

**RUSLAND READING ROOM: MONTHLY SAFETY INSPECTION CHECKLIST** *(last update July 2017)*

<b>Issue</b>	<b>Question</b>	<b>Yes/No</b>	<b>What further action is needed?</b>	<b>Actioned how?</b>
<b>Car park</b>	Are there any slip and trip hazards in the car park?			
	Are the outside lights working correctly?			
	Can emergency vehicles gain access?			
<b>Movement around the building</b>	Are paths, steps and any ramps to and from the hall free from slip and trip hazards?			
	Are all the lights operating properly?			
	Have you provided matting to minimise rainwater etc being carried into the building?			
	Are corridors clear of clutter?			
	Are there any trailing electrical leads/cables?			
	Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage etc?			
	Is internal flooring in good condition?			
<b>Work at Height</b>	Is the ladder in good condition?			
<b>Hazardous substances</b>	Are cleaning products stored safely and securely?			
	Are mops, brushes and rubber gloves provided?			

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	Is the CO monitor working correctly?			
	Have electrical items been visually checked for damage?			
	Has any damaged electrical equipment been taken out of service or replaced?			
<b>Stored Equipment</b>	Are tables and chairs stacked safely?			
	Are smoke detectors and CO monitors operating properly?			
	Are combustible substances or waste stored safely?			
	Are escape routes and fire exit doors unobstructed?			
<b>Responsibility</b>	Do users have all the information about the hall they need to operate safely? i.e. is the Information Folder up to date?			

INSPECTED BY:..... SIGNED:..... DATED: .....