**HSE (Health and Safety Executive) Building Checklist**

This HSE checklist covers the most common areas of risk, but is not exhaustive. If an issue is not relevant to your building, simply mark it as ‘N/A’ (not applicable) and move to the next question. There is space at the end for you to list any additional issues that need to be addressed.

HSE’s homepage ([www.hse.gov.uk](http://www.hse.gov.uk)) has information on topics to help you decide what you need to do about many common types of risk

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| **Questions to be asked** | | **Yes** | **Further action needed** | **N/A** |
| **Car park** | Is the car park surface maintained to minimise slip and trip risks? |  |  |  |
| Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked? |  |  |  |
| Is the car park well lit? |  |  |  |
| Can emergency vehicles gain access? |  |  |  |
| **Movement around the building** | Are paths, steps and any ramps to and from the building properly maintained to minimise slip and trip risks? |  |  |  |
| Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)? |  |  |  |
| Have you provided matting to minimise rainwater etc. being carried into the building? |  |  |  |
| Do rooms and corridors have sufficient lighting? |  |  |  |
| Are corridors clear of clutter? |  |  |  |
| Are there any trailing electrical leads/cables? |  |  |  |
| Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage etc.? |  |  |  |
| Is internal flooring in good condition, e.g. are carpets fixed? |  |  |  |
| Where any doors contain glass, is this made from a safety material? |  |  |  |
| Are all stairs fitted with handrails? |  |  |  |
| **Electrical equipment and services** | If you have any fixed electrical installations:   * Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? * Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person? |  |  |  |
| If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc.):   * Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? * Has any damaged electrical equipment been taken out of service or replaced? |  |  |  |
| **Gas equipment and services** | If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer? |  |  |  |
| If mobile gas appliances are available for use (e.g. heaters fueled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place? |  |  |  |
| **LPG**  **(liquefied petroleum gas)** | If there is an externally sited LPG installation with a storage vessel:   * Is the area around the vessel kept clear? * If it is near a road, is it protected from passing traffic? * Have pipes carrying the LPG to the building been checked to ensure that they are in good condition? |  |  |  |
| **Asbestos** | Does the building contain any asbestos? |  |  |  |
| If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building? |  |  |  |
| Is there a system in place (e.g. fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition? |  |  |  |
| If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.) |  |  |  |
| Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the building is refurbished/demolished |  |  |  |

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| **Questions to be asked** | | **Yes** | **Further action needed** | **N/A** |
| **Fire** | Has a fire risk assessment been completed and are adequate fire safety measures in place? |  |  |  |
| Has an evacuation plan been implemented and tested? |  |  |  |
| Is the fire alarm tested regularly? |  |  |  |
| Are fire drills carried out at least once a year? |  |  |  |
| Are regular checks made to ensure escape routes and fire exit doors are:   * unobstructed; and * adequate and effective for the number of people using the building (including those who are disabled or vulnerable)? |  |  |  |
| Are combustible substances or waste stored safely? |  |  |  |
| Is fire-fighting equipment in place and tested regularly in line with the manufacturer’s guidance? Are staff (and others) trained in how to use it? |  | | |
| **Legionnaires’ disease** | Do you or users do anything that involves spraying/sprayed water (e.g. using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires’ disease.) |  |  |  |
| If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk? |  |  |  |
| Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (e.g. temperature checks)? |  |  |  |
| **Responsibility** | Do users have all the information about the building they need to operate safely? |  |  |  |

***This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the building.***

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| **Additional issues** | | **Yes** | **Further action needed** | **N/A** |
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# Further action needed

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| **Hazards noted:** | **Action taken and when:** |
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| **Name (and position):** | **Signature:** | **Date:** |