

UPTON VILLAGE HALL - MONTHLY H and S INSPECTION

	NAME :	DAY / DATE / TIME :
	OUTSIDE	
1	Are the escape routes clear outside ?	
2	How's the car park look ? Are cars parked sensibly ?	
3	Is the garden in a tidy state? Are the outside drains clear of leaves ?	
4	Are the outside waste bins OK and not too full ?	
5	If it is dark enough, are all the external lights triggered correctly by movement ?	
6	Is the new noticeboard clear of condensation and the posters tidy ?	
	GENERAL	
7	Have things (users' and ours) been stored away properly ?	
8	Does everything look generally clean and tidy, including the toilets ? Liners in bins ? Water temp in toilets ok ?	
9	IF there are any repair or maintenance jobs needed anywhere, PLEASE ADD THEM TO THE "LOG IT 2 FIX IT" SHEET as well as writing them here.	
10	Do the wiring / plugs of our portable electrical equipment look to be in good condition ? Is PAT test date less than a year ago (unless new)?	
	MAIN HALL	
11	Are BOTH escape route corridors clear ? Are all 3 Fire Exit signs illuminated ?	
12	Are the noticeboards looking OK with notices there and elsewhere in good condition ?	
13	Do all the fire extinguishers look untouched (coloured plastic tag intact) and OK (valve needle vertical in green zone) ?	
14	Are the rubber thresholds in both doorways OK ?	
	BAR AREA	
15	Are there some accident/near miss, blank "Log It 2 Fix It" sheets, and visitor fire safety forms available (near the emergency telephone) ?	
16	Check and RECORD contents of First Aid Box (in the bar area) on the list inside the box lid . If items are missing, has their use been recorded on an Accident Form ?	
17	Are the "Log It 2 Fix It" sheets up to date ? Any recurring operational problems ?	
	KITCHEN	
18	Is the kitchen hygiene OK ?	
19	Are the cooker hobs locked off (unless caterers are expected) ?	
20	Has excessive waste been left around the kitchen or other areas ?	
21	If switched on, is the fridge temp between 1 and 4C ? Does it smell musty ?	
	UTILITY ROOM	
22	If not in use, was the Utility Room door closed and locked ?	
23	Is the Utility Room tidy ?	
	BOILER ROOM / USERS BROOM CUPBOARD	
24	Is the broom cupboard in a tidy state and are the brushes /sweepers clean? Does vacuum cleaner work ?	
25	Is the corridor door CLOSED properly ?	
26	Is the boiler room free from flammable material such as wood, cardboard or aerosol cans ?	
27	If user rep is present : if possible have a chat about H&S (e.g. Importance of reporting accidents) and ask whether they have any H&S concerns or comments.	
28	If Jane is there : ask if she has any H&S concerns about any aspects of her job.	
	v12 Sept 2016	