

Winter Safety Checklist



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 your employees and business/organisation safe and on the right side of the law.

Business Area		Yes	No	N/A
Building including external areas	Appropriate security in place			
	Gutter and down pipes clear of leaves and debris			
	Plan in place for salting/gritting external areas under your control			
	Adequate supplies of salt/grit/spreading equipment			
	Plan for snow clearance on premises/driveways/fire escapes			
	Refuse bins secured to prevent blowing over			
	Handrails in safe useable condition			
	Steps/ramps clearly illuminated and marked where required			
	Adequate external lighting in place and working			
	Appropriate protective equipment provided for external workers			
Office	Coats and jackets stored appropriately (not on back of chairs)			
	Adequate heating/ventilation in place			
	Staff member not using personal heaters brought in from home			
	Alternative means of working available (e.g. working from home)			
	Alternative means of working tested (IT)			
	Emergency procedures in place (loss of gas, electricity, telephony)			
Driving / company vehicles	Planning for essential driving in the event of adverse weather			
	Adjust tyre treads and pressure			
	Oil, water, screen wash, brake fluid topped up and checked			
	Vehicles serviced as required			
	Emergency supplies kit carried boot if required			
	Access to alternative vehicles (e.g. 4WD) if required			
General	Designated individual to monitor the weather forecast			
	Designated individual to cascade messages to others			
	Boiler serviced			
	First aid kit available and appropriately stocked			
	If required winter risk assessment completed			
	If required risk assessment for lone working			

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Comments and Observations

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Actions Required	Date	Person Responsible

Company Name	
Print Name	
Signature	
Date Completed	