

# HEALTH & SAFETY CHECKLIST

**Name of Organisation** \_\_\_\_\_

	ITEMS TO BE CHECKED	Yes	No
<b>A</b>	Are all fire exits and routes free from obstruction?		
<b>B</b>	Are the fire exits clearly marked?		
<b>C</b>	Are there fire evacuation notices and are they up to date?		
<b>D</b>	Are all fire-fighting appliances in good order, correctly situated and unobstructed?		
<b>E</b>	Is the environment clean and hygienic?		
<b>F</b>	Are all areas free from jagged edges or tripping hazards, e.g. cables, boxes?		
<b>G</b>	Has all combustible material been removed or safely stored?		
<b>H</b>	Are floor surfaces safe?		
<b>I</b>	Are all plugs, sockets, switches, and cables in good condition?		
<b>J</b>	Do all portable appliances have a sticker to confirm satisfactory electrical test carried out not more than 12 months ago (usually connected by plug)?		

**Please enter any observations in box below**

**Person completing form**..... (print name)

**Position held** .....

**Date completed**..... **Venue**.....