



Hazard Inspection Checklist

Conducted by:

Date:

Corrective Actions from previous inspection completed? Yes / No

Hazard Inspection Checklist	Satisfactory	Unsatisfactory	Corrective Actions Required	Date fixed
Public Areas				
Pedestrian areas clear & unobstructed				
Glass doorways appropriately marked for easy identification				
Emergency exits & general exits signed & unobstructed				
All lights functioning normally				
Floor surfaces even & kept free from water & other liquids				
No gaps in floor surfaces, slabs or tiles				
All floor mats secured with non-slip backing & edges in good repair				
Tables and chairs are stable and in good order				
No tradesmen working in core hours				
Balcony Balustrades in good order				
Emergency Response				
All fire extinguishers, blankets & emergency equipment is serviced & inspected on a regular basis by appropriate contractor				
Location of all fire fighting equipment is clearly identified & signed				
No equipment missing from fire points				
Access to all emergency equipment kept clear				
Access to all emergency exits kept clear				
There are emergency isolation switches for gas which are clearly marked				
Evacuation plan and emergency information is displayed				
First Aid Kit available & and re-stocked as necessary				
Cellar/Bar/Kitchen				
All electrical appliances & leads tested & tagged as per requirements				
PPE equipment on hand & in good condition				
Fire extinguisher & blanket on hand & easily accessible mounted to wall				
Floors free of spill liquids				
No evidence of trip hazards eg. electrical leads or uneven flooring				
Adequate lighting				
Work procedures are in place where necessary to ensure safe performance of tasks				
Kitchen ventilation operational				
Material Safety Data Sheets available for all chemicals on premises				
Hazardous chemicals in locked up area.				
Storage Area				
Access / exit points clear of obstruction				
No evidence of trip hazards				
Storage areas adequately secured against unauthorised entry				
General housekeeping in good order				
Adequate lighting & ventilation				
No heavy items stored overhead				
Shelves not overloaded				
Staff & Public Amenities				
Mens & Ladies toilets are stocked with soap, paper & towels				
Amenities are cleaned regularly				
Adequate amenities for the number of employees / customers				
Storage available for staff personal items i.e. handbags				
Other				