

Health and Safety Management System Checklist

Area:

Date:

Completed by: **Operations Director**

Frequency: **Quarterly**

Action No	Item	Yes	No	Comments
	Organisation and Administration			
	Is the Health and Safety Policy statement displayed?			
	Do staff know where the policy is kept?			
	Is the 'Health and Safety Law - What You Should Know' poster clearly displayed?			
	Fire			
	<i>Fire Fighting Equipment</i>			
	Are the locations of all fire extinguishers clearly visible?			
	Have all extinguishers been serviced within the last 12 months?			
	<i>Emergency Systems</i>			
	Is the fire alarm tested for audibility on a weekly basis?			
	<i>Escape Routes</i>			
	Are all escape routes free from obstruction?			
	Are all emergency exits clearly marked?			
	Are all fire exit doors fully operational?			
	Where there are locks, bolts etc. on final exits, are these released first thing every morning?			
	<i>Access Equipment</i>			
	Are all ladders and stepladders in good condition, i.e. stiles and treads sound etc?			

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Action No	Item	Yes	No	Comments
	Physical Environment			
	Toilet/Washing Facilities			
	Are toilets clean and in good working order?			
	Are wash basins clean and in sound condition?			
	Is an adequate supply of hot water available?			
	Is a supply of drinking water available?			
	Are soap and hand drying facilities available?			
	Are waste outlets and gratings kept clean and free from blockages?			
	Eating Facilities			
	Are facilities available for making hot drinks?			
	Are facilities available for heating food?			
	Are facilities available for sitting down to eat etc.?			
	Have arrangements been made to protect non-smokers from the discomfort of tobacco smoke?			
	Are all facilities kept clean and in good condition?			

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Action No	Item	Yes	No	Comments
	General			
	Are premises adequately ventilated?			
	Can reasonable temperatures be maintained, i.e. neither too hot nor too cold?			
	Are thermometers available to allow temperatures to be determined?			
	Is lighting suitable in all areas?			
	Is there enough space for furniture to be positioned and allow people to work and move about comfortably?			
	Are all transparent surfaces, e.g. glass doors, large windows etc. marked so as to be apparent?			
	Can all windows be cleaned safely?			
	Are facilities available to hang up jackets, coats etc?			
	Are facilities available for storing overalls etc. which are not taken home?			
	Are facilities available for pregnant women and nursing mothers to lie down, or have other arrangements been made?			
	Staff Areas			
	Are all corridors kept free from obstructions?			
	Are all passageways and gangways in stockrooms and other storage areas kept clear and free from obstructions?			
	Are walkways defined in the storage areas?			
	Are all corridors, passageways etc. adequately lit?			
	Are all doorways kept free from obstructions?			
	Are all floor coverings kept clean, in good condition and free of slipping and tripping hazards?			
	All Areas			
	Are 'Wet Floor' notices available and used?			

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Action No	Item	Yes	No	Comments
	Accident and First Aid			
	Has a First Aider or Appointed Person been designated, and do all staff know who he/she is?			
	Are all staff aware of the location of the first aid box?			
	Is the first aid box fully stocked?			
	Is the Accident Book up to date?			
	Waste			
	Is waste cleared regularly and not allowed to accumulate?			
	Hazardous Substances			
	Are risk assessments available on the use of all hazardous substances?			
	Do staff who use hazardous substances know where to find information on them?			
	Are all substances properly and securely stored?			
	Are all substances in their original, properly labelled containers?			
	Are all items of personal protective equipment required available and used?			
	Electricity			
	Are all switches, sockets etc. secure and in good condition?			
	Are all plugs, leads etc. in good condition?			
	Are all cables, leads etc. positioned where they cannot be damaged or cause someone to trip?			
	Are all switchrooms, switch cupboards etc. locked, tidy, and not being used for storage?			
	Are all staff aware that multi-socket adapters must not be used, and is this instruction being adhered to?			
	Have all exposed electrical sockets in public areas been fitted with child proof covers?			

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	Housekeeping			
	Public/Common Areas			
	Are passageways sufficiently wide to allow people to travel freely?			
	Are floor surfaces kept clear and free from trip or slip hazards?			
	Are steps in good condition with no tiles, edging etc. loose?			
	Are all public/common areas kept tidy and free from obstructions?			
	Are all floor coverings in good, sound condition?			
	Are all areas sufficiently lit to allow people to see clearly?			
	Manual Handling			
	Are manual handling aids such as trolleys and sack barrows being used wherever possible?			
	Display Screen Equipment			
	Are all screens free from glare and reflections?			
	Is there sufficient space for users to arrange equipment so they can adopt a comfortable position?			
	Are workstations arranged so staff can easily get to and from them?			
	Are all chairs adjustable, stable, comfortable and do they allow freedom of movement?			
	Storage Areas			
	Are storage areas kept tidy and floors free from obstruction?			
	Are all stored items easily retrievable?			
	Is all shelving/racking secured to prevent toppling?			
	Is care taken not to overload shelving and racking?			
	Are goods and items stacked neatly?			
	Are all stacks kept within a reasonable height to prevent them from becoming unstable?			
	Are storage areas and gangways clearly marked?			