

WORKPLACE SAFETY INSPECTION CHECKLIST (Club)

Location: _____ Date: _____ Completed By: _____ Manager: _____

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.	

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.
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?

			Manual Handling procedures on display where necessary. Adequate lifting or other assistive devices available where necessary and in good condition.	
			Event/Entertainment set up (bump in/out) managed with regard to additional manual handling risks and potential electrical risks.	
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.	
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.	

			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.	
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.	

			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 serviced regularly. Fire blankets in place.	
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.	
OTHER SITE SPECIFIC ISSUES:				