Monthly Health and safety Check List

Tendring District Council

Location:

Inspected By:

Date of Inspection:

Item	Y/N	Comments
Environmental		
Is there adequate lighting, heating, and ventilation?		
Are the toilets clean and in good working order?		
Are kitchen areas clean and equipment in good working order?		
Are general public areas checked and free rom trip hazards - i.e. cables, extension leads etc		
Equipment		
Are there any visible faults with electrical equipment or wiring?		
Are the first aid boxes in the correct place and adequately stocked?		
Has equipment been tested? (PAT) – a green or red safety sticker will be on the item. i.e. heaters, fans, chargers.		
Notice Boards		
Is an up-to-date list o first aiders clearly displayed on a notice board?		
Is an up-to-date Health and Safety Reps list clearly displayed on a notice board?		
Fire Safety – (Weekley Checks)	**Y/N**	**Comments**
Are the fire cards in position and correct (if applicable)?		
Are Fire Safety notices displayed on notice boards?		
Are all exits and routes free from obstruction and are signs clearly visible?		
Are fire extinguishers unobstructed and are the seal and safety pin intact?		
Is there appropriate space between desks? I.e. desks to walls etc		
Comments		

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