

HEALTH AND SAFETY CHECKLIST

Location:

| SAFETY POLICY STATEMENT | Y | N | COMMENTS |
|---|---|---|---|
| Is there a Health and Safety policy? | x | | Main office |
| Is there a Current Certificate of Employers Liability Insurance? | x | | Main office |
| FIRST AID | Y | N | COMMENTS |
| Does the venue have an approved First Aider? | x | | Two on site |
| Is there a First Aid box available? | x | | Three main bar club and office |
| Is an Accident Report Book/Forms available? | x | | Main office |
| FIRE | Y | N | COMMENTS |
| Are evacuation procedures displayed, including instructions for the disabled? | X | | On all main areas and communal, including health and safety notice boards and assignment instructions. |
| Are fire exit signs clear and correct, including Fire Assembly Points? | X | | All clearly marked out |
| Are fire exits unobstructed? | X | | If on the night any issues they are recorded straight away to the manager. |
| Is the venue adequately fire and smoke alarmed? | X | | Throughout the venue |
| Is the fire fighting equipment provided adequate? | X | | Serviced yearly |
| Are equipment/appliances checked regularly? | X | | Each shift by fire warden and door staff |
| FURNITURE AND FITTINGS | Y | N | COMMENTS |
| Are room layouts safe? (No protrusions, aisles blocked, etc) | X | | |
| Is furniture in a good/safe condition? | X | | |
| Are all electric plugs, sockets and flex in good order? | X | | Pat tested |
| Are there any trailing leads? | | x | If yes reported accordingly |
| Is the lighting adequate? | x | | Low level during night club conditions from 22.00 |
| Are lights/switches positioned correctly – glare/shadows? | X | | |
| GENERAL HEALTH & SAFETY SURROUNDINGS | Y | N | COMMENTS |
| Are the following in a general and good safe condition :- | X | | |
| Floors – even surfaces, non-slippery | x | | From time to time spills are found, however regular floor checks are carried out every 15 minutes, then cordons put in place while clean up operation is carried out. |
| Stairs – secure handrails, lighting adequate | X | | Regular checks made |
| Passages/Corridors – unobstructed, well lit | x | | Regular checks made |

Signature:

Date: 2020

Name: Dave Pattinson