Ashford Business Services Ltd

Workplace safety inspection checklist

A walk-through inspection record - area by area, hazards noted, actions assigned.

Inspection date: _____

Inspected by: _____

Area / site: _____

Next inspection due: _____

Inspection findings

No.	Item	Standard	Status	Notes
1	Fire exits and escape routes	Clear and unlocked	OK	Notes as agreed at the meeting.
2	Fire extinguishers and alarms	In date, accessible	OK	Notes as agreed at the meeting.
3	Electrical equipment and cables	No damage, PAT in date	OK	Notes as agreed at the meeting.
4	Lighting (general and emergency)	All working	OK	Notes as agreed at the meeting.
5	Floors, stairs and walkways	No trip hazards, handrails sound	OK	Notes as agreed at the meeting.
6	Storage and racking	Stable, within load limits	OK	Notes as agreed at the meeting.
7	Machinery guards	Fitted and secure	OK	Notes as agreed at the meeting.
8	Hazardous substances (COSHH)	Labelled, stored correctly	OK	Notes as agreed at the meeting.
9	PPE availability	Correct types available	OK	Notes as agreed at the meeting.
10	First aid kit	Stocked, in date	OK	Notes as agreed at the meeting.
11	Welfare facilities	Clean, hot water, drinking water	OK	Notes as agreed at the meeting.
12	Housekeeping	Tidy, waste removed	OK	Notes as agreed at the meeting.

Actions required

Action	Owner	Due date	Completed
Action as agreed at the meeting.	Sarah Mitchell	9 November 2026	
Action as agreed at the meeting.	Sarah Mitchell	9 November 2026	

Sign-off

Inspector: _____ **Manager:** _____ **Date:** _____