

Health and Safety Checklist for Bakeries

Occupational Health		Yes	Further action required	N/A
1	Are there procedures in place to limit exposure to hazardous substances (e.g. flour dust)?			
2	Are there procedures in place to limit exposure to dangerous levels of noise?			
3	Do staff have access to personal protective equipment (PPE) to limit or prevent noise induced hearing loss from noisy areas?			
4	Do staff have access to PPE to prevent occupational dermatitis?			
5	Is all PPE in good condition and fit for purpose?			
6	Is all respiratory protective equipment (RPE) in good condition and fit for purpose?			
7	Is hypoallergenic soap provided to workers?			
8	Do all workers have an up to date Health Surveillance Form complete and on record?			
Slips, trips and falls		Yes	Further action required	N/A
9	Is the flooring in the bakery in good condition?			
10	Are there any changes in the flooring level or type of flooring that need to be highlighted? (e.g. steps, ramps, uneven floor)			
11	Are the aisles or walkways kept clear?			
12	Are there minimal trailing electrical leads and cables?			
13	Are wires out of reach and as hidden as possible?			
14	Is the lighting bright enough to allow safe access and exit?			
15	Are there procedures in place to deal with spillages (e.g. water, flour)?			

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16	Is there an 'elephant-foot' stool or stepladder available for use when necessary? Is this in good condition?			
17	Are the bakery's entries and exits kept clear?			
18	Is the storage area clear of any slip and trip hazards?			
Manual handling			Further action required	N/A
19	Can storage areas be reached easily?			
20	Are there trolleys available to avoid carrying heavy and awkward loads?			
21	Are the wheeled racks easy to use and move without causing injury?			
22	Do staff have a good grasp of safe manual handling techniques?			
23	Have staff received adequate onboarding and refresher training in regards to manual handling?			
24	Are there procedures in place to minimise the manual handling on site? (e.g. delivery of goods near to storage areas.)			
Appliances and machinery		Yes	Further action required	N/A
25	Are all ovens in good working order?			
26	Are all chillers in good working order?			
27	Are there procedures in place to safely use machinery (e.g. conveyors, wrapping machines, dough brakes)?			
28	Are staff able to safely and properly clean machinery (e.g. mixers, pinning rolls/belts)?			
29	Have any damaged or broken appliances been removed and/or replaced?			
30	Are there safety procedures in place regarding vehicles and fork lift trucks in loading bays?			

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Ventilation and heating		Yes	Further action required	N/A
31	Does the bakery have natural ventilation?			
32	Does any mechanical ventilation system work effectively?			
33	Can a reasonable room temperature be maintained in the bakery?			
Fixtures and fittings		Yes	Further action required	N/A
34	Are permanent fixtures in good condition, securely fastened, and not overloaded? (e.g. cupboards, display board and shelving units)			
35	Is portable equipment stable (e.g. trolleys)?			
36	Is there adequate storage for ingredients and dry stock items in the bakery?			
37	Are the windows in proper working order, with the glass free of cracks?			
38	Are all food contact surfaces (e.g. preparation surfaces, work benches and chopping boards) in good condition? Are they able to be properly cleaned and disinfected?			
Cleaning and chemicals		Yes	Further action required	N/A
39	Are all sinks in good working order?			
40	Are chemicals stored separately from all food products and ingredients?			
41	Are there measures in place to avoid chemical spillages and exposure to harmful substances?			
42	Are all staff trained in COSHH?			

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Electrical equipment and services		Yes	Further action required	N/A
43	Are fixed electrical switches and plugs in good condition?			
44	Are all plugs and cables in good condition?			
45	Has portable electrical equipment been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker displaying this information.)			
46	Are wires in good condition?			
47	Has any damaged electrical equipment been removed or replaced?			
48	Are electrical cables routed to prevent tripping the circuits?			
Fire		Yes	Further action required	N/A
49	Are fire exits in the bakery: <ul style="list-style-type: none"> • Unobstructed; • Kept unlocked; and • Easy to open from the inside? 			
50	Is fire-fighting equipment available and easy to access in the bakery?			
51	Are fire evacuation procedures clearly displayed?			
52	Are staff aware of the evacuation procedures, including arrangements for any vulnerable adults or children?			
53	Have staff received adequate onboarding and refresher training in regards to fire safety?			
54	Are any explosion vents in good working order?			

