

ST BENEDICTS - WORKSHOPS
HEALTH & SAFETY TERMLY INSPECTION REPORT

Section					
H&S Sectional Officer		Signature:			
H&S Reprentative		Signature:			
<i>Acknowledgement of receipt by Headmaster</i>				<i>Date:</i>	

OBSERVATION	Yes/No + Comments (e.g. action taken, requisition no., date, etc)	Person responsible
BUILDING STRUCTURES:		
1 BUILDING: No damage etc?		
2 FLOORS: No damage, holes, etc, to cause slipping/tripping?		
3 STAIRWAYS: Steps and hand rails firm?		
4 LIGHTING: Sufficient? Maintained?		
5 HYGIENE: All areas & toilets etc clean and hygienic?		
6 VENTILATION: Adequate?		
7 WASTE STORAGE: Suitable waste/recycling storage space?		
FIRST AID:		
1 FIRST AID BOX: Building occupants made aware of its location? Contents maintained		
2 FIRST AID: Occupants made aware of location of First Aiders in their zone and other areas of campus?		
FIRE SAFETY:		
1 FIRE SAFETY GUIDELINES: Occupants familiar with these?		
2 EMERGENCY EVACUATION PLAN: Displayed at key points in building? Occupants are made aware of it?		
3 EMERGENCY CONTACTS: All occupants know how to find nearest phone, who to contact, & phone numbers?		
4 FIRE ALARM: Occupants know how to activate fire alarm or warn everyone in building if there is a fire?		
5 FIRE FIGHTING EQUIPMENT: Present? Serviced when? Seals unbroken? Occupants know how to use them?		
6 EXIT ROUTES: Occupants made aware of exit routes / stairs, and know these must be kept clear?		
7 EMERGENCY EXITS: Marked? Occupants made aware how to		

	use emergency key (if applicable)?		
8	MEETING AREA: Occupants made aware of outside meeting place, in event of emergency evacuation?		
9	FIRE DRILLS: Have fire drills been held this year? Dates?		
10	POTENTIAL FIRE HAZARDS: Are oils, solvents, flammable materials, etc stored safely?		
11	No build-up of combustible (easy burning) waste?		
WORKSHOP EQUIPMENT HEALTH & SAFETY:			
1	HAND TOOLS & PORTABLE ELECTRICAL EQUIPMENT: Not defective? Registered & checked?		
2	MACHINE GUARDS: In use & sufficient?		
3	LIFTING EQUIPMENT: Registered, serviced & safe?		
4	COMPRESSORS/BOILERS: Registered, valves sealed, etc?		
5	GAS: Used safely? Cylinders & valves checked? When?		
6	LADDERS: Registered & safe?		
7	AISLES: Demarcated with safety colour coding?		
8	SAFETY SIGNS & NOTICES: Standard and maintained?		
9	PPE: Personal Protective Equipment (safety shoes, hearing protectors, hand / eye protection etc) provided where required?		
	PPE is always used/worn where required?		
GENERAL ENVIRONMENTAL HEALTH & SAFETY:			
1	Occupants made aware of wise use of energy, water, supplies, & reducing waste? When?		
2	Occupants made aware of health & safety risks of unsafe hazardous waste disposal? e.g. solvents, engine oil, batteries. When		