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| Location: | | **WORKPLACE SAFETY INSPECTION CHECKLIST (Club)**  Date: Completed By: Manager: | | |
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| This form is used for assessing the general safety of the workplace. Tick the ”yes” column if everything is in order. Any “no” answer should be accompanied by a risk assessment to address the issue. Where the information is entered into your HiiSafe Member area the risk assessment will automatically be created. | | | | |
| Yes | No | N/A | Description | Comments/Actions/Risk Assessment |
| **ACCESS, EXITS AND FIRE SAFETY ROUTES** | | | | |
|  |  |  | Exit doors swing in the direction of exit travel. Closed but not locked or obstructed. Exit signs and emergency lighting working. |  |
|  |  |  | Corridors and exits free and clear of all obstructions, with no blockages to the exits. |  |
|  |  |  | Fire Extinguishers in place under correct signage, mounted on wall bracket, tagged within last 6 months, visible and accessible and out of reach of children. |  |
|  |  |  | Hose reels tagged in last 6 months. Hose reel cupboards are not being used as storage cupboards. Access not obstructed. |  |
|  |  |  | Smoke detectors displaying correct LED colour, fire panel not displaying error. Fire sprinkler head clearance maintained (nothing stacked near the sprinkler)? |  |
|  |  |  | Fire evacuation plans posted throughout the workplace – known to employees? |  |
|  |  |  | Stair handrails in place and in good condition. Stair treads/carpet in good condition. Floor warning tactile strips in place. Safety gates/locks working properly. |  |
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| **ELECTRICAL** | | | | |
|  |  |  | Extension cords ONLY used as temporary measure. No overloaded electrical sockets. Correct adapters in use where needed. |  |
|  |  |  | All appliances tagged in accordance with club policy. |  |
|  |  |  | All appliances cords and plugs in good order – not frayed, no uncovered wires? |  |
|  |  |  | All electrical switchboard covers securely closed. Switches labelled, and circuit breakers/safety switches installed. |  |
|  |  |  | All power outlets and systems are correctly set up for temporal events/entertainment with no overloading and temporary circuit breakers in place where needed. |  |
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| **GENERAL SYSTEMS** | | | | |
|  |  |  | Mobile and fixed safety signage is available in correct locations eg slippery/wet floor, use PPE etc |  |
|  |  |  | Chemicals are stored in dry, secure areas at correct temperatures. Chemicals stored together are compatible. SDS’ available in storage and usage areas. Spill kits available as required. |  |
|  |  |  | All chemicals labelled in accordance with SDS. No unlabelled bottles in use or storage. Labels with first Aid info on all spray/squeeze bottles. Out of reach of children? |  |
|  |  |  | Appropriate First Aid Kit Labelled and stocked for each area eg blue band aids in kitchen. Workers Comp Poster on display. Emergency phone numbers posted on or near telephones? |  |

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|  |  |  | Manual Handling procedures on display where necessary. Adequate lifting or other assistive devices available where necessary and in good condition. |  |
|  |  |  | Event/Entertainment setup (bump in/out) managed with regard to additional manual handling risks and potential electrical risks. |  |
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| **SECURITY MEASURES** | | | | |
|  |  |  | Cash handling measures are in place to minimise the risk of holdup. Till regularly emptied and time delay safes in use. |  |
|  |  |  | CCTV installed as appropriate, radios functioning and additional security staff engaged if necessary. |  |
|  |  |  | All security devices are in good repair, deadlocks, time locks grills, shutters. |  |
|  |  |  | Outdoor high risk areas, paths, car parks, access routes are well lit and in safe condition. |  |
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| **EXTERNAL ENVIRONMENT** | | | | |
|  |  |  | Outdoor food areas (Barbecue, pie ovens, etc) clean, electrical equipment tagged and only external grade plugs/sockets/extension cords used? |  |
|  |  |  | Swimming Pool access secure and all emergency signage displayed. |  |
|  |  |  | Children’s play areas secure, play equipment in good repair with soft fall surface. |  |

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|  |  |  | Furniture (external) all chairs and tables in common areas in good repair. |  |
|  |  |  | External sports facilities storage areas secure and plant, equipment and machinery safely stored. |  |
|  |  |  | Floors: All carpets and tiles in good repair. Floor surfaces in wet areas made of non-slip material. |  |
|  |  |  | Furniture – (internal): all chairs and tables in common areas in good repair. |  |
|  |  |  | Toilets in common areas clean with dry floors and free from litter. Toilet seats/hand dryers in good repair. Needlestick disposal bins locked. |  |
|  |  |  | Dining areas clean, electrical equipment tagged and in good repair. Portable hot/cold food storage equipment maintained and at correct temperature. |  |
|  |  |  | Office areas. Chairs offer good support and adjusted to fit user. Workspace organised to suit workflow. Computer monitors and mouse adjusted to fit user. |  |
|  |  |  | Reception areas and other locations requiring prolonged standing fitted with cushion mats if required. |  |
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| **CELLAR and KITCHEN** | | | | |
|  |  |  | Kegs stored efficiently to minimise manual handling. Lifting/moving equipment available. |  |
|  |  |  | Gas lines have no leaks. All gas cylinders chained. SDSs on display for gases/beer line cleaner and other chemicals. Gas detection equipment in place and working. |  |

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|  |  |  | Food Safety Management Plan in place and systems and processes monitored in accordance with plan. |  |
|  |  |  | Fridges/freezers (bar, kitchen and cool room) at correct temperatures and seals intact. |  |
|  |  |  | Exhaust fans, hoods and other fixed equipment cleaned and services regularly. Fire blankets in place. |  |
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| **VEHICLES and CAR PARKS** | | | | |
|  |  |  | Vehicles (golf buggies etc) in good repair and working order. Regularly serviced. |  |
|  |  |  | Parking Areas clearly marked and signposted. Speed restrictions clearly displayed. Adequate lighting installed and working. Disabled and no parking areas clearly marked. |  |
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| **OTHER SITE SPECIFIC ISSUES:** | | | | |
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