

Safety & Fire Compliance Checks

SITE - _____ Month - _____

Site Compliance Checks to be completed by a member of management team.

Completed check should be retained in the Fire Manual for a period of 18 months.
Any issues raised should be recorded on the form and suitable follow up action taken.

Legal Compliance		Action Required	Action Completed
Any site specific issues requiring risk assessment or advice from H&S Team	YES / NO		
Clear signage for all hazards / equipment	YES / NO		
Visitors Book available and has spare sheets	YES / NO		
Pest control book available & any issues noted from last report dealt with	YES / NO		
First Aid & Food Hygiene training up to date for all relevant colleagues	YES / NO		
COPs training completed with all colleagues	YES / NO		
Have young persons been registered with the local authority(U16) & Society Risk Assessments completed (U18)	YES/NO/NA		
Fire Safety			
Fire Alarm system checks must be completed weekly and recorded in Fire Precautions Log Book			
Fire Risk Assessment – any <i>significant findings</i> that are not yet completed	YES / NO		
Fire Extinguishers – not damaged, accessible and ready for use if required	YES / NO		
Fire Doors – not damaged & freely close into door frame	YES / NO		
Fire Exits – all exits either in daily use or have been opened easily	YES / NO		
Emergency Lighting – tested using “fish key” and all units operating	YES / NO		
Combustibles – stored away from the building / potential ignition sources <i>(Is cardboard retained in a suitable location to reduce and minimize the risk of arson. Is the Plant Room / electric panels clear of combustibles)</i>	YES / NO		
Electrical equipment visually checked – <i>(no visible damage to units or cables, no over-loading of sockets, no unauthorised equipment on site)</i>	YES / NO		
First Aid			
First Aid Box(es) stocked & available in correct locations	YES / NO		
All electronic accident reporting email requests answered and accident CCTV sent for review if applicable	YES / NO		

COSHH		Action Required	Action Completed
Are only approved ECOLAB products in use & are they being stored in a suitable location	YES / NO		
Is Personal Protective Equipment (PPE) available and worn <i>(PPE order codes are on the ECOLAB wall chart)</i>	YES / NO		
Are all colleagues trained in the use of ECOLAB products and have they completed a COSHH training sheet	YES / NO		
Workplace Facilities			
Toilets in good repair	YES / NO		
Handwash & drying facilities available <i>(Soap dispensers stocked, paper towels and hot water available)</i>	YES / NO		
Staff room / offices tidy	YES / NO		
Housekeeping / Warehouse			
Car park and pedestrian walkways free from any slip and trip hazards / damage	YES / NO		
Bin Store – tidy no waste on floor, doors / gates in good working order	YES/NO/NA		
Ladders – checked for damage, suitability for site (Class 1 or 2). Kicksteps in good condition	YES / NO		
Are slip & trip hazards in the warehouse controlled – spillages, cardboard, waste	YES / NO		
Is racking tidy and is stock handled safely	YES / NO		
Back-ups clean, tidy, ice-free, good lighting	YES / NO		
Bakery / Deli / Coffee Shop			
Is all equipment / floor & walls clean and in good working order <i>(consult colleagues regarding ovens and other equipment)</i>	YES/NO/NA		
Are sinks / wash basins clear with supply of hot water <i>(consult colleagues for issues)</i>	YES/NO/NA		
Shop Floor			
Doors operating correctly – sensors pick up obstructions / people	YES / NO		
Mats located in suitable positions to reduce risk of slips	YES / NO		
Off-shelf displays stable, in suitable locations and within reach of customers	YES / NO		
Floor free of trip hazards <i>(where risk of tripping exists immediate action must be taken)</i>	YES / NO		
Hearing loops (where fitted) operational, colleagues aware of location/how to use.	YES / NO		

This document could be used as evidence in a Court of Law

Completed by: _____ **Date:** _____
Checked by Site Manager: _____