

## Senior Management Safety Tour

**Company Name:** Structural Repair Solutions Ltd

**Location:** 46 The Arches, Alma Rd, Windsor SL4 1QZ

**Tour Date:** 28/06/2024

**Conducted By:** Neil Smuts

**Position:** Technical Director

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### Tour Objectives

- To assess the overall safety of the office and workshop site.
  - To identify any potential hazards and ensure compliance with safety regulations.
  - To engage with employees and reinforce the importance of safety in the workplace.
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### Areas to Inspect

- 1. Office Area:**
    - General cleanliness and housekeeping.
    - Emergency exits and signage.
    - Fire safety equipment (extinguishers, alarms).
    - Electrical safety (cables, outlets).
    - Adequate lighting and ventilation.
  - 2. Workshop Area:**
    - Storage and organization of tools and equipment.
    - Use and condition of Personal Protective Equipment (PPE).
    - Machine safety (guards, emergency stops).
    - Hazardous materials storage.
    - Clear walkways and exits.
    - Noise levels and hearing protection.
    - First aid kits and emergency procedures.
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## Observations and Comments

### Office Area:

- **Housekeeping:**  
Observed that the office was generally clean and well-organized. However, a few areas had clutter which needs to be cleared to avoid tripping hazards.
- **Emergency Exits and Signage:**  
Emergency exits were clearly marked and accessible. Fire safety signage was visible and legible.
- **Fire Safety Equipment:**  
Fire extinguishers were in place and appeared to be well-maintained. Fire alarm system was operational.
- **Electrical Safety:**  
No visible hazards related to electrical safety. All cables and outlets appeared to be in good condition.
- **Lighting and Ventilation:**  
Adequate lighting and ventilation were observed throughout the office.

### Workshop Area:

- **Tool and Equipment Storage:**  
Tools and equipment were generally well-organized. A few items were not stored properly and should be arranged to avoid accidents.
- **PPE Use and Condition:**  
PPE was available and in good condition. Not all employees were observed wearing the required PPE. Reinforcement of PPE usage is needed.
- **Machine Safety:**  
Machine guards were in place and emergency stops were accessible. Regular checks should be conducted to ensure continued compliance.
- **Hazardous Materials Storage:**  
Hazardous materials were stored correctly, but the labeling could be clearer. Implement better labeling practices.
- **Walkways and Exits:**  
Walkways were mostly clear, but some minor obstructions were noted. Ensure walkways are kept clear at all times.
- **Noise Levels and Hearing Protection:**  
Noise levels were within acceptable limits, but hearing protection should be used consistently in high-noise areas.
- **First Aid Kits and Emergency Procedures:**  
First aid kits were available and adequately stocked. Emergency procedures were displayed and known by staff.



## Recommendations

- Conduct a brief training session to reinforce the importance of wearing PPE.
- Improve the labeling of hazardous materials in the workshop.
- Regularly check and maintain clear walkways and emergency exits.
- Conduct regular inspections to ensure ongoing compliance with safety standards.

## Conclusion

The safety tour of the office and workshop at Structural Repair Solutions Ltd highlighted a generally safe and compliant environment with a few areas needing improvement. By addressing the recommendations, we can further enhance the safety culture and ensure a secure workplace for all employees.

Signature: \_\_\_\_\_

Date: 28/06/2024 \_\_\_\_\_

Next Safety Tour Date: 28/09/2024

