

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