

**TEESDALE DAY CLUBS**  
**Annual Health & Safety Assessment Form**  
**Number F08-3 Issue 04**

The attached form is our risk checklists to assist in performing safety audits at day club venues. One form per club should be completed at least every 2 years.

The following are notes relating to the use of this risk checklist.

- The check list does not necessarily cover all safety aspects of individual venues and other observed hazards should be noted separately.
- Only those items where a potential hazard has been identified require comment.
- An abbreviated check list is available separately for use prior to each day club session.
- A full safety audit MUST be performed at least annually using the check list for guidance.

The following information must be included with the completed risk assessment form and copies of both provided to the Strategic Manager.

<b>Assessor(s)</b>	<b>Signature</b>	<b>Date</b>

**Audit date:**

**Venue:**

**Venue Management Contact:**

**Club Leader on duty on date of audit:**

**Chef/Cook on duty on date of audit:**

**Regular Club Leader and Cook/Chef if different to above:**

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**Slips/Trips/Falls/Collisions**

Possible Hazard	Y/N	Observation (Complete as Required)	Required
<b><u>Access:</u></b> Is there easy access into and out of the building?			
Are there ramps for access by wheelchairs?			
Is there unimpeded access within the building for pedestrians and wheelchairs?			
Are all areas well lit and free of obstruction?			
Is there safe access to the building for cars and delivery vehicles?			
<b><u>Trip/Slip Hazards:</u></b> Are floor coverings in good order?			
Are there any raised edges or depressions in the floors?			
Are any polished or smooth floors which could provide a slip hazard?			
Are there any items in walkways that can cause a trip?			

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**Slips/Trips/Falls/Collisions**

Possible Hazard	Y/N	Observation (Complete as Required)	Required
<b><u>Collision Hazards</u></b>			
Are there any protruding items or corners in walkways?			
Are there any loose items such as drawer fronts or furniture panels which could			
Are there any furniture items with drawers or doors that open into a			

**Fire/Evacuation**

Possible Hazard	Y/N	Observation (Complete as Required)	Required
<b><u>Evacuation:</u></b>			
Are all emergency evacuation routes clear?			
Are all fire doors clear, unlocked and accessible?			
Is the assembly point clearly marked?			
Are there emergency instructions posted around the premises?			
Do club staff, volunteers and members know what to do in the event of a fire?			
Have staff and volunteers been assigned to help with poorly mobile members?			

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<b><u>Fire Prevention</u></b>			
Are any flammable materials (paint, solvents, paper waste etc) stored away from sources of ignition?			
Are electrical cables, plugs and sockets in good condition?			
Is smoking prohibited and enforced within the building?			
Is furniture/equipment situated at a sufficient distance from hot surfaces and/or naked flames to prevent possible over-heating.			

**Other Hazards**

Possible Hazard	Y/N	Observation (Complete as Required)	Required
<b><u>Burns/Scalding</u></b>			
Is there sufficient space in kitchen areas to prepare hot food and drinks?			
Is there a system available for the safe transport of hot food and drinks?			
Are there any burn or scald hazards?			
Are electrical cables to heating equipment (e.g. kettles & water heaters) routed to			

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<b><u>Chemicals</u></b> Are any chemicals used in the building, stored and disposed of properly? <b><u>These include:</u></b> Cleaning materials, bleach, paints& thinners, pesticides, herbicides			
<b>Is food kept in dedicated storage and isolated from possible contamination from</b>			

**Comments**

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**Other Hazards**

Possible Hazard	Y/N	Observation (Complete as Required)	Required
<b><u>Electrical:</u></b> Does all electrical equipment requiring testing have a current electrical safety			
Is all electrical equipment checked regularly and performing correctly?			
Is any electrical device used or stored close to a source of water?			
Is all electrical equipment protected by an RCD and is this device easily accessible?			
<b><u>Manual Handling:</u></b> Are any heavy items stored above head height?			
Have any heavy items requiring lifting been identified? (>5Kg for a woman; >7Kg for a man)			
Does any movable equipment require the lifter to over-reach, twist and/or stretch?			
Does any operation require the use of a ladder or steps?			

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**Safety Documentation**

Possible Hazard	Y/N	Observation (Complete as	Recommendations
Is there a list of electrical equipment available and have all checks/inspections and tests been recorded?			
Have session safety check lists, accident forms and outings forms been completed satisfactorily?			

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**This Page Applies to Office Audit ONLY - General Health & Safety risk assessment**

Possible Hazard	Y/N	Observation (Complete as Required)	Required
Are DSE assessments in place for computer users?			
Are there any problems with excessive or prolonged noise?			
Is the building kept at a comfortable temperature?			
Are there any problems due to damp or fumes in the building?			
Is there an emergency telephone and a list of emergency numbers available at all			
Is first aid equipment available?			
Is there a list of special medical needs for members available?			
Are staff appropriately trained and is that training recorded?			

**Comments**

**Audit Carried out by**  
**Date:**