|  |  |  |
| --- | --- | --- |
| **Items**  | **Yes / No**  | **Comment**  |
| **Kitchen**  |
| Floor satisfactory: * No lifting floor coverings
* Slippery surface
* Tripping hazards
 |   |   |
| Table and chairs stable  |   |   |
| Dry powder fire extinguisher (at least 5.5kg)  |   |   |
| Fire blanket  |   |   |
| Staff trained to use fire extinguisher and Blanket  |   |   |
| No curtains overheat surfaces  |   |   |
| Electrical leads in good order Electrical cords kept to minimum length  |   |   |
| Fire alarm tested  |   |   |
| Power points in adequate positions  |   |   |
| Microwave in adequate position  |   |   |
| Other items      |   |   |
| **Waiting rooms / staff rooms**  |
| Chairs, couch etc. in good order  |   |   |
| Electrical leads not railing on floor  |   |   |
| No torn floor coverings  |   |   |
| Adequate power points  |   |   |
| **Common circulation areas**  |
| Floor coverings in good order  |   |   |
| Steps in good order  |   |   |
| No tripping hazards  |   |   |
| Glass doors open outwards not in   |   |   |
| Other items  |   |   |
| **Stairs**  |
| Good stair coverings and tightly fitted  |   |   |
| No edges on stairs creating tripping hazards  |   |   |
| No loose banisters  |   |   |
| Stair handrail tight  |   |   |
| No items causing obstruction on stairs or landings  |   |   |
| Adequate light  |   |   |
| No doors opening directly onto staircase  |   |   |
| Other items    |   |   |
| **Windows**  |
| No broken or chipped panes  |   |   |
| No broken edges to windows  |   |   |
| **Electrical**  |
| No frayed electrical leads on appliances  |   |   |
| No electrical leads under floor coverings  |   |   |
| No electrical cords taped to floor  |   |   |
| No electrical leads draped around doors or across corridors  |   |   |
| No loose power points  |   |   |
| **Emergency lighting**  |
| Adequate in all entrances and exits  |   |   |
| Tested regularly  |   |   |
| Record checking of testing  |   |   |
| **Exits for emergency**  |
| Exits from upper floors adequate in an emergency  |   |   |
| Exits from lower floors adequate in an emergency  |   |   |
| Emergency exits sign posted and illuminated  |   |   |
| **Fire equipment**  |
| Fire extinguisher full  |   |   |
| Fire extinguisher correct type  |   |   |
| Fire Extinguishers tested every 6 months  |   |   |
| All staff trained in fire extinguisher use  |   |   |
| Fire Alarm working  |   |   |
| Fire hose reel tested  |   |   |
| **Signage for staff and clients**  |
| Workplace Health and safety policy (staff)  |   |   |
| No Smoking Policy  |   |   |
| Fire Evacuation procedures displayed in all areas  |   |   |
| Anti bullying and harassment policy displayed  |   |   |
| Other items    |   |   |
| **Office**  |
| Thermostats fitted to all heating and cooling devices  |   |   |
| Paperwork not left as an obstruction for hazard  |   |   |
| Office tidy and items kept in filing cabinet  |   |   |
| Floor covering good condition  |   |   |
| Chairs ergonomically safe and in good condition  |   |   |
| Electrical leads trailing around floor / desk  |   |   |
| Metal wastepaper bin metal  |   |   |
| Air conditioning units regularly cleaned to eliminate air spread infections  |   |   |
| **Grounds of premises**  |
| Driveways and paths in good order  |   |   |
| No tripping hazards in circulation areas  |   |   |
| Shaded area provided outdoor for staff and client use  |   |   |
| Other    |   |   |