

Hazard Check list

Location		
Date	Time	am pm
Person carrying out check		
OK Not ok		
<p>qq Gutters and drain pipes secure and undamaged.</p> <p>qq No visible damage to walls/ doors/ roofs etc.</p> <p>qq Drains cleared and covered/ No standing water</p> <p>qq All glass on windows/ doors intact</p> <p>qq Outside play areas free of rubbish, animal faeces, sharps etc</p> <p>qq Equipment in good working order</p> <p>qq Fences and hedges safe and with no sharps</p> <p>qq Paths clear of obstruction.</p> <p>qq Emergency exits unlocked and escape routes clear</p> <p>qq Doors in good order, all locks and delay closures working</p> <p>qq Windows in good order with working window locks</p> <p>qq All guard/ shutters in good working order</p> <p>qq Floors clean and dry</p> <p>qq Surfaces/ tables clean and dry, especially in the kitchen</p> <p>qq Cooking and food storage facilities clean, dry and free from spillage</p> <p>qq All waste bins cleared and cleaned</p> <p>qq Toilets cleaned and in good working order</p> <p>qq Sinks and basins clean and in good working order</p> <p>qq Adequate supply of toilet paper/ paper towels etc</p> <p>qq Heating system in good working order,</p> <p>qq Radiators set to safe temperature</p> <p>qq All safety guards (e.g. Fire/ stair/ plug) working and correctly affixed.</p> <p>qq All electrical switches and sockets, including lights, in working order.</p> <p>qq CoSHH covered materials (e.g. cleaning materials) locked away</p> <p>qq Emergency procedures (e.g. fire and first aid) displayed clearly</p> <p>qq Fire fighting equipment in place and up to date.</p> <p>qq Alarms (e.g panic button, smoke alarms) tested</p> <p>qq First aid box fully equipped and Accident book up to date.</p>		
Further actions required		
Date of assessment		Signed