

# HEALTH AND SAFETY CHECKLIST

If not already in place, the following are practical steps you should take today:

**UNDERTAKEN BY:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

|                                                                                                                         | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Is an Employer’s Liability Insurance Certificate displayed?                                                          |     |    |
| 2. Is a Health and Safety Poster displayed?                                                                             |     |    |
| 3. Have all outstanding tasks from previous risk assessments been completed?                                            |     |    |
| 4. Are there sufficient Fire Marshalls?                                                                                 |     |    |
| 5. Are there sufficient Fire Action Notices displayed to inform staff of the procedures to take in the event of a fire? |     |    |
| 6. Are all new recruits advised of the Health and Safety procedures?                                                    |     |    |
| 7. Is the fire alarm tested regularly?                                                                                  |     |    |
| 8. When was it last tested and by whom?                                                                                 |     |    |
| 9. When were the fire extinguishers last tested?                                                                        |     |    |
| 10. Is the first aid box complete and available to all staff?                                                           |     |    |
| 11. Are there sufficient trained first aiders?                                                                          |     |    |
| 12. Is there an accident book and is it being used?                                                                     |     |    |
| 13. When was the last time portable electrical equipment was tested by an electrician?                                  |     |    |

|                                                                                                      |  |  |
|------------------------------------------------------------------------------------------------------|--|--|
| 14. Is the electrical equipment labelled and dated with the test?                                    |  |  |
| 15. Have risk assessments of display equipment been undertaken within the last 12 months?            |  |  |
| 16. Is everyone aware of their right to free eye tests?                                              |  |  |
| 17. Are all items of mechanical cutting equipment adequately guarded (shredders, guillotines etc.)?  |  |  |
| 18. Are filing cabinets where more than one drawer can be opened at a time bolted down?              |  |  |
| 19. Have staff been advised to take precautions when changing toner cartridges?                      |  |  |
| 20. Are trolleys etc. provided to assist in the manual handling of loads?                            |  |  |
| 21. Are heavy, frequently used items stored on waist level shelves?                                  |  |  |
| 22. Are steps available for reaching items stored at height?                                         |  |  |
| 23. Is lighting adequate and in good working order?                                                  |  |  |
| 24. Is there a suitably marked drinking water supply available?                                      |  |  |
| 25. Are passage ways clear of tripping hazards eg cables, boxes, rubbish etc.?                       |  |  |
| 26. Are the tops of cabinets clear of heavy items that could fall?                                   |  |  |
| 27. Are all entrances and exits in good working order (no grease, broken slabs, poor lighting etc.)? |  |  |