

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

Issue	Question	Yes/No	What further action is needed?	Actioned how?
Car park	Are there any slip and trip hazards in the car park?			
	Are the outside lights working correctly?			
	Can emergency vehicles gain access?			
Movement around the building	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?			
Work at Height	Is the ladder in good condition?			
Hazardous substances	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?			
Stored Equipment	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?			
Responsibility	Do users have all the information about the hall they need to operate safely? i.e. is the Information Folder up to date?			

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