooms should also be provided where necessary to prevent workers' own clothing being contaminated by a harmful substance

	Y/N/Na	Details / Comments
17.1 Are there suitable and sufficient facilities for workers to change their clothing at work?		
17.2 Are there separate facilities for men and women?		

## Section 18 - Facilities for Rest and to Eat Meal

General Guidance - Rest areas or rooms provided should be large enough, and have sufficient seats with backrests and tables, for the number of workers likely to use them at any one time. Seats in work areas can be counted as eating facilities provided they are in a sufficiently clean place and there is a suitable surface on which to place food. Eating facilities should include a facility, such as an electric kettle, for preparing or obtaining a hot drink. Workers who work during hours or at places where hot food cannot be obtained in, or reasonably near to, the workplace should be provided with the means for heating their own food.

	Y/N/Na	Details / Comments
18.1 Are sufficient and suitable rest areas provided?		
18.2 Do rest facilities include suitable facilities to eat meals where food eaten in the workplace would be likely to become contaminated?		
18.3 Are good hygiene standards maintained in rest facilities used for eating or preparing food and drinks?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 19 - Safety Notice Boards

General Guidance - Every workplace should have a Safety Notice Board.

	Y/N/Na	Details / Comments
<b>19.1</b> Is there a Safety Notice Board available to all workers at the workplace?		
<b>19.2</b> Do the contents comply with the companies requirements?		

## Section 20 - First Aid Arrangements

General Guidance - An employer should make an assessment of the First Aid needs appropriate to the circumstances of each workplace. In higher risk situations the employer should assess how many additional First Aiders are required. A First Aider's job should allow for them to be released immediately in the event of them being called upon to render First Aid. Every workplace should have an 'appointed person' who is responsible for the first aid arrangements at the location, this will include replenishing first aid boxes and updating first aid notices.

All staffed locations should require a minimum of one first aid box, but this may be more depending upon the levels of risk present and the geographical layout of the workplace. The first aid box must be accessible to all workers at the workplace at all times. Each box should contain equipment that conforms to the guidelines set by the company for the 'Contents of First Aid Boxes'. Where workers spend a large amount of time away from their workplace, it may be necessary to provide first aid equipment to be carried or, where the risks are not so high, one centrally may suffice.

Only one accident book should be provided at each staffed locations, in which details of all accidents must be recorded.

Where mains tap water is not available for eye irrigation, sterile water or saline solution should be provided in containers.

	Y/N/Na	Details / Comments
<b>20.1</b> Do the activities undertaken at the workplace warrant the appointment of qualified First Aiders?		
<b>20.2</b> If 20.1 is answered 'yes' has an assessment been carried out in accordance with company procedures?		
<b>20.3</b> Has the workplace been allocated an 'appointed person'?		
<b>20.4</b> Are First Aid boxes provided on site which are available throughout the time workers are present?		
<b>20.5</b> Do the contents of First Aid boxes comply with the company guidelines?		
<b>20.6</b> Are First Aid arrangements made and adequate for workers who spend a large amount of time away from the workplace?		
<b>20.7</b> Does the workplace have a readily available accident book for recording details of all accidents?		

# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 21 - Work Equipment

General Guidance - Work equipment being used it must be assessed in accordance with the companies procedure for carrying out task based and equipment risk assessments.

	Y/N/Na	Details / Comments
<b>21.1</b> Does the workplace contain work equipment which present risks? (identified by task inventory risk assessment)		
<b>21.2</b> If yes, has it been assessed in accordance with company procedures for risk management?		
<b>21.3</b> Has workplace machinery been fitted with guards?		
<b>21.4</b> When not being used, has the machinery been left in a state where it is secure and does not present a hazard?		
<b>21.5</b> Are machinery maintenance records available which clearly indicate the equipment is maintained to the correct standard at the appropriate frequencies?		
<b>21.6</b> Does the machinery have the required labelling? (caution / prohibition / mandatory / PPE notices etc)		

## Section 22 - Manual Handling Operations

General Guidance - Tasks and activities involving manual handling should be assessed in accordance with company procedures for manual handling risks assessments. Where possible actions must be taken to reduce manual handling operations to an absolute minimum.

	Y/N/Na	Details / Comments
<b>22.1</b> Are workers required during their duties to undertake manual handling operations? (identified on task inventory risk assessment)		
<b>22.2</b> If yes, have these operations been assessed in accordance with the company procedures for risk management?		



# Workplace Risk Assessment

Ref No \_\_\_\_\_

## Section 23 - Miscellaneous Health Hazards

General Guidance - Certain factors that are hazardous to health maybe present in the workplace that are not immediately obvious. In most cases these will come to light as a result of the task that is being carried out and should be covered by an initial task based assessment. However, these factors may be hazardous just by being there (lead pipes), through deterioration (asbestos insulation or electrical cables), by the activity of other persons or companies (fumes or noise) or through bad housekeeping and practices (falls from height, flammable materials, biological or chemical hazards).

Assessors must systematically inspect the workplace and adopt a pro-active rather than re-active approach to looking for anything in or adjacent to the workplace that may represent this type of hazard.

<b>23 Is there any evidence of the following hazards?</b>	<b>Y/N/Na</b>	<b>Details / Comments</b>
<b>23.1</b> Lead : have the company risk management procedures been implemented?		
<b>23.2</b> Asbestos : have the company risk management procedures been implemented?		
<b>23.3</b> Electricity : have the company risk management procedures been implemented? Are adequate overload, RCCB, earth leakage etc devices in use? Is there any sign of overloading?		
<b>23.4</b> Fumes : have the company risk management procedures been implemented?		
Are combustibles/flammable materials/ liquids/ gases present at the workplace or used externally by workers?		
Are containers, bottles and cylinders in good repair?		
Are sources of heat of ignition present?		
Are correct fire extinguishers available?		
Are workers at risk from smoke or fumes given off by the process?		
<b>23.5</b> Noise : have the company risk management procedures been implemented?		
Does background noise make normal speech difficult to hear or do sudden noises occur?		
If yes, have workers been issued with ear defenders?		
<b>23.6</b> Vibration : have the company risk management procedures been implemented?		
<b>23.7</b> Fire : have the company risk management procedures been implemented?		
<b>23.8</b> Biological : have the company risk management procedures been implemented?		
<b>23.9</b> Chemical : have the company risk management procedures been implemented?		