|  |  |  |
| --- | --- | --- |
| **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 |  |  |