

Health and Safety Checklist

Building:

School / Service / Unit:

Area Covered:

Date of inspection:

Responsible Person:

Signature:

To be completed every 4 weeks

Item	Yes	No	Faults / Comments	Date Rectified
Visual Display Units				
Have users been assessed?				
Are all user chairs in good order?				
Electrical				
Are all Portable Electrical Items PAT tested?				
Are all PAT tested items recorded?				
Are any electrical sockets overloaded?				
Are there any damaged or faulty electrical appliances in use?				
Are there any damaged cables in use?				
Are there any faulty / not working lights?				
Are any extension cables being used unwound?				
First Aid				
Are all First Aid Kits up to date and checked?				
Have all accidents been recorded?				
Do all vehicles used on behalf of the company carry first aid kits?				
Signage is evident for storage of 'Medical Gas'?				
COSHH				
Are all COSHH chemicals stored correctly?				
A register of all COSHH items is held on site?				
Legionella checks have been done as appropriate?				
Asbestos checks have been done as appropriate?				
Manual Handling				
Is lifting equipment being used where possible?				
Has all equipment been tested as required by law?				
Health and Safety				
Is working at height avoided where possible?				
Is all Personal Protective Equipment (PPE) supplied free and being used?				
Have all Risk Assessments been done?				
Are all keys accounted for?				
Is Insurance certificate displayed and in date?				
Is the Health and Safety Poster displayed?				
Regular maintenance of all facilities is evident?				
Do all visitors to the site 'Sign In'?				
Has an annual Health and Safety Audit been done?				

Any ticks in the grey boxes should result in further investigation.