Tool 8 (B) Sample inspection check sheet

123

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Classroom: | Control in place | Comment/Safetyactionrequired | Responsibility | Dateclosed |
| Assessed by: |  |  |  |
|  | Y | N |  |  |  |
| Housekeeping |  |  |  |  |  |
| Floor free from trip/slip hazards? |  |  |  |  |  |
| Emergency exits/routes & passageways clear? |  |  |  |  |  |
| Items stored appropriately? |  |  |  |  |  |
| Raw materials adequately stored? |  |  |  |  |  |
| All tools and equipment stored safely and securely? |  |  |  |  |  |
| All waste cleared? |  |  |  |  |  |
|  |  |  |  |  |  |
| Fire safety |  |  |  |  |  |
| Fire equipment pins and seals in place? |  |  |  |  |  |
| All fire equipment gauges reading correctly (i.e. in green)? |  |  |  |  |  |
| Equipment mounted, serviced, accessible and undamaged? |  |  |  |  |  |
| Emergency exits indicated, illuminated & easily opened? |  |  |  |  |  |
| All sockets, switches, plugs & cables free from damage? |  |  |  |  |  |
| Any sockets overloaded? Switch/fuse boards locked? |  |  |  |  |  |
|  |  |  |  |  |  |
| Working environment & welfare |  |  |  |  |  |
| All furniture & fittings in good repair? |  |  |  |  |  |
| All light fittings working functioning? |  |  |  |  |  |
| First-aid kit accessible and appropriately stocked? |  |  |  |  |  |
| Relevant safety signs & markings in place? |  |  |  |  |  |

If response is ‘no’ state what action is required and who is responsible.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Signed |  |  |  |  |  |

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