

Winter Safety Checklist



As we head into the winter and with colder weather approaching now is the time to plan ahead to ensure your department is prepared for the probability of bad weather at some point during the winter.

Most slips, trips and falls occur in wet or contaminated conditions, so needless to say the risk increases significantly at this time of year.

We recommend you undertake a winter risk assessment to identify hazards that might affect your employees and others.

The following checklist provides you with a brief snapshot of sensible winter practices. Taking a few minutes to review your winter health and safety practices will help identify whether you are doing everything you should be to keep staff safe.

Checklist completed by:

PRINT NAME

SIGNATURE

Building name:

Date Completed:

Area		Yes	No	N/A
Building and external Areas including Working outside	Appropriate security in place e.g. staff members have keys to access building, doors and windows close securely			
	Plan for clearing away slippery leaves			
	Visual check of gutters and downpipes – are they are clear and not dripping?			
	Do you have warning signs in place for possible slip/trip/fall hazards			
	Is there a plan for snow clearance of premises/paths			
	Ensure you have adequate supplies of salt/grit or suitable alternative arrangements in place. Consider putting together a gritting plan and clearly identify key areas that need to be kept clear and prioritise these. This might include access to car parks, footpaths, access to main doors, bin stores, outbuildings and emergency exits			
	Are rubbish bins secured to prevent blowing over in strong winds and away from building			
	Are handrails in safe useable condition			
	Is outside lighting adequate and working in all areas			
	Can staff access a warm area during breaks			
Ensure that you (your staff) have the right personal protective equipment and it is appropriate for the conditions.				

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Office	Plan where possible for alternative ways of working, for example staff may be able to work from home or an alternative office. Check with IT that remote connections are working			
	Adequate heating and ventilation in place			
Driving / company vehicles	Check tyre treads and pressure. To check tyre treads quickly, all you need is a 20p coin. Take the coin and insert it into the tread grooves on your tyre. If, when you have inserted the coin, you cannot see the outer band of the coin, this indicates that your tyre is above the legal limit of 1.6mm			
	Oil, water, screen wash, brake fluid topped up			
	Check vehicles are serviced and have current MOT (where applicable)			
	Emergency supplies kit in the boot – including first aid kit, torch, full water bottle, blankets, hazard triangles, coats, hats, gloves, emergency contact numbers, non-perishable snacks			
	Emergency plan in place in case car gets trapped or breaks down in snow e.g. do you have contact numbers for car retrieval easily to hand, do your staff know who to contact if you are on leave?			
General	First aid kit available and appropriately stocked			
	All Risk Assessments reviewed and up to date			
	Adverse weather plans in place if roads are closed, phone lines go down etc.			
	Ensure there a risk assessment for lone working (where applicable)			
	Check that the back-up generator is working and has fuel			
BCP	Ensure your BCP is up to date with staff contact details			

Comments, observations and any actions taken