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Environmental:

● Is the signage suitable and sufficient in all areas?

● Is there any record of the use of asbestos in the buildings construction?

● Is the temperature kept at a reasonable level - not too low or high?
(office/canteen: approx 20C;
appliance room: approx 14C)

● Is there a sufficient amount of thermometers, reasonably placed within the station?

● Is the ventilation in each room adequate and if mechanical, is it operating sufficiently?

● Are there any excessive noise levels?

● What are the members feelings about how safe their working environment is?

● Do all areas in the station have suitable and sufficient lighting?
(including emergency lighting)

● Are there fumes from vehicles/heating systems that can be hazardous to health or offensive?

● Is there an extraction system?
(ensure that fumes do not enter other areas – i.e. dormitories, TV rooms, etc.)

● Are door seals intact?

● Is there a smoking policy?
(i.e. an outside area that is designated with a receptacle for butts or a sand box)

● Is there a designated first aider and first aid area in the building?

Cleanliness:

● Is the work place kept in a reasonable state of cleanliness?

● Is the standard of housekeeping acceptable?

● Are there a sufficient amount of disposable bins?

● Does the work place have a cleaner or cleaning contract?

IMPORTANT: This is a write-on wipe-off surface, do not use anything other than the supplied chinagraph, to do so may render the surface unusable.

Fixtures:

- Are all floors, steps, stairs, passageways, ramps and lifts etc:

- of sound construction?

- properly maintained?

- free from any obstructions?

- free from any substance or item likely to cause anyone to slip, trip or fall?

- all floor coverings appropriate for use and In good condition?
(carpets, tiles, lino, etc.)

- all emergency lighting operational?

- all handrails, etc, in an acceptable condition?

- all ramps DDA compliant?

- lifts DDA compliant with service agreements?

- Are all self-closing doors/devices operating properly?

- Are doors wedged open?

- Are power points, plugs, cables, etc, in sound and safe condition?

- Cable runs and storage, do they have non trip covers and signage

- Has all electrical equipment been certified in order annually?

- Has the workplace been renovated, has it been equality impact assessed? If so ask to be given a copy prior to the inspection. Does it match the assessment?

- Do pole drops:

- have one movement locking device?

- have proper lighting?

- have self-closing and locking doors?

- have sufficient impact reduction flooring at Base?

- is it worn/torn in any way?

- sufficient and suitable safety signs?

- Are fire alarm systems and equipment fitted and regularly checked?

- Is the ventilation system working properly?

- Are there any working practices being carried out that are likely to cause Injury?

Maternity:

- Is there an approved procedure of risk assessment for expectant mothers?

- Is there a designated area for use by a new or nursing mother?

- Is there a private and secure location for the storage of expressed milk

Toilets:

- Are there, Adequate, Urinals or Individual toilets?

- Are they secure? Is the signage adequate?

- Are the toilet doors and walls floor to ceiling?

- Are there separate facilities for women?

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Hygiene Facilities:

- Hot/cold running water, soap, towels and showers
(with full height doors, mats, seats, bases)?

- Has a toilet been provided for someone that may be less able?

- does it have adequate access?

- does it have adequate handrails and are they secure?

- are there hoists provided?

- is a pull cord alarm system in operation with warning light?

- Are there suitable and sufficient separate toilet/shower facilities for both males and females?

- Is there a sanitary provision contract for the female toilets?
(provision and uplifting of boxes)

- What is it?

- Are there sufficient sites for sanitary dispensers?

- Is the provision varied?

- What do women members think of the provision?

Kitchens:

- Does the kitchen have a ventilation system?

- How regularly is it cleaned and maintained?

- Is the kitchen in a reasonable and acceptable standard of cleanliness?

- Is the floor even?

- Does it have non slip tiles on the floor?

- Are the wall coverings stainless steel?

- Are work tops stainless steel?

- Are work tops clean and in good order?

- Are all utensils (pots, pans, cutlery, etc) clean and in good condition?

- Are the pots stainless steel or aluminium?

- Are cupboards, fridges, cookers, drawers, hot cabinets, etc, kept at a high standard of cleanliness?

- Is there an agreed fridge for baby foods to be stored if necessary?

- Are there sufficient towels and cleaning liquids, etc?

- Are all electrical appliances in a safe and working order and certificated for that year?

- Are there a sufficient amount of coloured cutting boards?

- Do they need changed?

- Is there sufficient first aid facilities and are personnel aware of its location?

- Ensure that there is a bin, fitted with a lid, available and that it is located out with the cooking area but it is not an obstruction to others.

- Is there a separate area for cleaning equipment?

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Canteens:

- Are all tables sturdy and of sound construction?
- Are all tabletops in good condition?
(beware heavy scratching where bacteria breeds).

- Are all chairs sturdy and of sound construction?
(beware of loose backs and seats).
- Is the floor non slip?

TV Rooms:

- Are all chairs/seats sturdy and of sound construction?
(beware of loose backs and seats).
- Are all power points – plugs, cables, extensions, adapters, etc – in sound and safe condition?
(beware of overloaded sockets).

- Is all electrical equipment - TV's, videos, DVD's, Hi-Fi's, satellite decoders, etc – properly maintained and serviced?
- Are they certified?
- Is the floor covering suitable and sufficient?

Dormitories:

- Are there designated single sex sleeping areas?
- Are there floor to ceiling single bed partitions in communal areas?
- Does the entrance to the sleeping area have a full length curtain?
- Is there suitable and sufficient lighting?
- Is the noise level of the alarm dangerously high?

- Are all beds of sound construction?
- Is there a sufficient amount of pillows?
- Are all pillow cases and bed covers clean and regularly changed?
- How often?

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Rest Areas:

- Are rest area's single sex or communal?
- Are there floor to ceiling partitions?
- Is the noise level of the alarm dangerously high?

- Are all resting platforms and reclining chairs fit for purpose?
- Have all risk assessments been signed off?
- Is there a cleaning regime?

Recreation Rooms:

- Are all multi-gyms and loose weights properly maintained?

(check for needling on cables, loose bolts & screws, etc)

- Are there safety/instruction notices displayed?

- Has everyone who uses the multi-gym and associated equipment been properly trained to do so?

- Is all equipment in good condition?

- Is the general housekeeping of an acceptable standard?

- Is the floor level?

- Is the floor covering suitable and sufficient?

Locker Rooms:

- Are there separate locker rooms for men and women?

- Are the area's totally private? (opaque glass, locks on doors, blinds on windows)

- Are there enough Lockers for all personnel?

- Are there enough lockers for detached personnel?

- Are all lockers of sound construction, with locks fitted?

Personal Protective Equipment Use and Storage:

- Is fire gear in use suitable and sufficient?

- Do all personnel have a full compliment of fire gear, including spare?
(this includes personal issue safety glasses)

- Is all fire gear of an acceptable standard?

- Are there any warnings about the wearing of contaminated fire gear?

- How often is the gear cleaned and is this recorded?

- Is it exchanged for new due to reduction in protection after 25 cleaning trips?

- Are there suitable and sufficient drying facilities?

- Are soles of boots and shoes inspected regularly for wear?

- What do members think of PPE provision?

Boot Wash:

- Are all tiles (floor &/or walls) intact?
(look out for sharp edges)

- Are all water taps and hose operating properly? (look out for leaks)

- Is there adequate drainage?

- Is there adequate storage space for detergents?



Hose Rooms:

- | | | | |
|---|--------------------------|--|--------------------------|
| ● Is all hose properly stowed? | ☐ | ● Are there adequate facilities to reach upper shelves if it is not? (ladders, steps, etc) | ☐ |
| ● Are hose racks of sound construction? | ☐ | | |
| ● Is shelving anthropomorphically/ergonomically designed? | ☐ | | |

Breathing Apparatus Rooms:

- | | | | |
|---|--------------------------|---|--------------------------|
| ● Is the room separate from the compressor room? | ☐ | ● Is there adequate general signage? | ☐ |
| ● Is the noise level in the room oppressive? | ☐ | ● Are storage area's compliant with regulations for storage of compressed gases?? | ☐ |
| ● Is ear protection needed when compressor is on? | ☐ | ● Are all BA records kept up to date? | ☐ |
| ● Is there signage to warn of the dangers from wearing contaminated clothing near oxygen equipment? | ☐ | ● Is all BA equipment kept in good working order? | ☐ |
| | | ● Are there sufficient cleaning/servicing area's and materials? | ☐ |

Compressor Rooms:

- | | | | |
|--|--------------------------|--|--------------------------|
| ● Is the signage suitable and sufficient for the area? | ☐ | ● Is the compressor regularly checked and maintained by a competent person? | ☐ |
| ● Do you have to enter the room to switch the machine on? | ☐ | ● Are regular air samples taken and the results displayed? | ☐ |
| ● Is the noise level oppressive when the machine is switched on/ | ☐ | ● Are all personnel aware that when the compressor is in use, all personnel should leave the room? | ☐ |
| ● Are there ear protectors and helmets (with visor) available for use? | ☐ | ● Is the house keeping in the compressor area suitable and sufficient? | ☐ |
| ● Are all personnel adequately trained in using the compressor? | ☐ | | |

Hallways & Passageways:

- | | | | |
|---|--------------------------|--|--------------------------|
| ● Do all doorways have a view panel where appropriate? | ☐ | ● Are all floors level and flooring fit for purpose? | ☐ |
| ● Are the passageways clear of obstructions and well lit? | ☐ | ● Are all doors and passageways DDA compliant? | ☐ |

Appliance Rooms:

- Are all tiles (floor &/or walls) intact?
- Are all motorised appliance bay doors functioning properly?
(check 'Emergency Stop' button and warning lights are functioning)
- Are all cables in good condition and free from needling?
- Are all manual appliance bay doors functioning properly?
(check for condition of any lines that may be in use with the door)
- Is there an exhaust extraction unit provided for each bay?
- Is it fixed (tailpipe exhaust ventilation) with a retracting hose or on a movable stand (portable)?

- Does the exhaust ventilation system contain a catalysed particle trap? If so how often is it replaced?
(10 years is recommended life)
- Is there an electrical charging unit fitted to the appliance?
- How do these detach from the appliance?
- Is the signage suitable and sufficient regarding warning people to stand clear as the appliance leaves?
- Are these fixtures and fittings tested regularly by a competent person?
- Is there access to the rest of the premises for someone with mobility problems from the appliance room?
- Are door seals intact around appliance bay?

Appliances & Equipment:

- Are all appliances in a safe and roadworthy condition?
- Are 3 point seatbelts provided for every member of the appliance crew?
- Are all safety check lists available for scrutiny?
- Are all appliances regularly serviced and safety tested?
- Is the design of the appliance acceptable?
- Is all the equipment carried on the appliance properly stowed and labels to comply with manual handling regs?

- Is the appliance ergonomically and anthropomorphically compliant?
- Are all personnel properly trained on all equipment carried?
- Are there adequate torches, high visibility jackets, goggles, dust masks, life vests and other safety items for all personnel who crew or are likely to crew the appliance?
- Are there a sufficient amount of asbestos contamination bags, hazardous waste bags and sharps containers carried?

Breathing Apparatus Training Blocks:

- Is the brickwork in good condition?
(look out for any cracking)

- Are all ladders and gantries in a sound and working condition?
(look out for rust and loose bolts)

- Are all sills in a safe condition?
(check for holes and slippery surfaces)

- Are all stairways and passageways in good condition and free from obstructions and trip hazards?

- Are all doors functioning properly?

- Are there a sufficient number of handrails and are they in good condition?

- Are all crawling galleries/tunnels in good condition?

- Are all access hatches properly guarded?

- Are all access and egress points adequately signposted?

- Do all areas have proper lighting?

- Is the area used for "Hot training"?

- Are there risk assessments for this training?

- Do the smoke generators work properly?

- Are they regularly tested and inspected?

- Do all extraction fans operate properly?

- Do all emergency functions operate properly?

Control Suites:

- Access/Egress is it suitable?

- Are wiring looms hidden?

- Are there any trip hazards?

- Is the flooring level?

- Is there sufficient lighting?

- Is it natural or artificial?

- Is there natural or mechanical ventilation?

- Is this adequate?
(to dry or too humid or too warm or too cold)

- Is it noisy?

- Is the temperature controlled within reasonable tolerances?

- Is there adequate space for each individual?

- Is there any vibration from computer storage within area?

- Is there separate canteen and locker area's?

- What is the emergency policy/procedure for this area in the event of an evacuation being required?
(not just activating a standby control)

- When was it last practiced?

- Is this recorded?

Drill Yards:

- Is the surface of the drill area in good condition? (look out for holes, loose ground, oil/diesel, obstructions, etc.)

- Are there gritting facilities for icy conditions?

- Does the whole area have adequate lighting?

- Ensure there is adequate drainage in place.

- Is the refuelling area tidy and is the signage adequate?

- Are scrap cars (used for RTC Training) kept well away from the drill area? (ensure that there is no loose glass or other items from the cars on the drill area)

- Is there a separate car parking area for staff?

Drill Towers:

- Is the brickwork in good condition? (look out for any cracking)

- Are all ladders and gantries in a sound and working condition? (look out for rust and loose bolts)

- Are all sills in a safe condition? (check for holes spalling and slippery surfaces)

- Are eye holes and bolts used for tie off points in working at height training secure?

- On slopped roofs are there secure barriers in place all round before training starts?

- Are the appropriate risk assessments in place for these types of training?

- Are they specific or generic?

- Are there any signs of infestation by birds or rodents?

- Does the whole tower have adequate lighting inside and out?

- Are there any signs of asbestos lagging for heating pipes?

- Is the ground around the tower in a suitable and safe working condition?

Display Screen Equipment:

- Adequate lighting

- Adequate contrast, no glare or distracting reflections

- Distracting noise minimised

- Leg room and clearances to allow postural changes

- Window covering if needed to minimise glare

- Software – appropriate to task, adapted to user, providing feedback on the system status, No undisclosed monitoring

Screen

- Stable image, adjustable, readable, glare/reflection free

Keyboard:

- Is the keyboard able to tilt and separate from screen?

- Is there adequate space in front of the keyboard to support hands or arms?

- Usable, adjustable, detachable, legible?

- Is the mouse within easy reach?

**The Work Surface:**

- Does it have space for flexible arrangement of equipment and documents, and is it glare-free?

The Work Chair:

- Is it stable?
- Is there easy freedom of movement?
- Is the chair adjustable?
- Is a footrest available if needed?

Breaks:

- Are regular breaks taken to avoid fatigue and eyestrain?
- Are suitable rest areas available?
- Is work load excessive?
- Are there suitable facilities for new & expectant mothers?

Cleanliness & Maintenance:

- Are adequate cleaning materials/equipment provided?
- Is all equipment regularly and adequately maintained?
- Is it annually certified?

TUC recommend 15min per hour breaks from DS work.

Training:

- Is frequent refresher training provided?
- Is information provided on all aspects of VDU health risk and related problems?
- Are all headset users aware the the sound dampening equipment which is either integral or attached should conform to, DTI Spec.85/013, DTI (1989)?
- Are the control of noise at work rags of no noise's of over 80dB (A)'s to be received or endured adhered to in the work place?
- Where this equipment is provided does it meet the standard?
- Are emergency procedures monitored and reviewed?

NOTE **Normal Conversation** 50-60 dB (A)
 Loud Radio 65-75 dB (A)
 Heavy Lorry at 7m 95-100dB (A)

The decibel scale is in fact logarithmic so a 3dB increase in noise levels from 80dB to 83dB's equals a doubling in intensity of the sound. Acoustic Shock can be investigated through talking to members or conducting workplace surveys. Concerns should be reported to management in writing. Risk Assessments must be checked to ensure Acoustic Shock concerns have been addressed. Check that management is aware of the problem and competent to deal with it.

Two web sites worth looking at are, www.acousticshock.org/index.php; and the HSE acoustic shock web page, www.hse.gov.uk/noise/acoustic.htm there is some information that technical solutions to date have not prevented Acoustic Shock incidents at below 118dB further info on this can be found on the first web site.

Paperwork:

Minutes to last safety committee meeting:

- Check for any previous business which is still outstanding.

- Find out the reasons for any delay.
- Identify who is responsible for rectifying any outstanding problems.

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Accident Book:

- Are all records up to date?
- Record amount of accidents since last inspection.
- Is acoustic shock noted as a work related accident?
(major/minor, fireground/station/workplace).

- Fill in body map for work area
- Fill in grid map for work location
- Check for any trends if possible.

Maintenance Book:

- Are all records up to date?
- Is there anything outstanding which is of an urgent nature?

Safety Policy:

- Is everyone aware of the current brigade safety policy?
- Is it displayed and accessible to all personnel?
- Are all risk assessments available to all personnel?
- Are all risk assessments signed and dated by a competent person?

Standard Operating Procedures:

- Have all SOP's notes been brought to the attention of all personnel?
- Are there SOP's notes for all relevant equipment/working practices?

COSHH:

- Are all records up to date?
- Are all substances and equipment in use properly labelled and safely stored?
- Have all personnel been informed of all hazardous substances in use?
- Are all personnel aware of first aid requirements for each substance?

- Is the first aid box up to an acceptable standard and are all personnel aware of its location?
- Is there a trained first aider on site throughout the day?

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(RIDDOR) Regulations 1985/1995.

Control of Substances Hazardous to Health (COSHH)

Regulations 1988/1990/1991/1992/1994.

Noise at Work Regulations 1989.

Lifting Operations and Lifting Equipment Regulations 1998.

EC Directives:

Management of Health & Safety at Work
Regulations 1992/1994.

Workplace (Health, Safety & Welfare) Regulations 1992.

Manual Handling Operations Regulations 1992.

Personal Protective Equipment
Regulations 1992/1993/1994.

Health & Safety (Display Screen Equipment) Regulations 1992.

Provision and Use of Work Equipment
Regulations 1992/1998.

FBU Research into Diesel Emissions and Health Hazards
to Firefighters Dr. G. Socrates 1997

Further information can be found in the
FBU Health, Safety and Welfare Handbook.
TUC 'Hazards at Work' publication.
ILO Maternity Protection Convention 2000