

Health and Safety Checklist

EALING BRANCH

Date

Subject	In Place		Is action required		Comments
	Y	N	Y	N	

Fire & Emergency					
Has a fire risk assessment been completed for [each of] the branch's premises?	Yes				
Is a fire logbook held and actioned?		no			
Are sprinklers installed?		no			
Are sprinklers serviced?		no			

Fire Extinguishers					
Are they correctly tested, and in date?	yes				Serviced 2016
In place, properly sited, denoting signs posted above?	yes				
Do volunteers/staff have an understanding of how to use fire extinguishers?		No			

Fire Alarms					
Is an Alarm installed?		no			
What is the sound?					
Does a 'Competent Person' service it?					
Is it tested regularly? Are these details recorded?					
Do volunteers/staff know how to activate it and how to isolate it if necessary?					
Are smoke detectors fitted? Where people sleep on site, are these linked to a monitoring station?	yes				They are not linked to a monitoring station. Tested March 2016 and December 2016

Emergency Lights					
Are Emergency Lights installed or a good quality torch available?		no			Torch available in kitchen. Volunteers have phones with torch function
Does a 'Competent Person' service them?					
Are they tested regularly? Are these details recorded?					
Do volunteers/staff know how to activate them and how to isolate if necessary?					

Fire Signage					
Are pictogram signs installed?	yes				
Do they actually point to the correct direction of escape?	yes				

Are evacuations conducted at least twice per year?		no			
--	--	----	--	--	--

Subject	In Place		Is action required		Comments
	Y	N	Y	N	
First Aid					
Is there a first aid kit present? Where?	yes				
Stored correctly?	yes				
Eyewash bottles available?		no			
First Aid notices posted?	yes				
Does the Branch have any Qualified First Aiders?		no			
Facilities: Electrical					
Has a hard wire test been completed within the last 5 years? When?	yes				November 2016
Is portable equipment safe? Has it been tested?	yes				PAT testing has been done.
Facilities: Gas Heating					
Does the Branch have gas heating?	Yes				
Has a gas safety check been completed by a registered Gas Safe engineer in the last 12 months?	Yes				Gas analysis tested with boiler October 2016 due next June 2017
Facilities: Lift (including chair lift)					
Does the Branch have a Lift?	yes				Chair lift just installed
Has it been serviced? When?					No just installed
Is the lift motor room locked?					There is no lift motor room.
Do volunteers/staff know how to free the lift in the event of emergency, or what action to take?					chair lift so no issue.
Is there evidence of Statutory Inspection every six months Inspections as required by LOLER? (Not Service Info)					Just installed
Facilities: Hand / Power Tools					
Does the Branch have any hand / power tools?		no			No
Are they in good condition?					
Are any ladders/stepstools used?					
Are they inspected?					
Facilities: Contractors					
Does the branch have to use contractors for any works?	yes				
Does the branch require method statements and risk assessments from contractors?		no			
Does the branch ask for copies of liability cover before commencement of works?		no			

Subject	In Place		Is action required		Comments
	Y	N	Y	N	

Offices					
Is the office equipment suitable?	yes				
Is computer equipment available?	yes				
Have DSE assessments been conducted if required?		no			Not required

Lone Working & Security					
Is lone working conducted?		no			Only when cleaning is a volunteer occasionally alone.
Are landline and mobile telephones provided?	yes				landline
Are emergency panic alarm / systems offered?	yes				in visitor's room plus hand held alarm.
Is breakaway / de-escalation training offered?		no			
Are PIR lights installed to all entrances?		no			
Can volunteers/staff get home safely during evening/night hours?	yes				Taxis offered where needed at 1am or 4am.

Face-to-Face Security					
Is face-to-face support provided?	yes				
Are landline and mobile telephones provided?	yes				Landlines
Is there a desk between the volunteer and the Caller?		no			
Does the volunteer position themselves close to egress away from the Caller?	yes				
Can emergency backup be contacted without alarming the Caller?	yes				panic alarm in visitors room

Manual Handling					
Is an induction conducted for volunteers/staff which includes manual handling safety and recorded?		no			
Is there any function likely to require manual handling aids?		no			

General					
Is induction conducted and recorded for volunteers/staff that includes safety?	yes				read on samsnet
Is a 'Health & Safety What you should know' Poster displayed?	yes				in office downstairs
Do the gas pipes have identifying tape appended?	yes				Only active gas pipe is to boiler in cupboard in waiting room. Boiler installed a year ago by a qualified contractor who reconnected gas pipe.

Subject	In Place		Is action required		Comments
	Y	N	Y	N	

General					
Does the main electrical input have a warning sign denoting its status?	yes				fuse board has contact breakers compliant with all safety requirements.
Has an asbestos survey been completed? When?		no			Will be carried out
Is the asbestos (if any) properly managed?					

Inspection					
Does the branch have a scheduled safety inspection programme?		no			Will be done
Are records kept of inspections?		no			
Are checklists used?		no			

Workplace Conditions					
Is the lighting adequate in all areas of the office?	yes				
Are all areas kept free from the build up of waste/ rubbish etc?	yes				
Is waste removed on a regular basis?	yes				
Is the workplace cleaned on a regular basis?	yes				
Are floors in a good condition and free from obstruction?		no			In progress, stuff in corridor.
Are staircases in good condition?	yes				
Do doors open and shut properly?	yes				

Events					
Are fund raising events undertaken? IE Fun / games days?		no			
Does the branch undertake sensible risk assessments for these events and are they recorded?		no			
Does the branch consult its insurance provider to ensure the type of event being planned is adequately covered?		no			