



Premises Checklist

Quick premises health and safety check	Yes	No	N/A	F/I*
Premises condition				
Are the premises clean and tidy (including toilets/kitchen)?				
Are fire exits and escape routes unobstructed?				
Are fire extinguishers present and unobstructed?				
Are fire alarm call points readily accessible?				
Is the workplace free from overloaded sockets and trailing cables?				
Where there are hazards, e.g. damaged flooring, are these clearly highlighted with warning signs?				
Is any obviously defective equipment locked out of use/disabled and labelled "do not use"?				
Are all guards fitted to machines?				
Are plant rooms/service ducts free from storage so far as possible, with clear access for maintenance purposes?				
Are internal and external lights working?				
Paperwork				
Is the health and safety policy readily available?				
Are risk assessments readily accessible, e.g. general risk assessments, display screen assessments, COSHH assessments, fire risk assessment?				
Are records of fire testing, fire equipment maintenance and drills readily accessible?				
If there's an asbestos register, is it readily available?				
Is the accident book readily available plus any records of RIDDOR reports made?				
Are staff training records accessible, if required?				
Other				
Is the first aid kit where it should be and fully stocked?				
Are safety signs (including fire and smoke-free signs) displayed and clearly visible?				
Is the Health and Safety Law poster displayed?				
Is the Employers' Liability Insurance certificate displayed or readily accessible to staff online?				
Do staff appear to be following site safety rules and wearing PPE if necessary?				
Is smoking only taking place in designated places?				
Are hazardous substances stored correctly?				

*Further information



Comments/further action to be taken:

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Person(s) completing document:		
Signature(s):		
Position:		
Time and date completed:		
Date for revision (insert date here) or sooner if significant changes are made to the work area or processes		