In the inspection checklist below, the first column lists the items/areas to be inspected, while the second gives details of what to look for. Indicate if the item/area is satisfactory and add a brief action. All identified actions will need to be added to the action plan at the bottom of this checklist. Those in charge of premises may need to adapt or modify the checklist to suit.

1. **External areas**

| Area | What to look at (list not exhaustive) | Satisfactory | Action required |
| --- | --- | --- | --- |
| Yes | No | N/A |
| Building | 1. any missing or obviously displaced bricks
 |  |  |  |  |
| 1. any cracks in brickwork
 |  |  |  |  |
| 1. bulging or leaning walls
 |  |  |  |  |
| 1. rotting timber supports or cladding boards
 |  |  |  |  |
| 1. damaged cladding tiles or roof sheets
 |  |  |  |  |
| Roofing (ground level inspection)  | 1. slipped or missing tiles, slates or roof sheets (also consider if there is evidence of broken tiles or slates on the ground)
 |  |  |  |   |
| 1. cracked or leaning chimneys
 |  |  |  |  |
| 1. damaged or leaking roof lights or guttering
 |  |  |  |  |
| 1. gutters or downpipes blocked or leaking
 |  |  |  |  |
| 1. excessive sagging of flat roofs, with poor water run-off and/or leaks
 |  |  |  |  |
| 1. fragile roofs not properly marked as ‘fragile’
 |  |  |  |  |
| 1. no easy access to roof areas
 |  |  |  |  |
| 1. tv and other aerials not firmly fixed
 |  |  |  |  |
| Fire escapes | 1. treads, balusters or handrails worn, loose, broken and free from damage
 |  |  |  |  |
| 1. fire escape doors and panic bolts working properly
 |  |  |  |  |
| Fire hydrants | 1. hydrants on or near the site not accessible
 |  |  |  |  |
| Paths and other hard surfaces | 1. paving slabs rock or are not level with adjacent paving to an extent that is likely to cause a tripping hazard
 |  |  |  |  |
| 1. potholes in pedestrian areas or roadways
 |  |  |  |  |
| 1. slippery surfaces
 |  |  |  |  |
| 1. areas covered with water that affects access or use
 |  |  |  |  |
| Steps | 1. loose, crumbling or badly worn steps
 |  |  |  |  |
| 1. faint paint edgings (if appropriate)
 |  |  |  |  |
| 1. insecure/damaged or missing handrails
 |  |  |  |  |
| Car park | 1. vehicles not parked properly in designated spaces (preferably away from pedestrian areas)
 |  |  |  |  |
| 1. insufficient or no access for emergency vehicles
 |  |  |  |  |
| 1. no designated access for delivery vehicles
 |  |  |  |  |
| 1. potholes
 |  |  |  |  |
| 1. lighting insufficient or not working
 |  |  |  |  |
| External lighting | 1. some or all lights are not working around the premises
 |  |  |  |  |
| Visitors | 1. no clear notices for visitors showing where they should report
 |  |  |  |  |
| Drainpipes, drains, inspection covers | 1. broken, raised or sunken drain(s) or inspection covers
 |  |  |  |  |
| 1. blocked drains causing pollution or causing excessive surface water
 |  |  |  |  |
| Fences and walls | 1. loose or projecting wire, particularly at eye or foot level and adjacent to paving
 |  |  |  |  |
| 1. broken fencing e.g. gaps
 |  |  |  |  |
| 1. rotten fence posts or netting
 |  |  |  |  |
| 1. fences or walls leaning over footpaths
 |  |  |  |  |
| 1. cracked or bulging walls
 |  |  |  |  |
| 1. missing or displaced bricks or rocks
 |  |  |  |  |
| Gates | 1. rotten/decayed framework or supports
 |  |  |  |  |
| 1. difficult to open/close or secure
 |  |  |  |  |
| 1. not secure
 |  |  |  |  |
| Mobile buildings | 1. structure sitting unevenly or moving on supports
 |  |  |  |  |
| 1. loose or damaged steps or handrails (including emergency exit steps)
 |  |  |  |  |
| 1. steps covered in moss or otherwise slippery
 |  |  |  |  |
| Oil tanks | 1. oil spills inside of bund
 |  |  |  |  |
| 1. area around the tank full of rubbish and overgrown vegetation
 |  |  |  |  |
| Propane gas supplies | 1. area and apparatus unclean and untidy
 |  |  |  |  |
| 1. area not secure
 |  |  |  |  |
| 1. no COSHH sign
 |  |  |  |  |
| Sheds | 1. rotten or decayed framework or supports
 |  |  |  |  |
| 1. the shed cannot be locked
 |  |  |  |  |
| 1. no COSHH sign on the door if hazardous substances and chemicals are stored
 |  |  |  |  |
| Ponds | 1. overgrown, untidy or uneven ground
 |  |  |  |  |
| 1. area not secure
 |  |  |  |  |
| 1. no warning signage
 |  |  |  |  |
| Trees | 1. loose or broken branches
 |  |  |  |  |
| 1. tree branches and bushes overhanging, paths or reducing sight lines between pedestrians and vehicles
 |  |  |  |  |
| Glasshouses | 1. broken or loose glass
 |  |  |  |  |
| 1. structure unsound
 |  |  |  |  |
| Stores | 1. Equipment and/or hazardous substances and chemicals incorrectly stored.
 |  |  |  |  |
| 1. No COSHH sign on the door if there are any stored hazardous substances or chemicals
 |  |  |  |  |
| 1. entrances to areas such as underground air-raid shelters not firmly locked
 |  |  |  |  |
| 1. restricted access not in place (not secure, no signage)
 |  |  |  |  |

**2. Outdoor play/gym areas and equipment**

| Area | What to look at (list not exhaustive)  | Satisfactory | Action required |
| --- | --- | --- | --- |
| Yes | No | N/A |
| Play/gym areas | 1. surface conditions not adequate e.g. pot/rabbit holes, drainage issues
 |  |  |  |  |
| 1. debris and other objects e.g. faeces, sharps
 |  |  |  |  |
| 1. fencing not suitable or faulty around areas e.g. for young children
 |  |  |  |  |
| 1. tree branches and bushes overhanging play areas/fields
 |  |  |  |  |
| 1. poisonous vegetation
 |  |  |  |  |
| 1. layout markings worn or not visible
 |  |  |  |  |
| Mobile goals, goal posts and nets | 1. broken, or not firmly fixed in ground, rotten/faulty
 |  |  |  |  |
| 1. crossbars not properly fixed
 |  |  |  |  |
| 1. faulty or broken nets
 |  |  |  |  |
| Sand pits | 1. play and jump pits dirty, sharp objects and/or faeces
 |  |  |  |  |
| 1. covers not in good condition/broken
 |  |  |  |  |
| Equipment | 1. broken/faulty, dirty, covered in faeces, leaves, or full of water
 |  |  |  |  |
| 1. broken or faulty equipment not suitably cordoned off with signage
 |  |  |  |  |
| 1. incorrect storage of play equipment
 |  |  |  |  |
| 1. play equipment blocking fire exits
 |  |  |  |  |
| Trim trails | 1. equipment faulty e.g. broken wooden slats, screws missing or sharp edges exposed
 |  |  |  |  |

**3. Swimming pools**

| Area | What to look at (list not exhaustive)  | Satisfactory | Action required |
| --- | --- | --- | --- |
| Yes | No | N/A |
| Indoor or outdoor swimming pools (see KCC HSS 062 Swimming Pool Management Standard and other guidance available on Knet and KELSI | 1. unclean pool and surround
 |  |  |  |  |
| 1. unclean or slippery changing facilities
 |  |  |  |  |
| 1. cracked walls or damaged tiles
 |  |  |  |  |
| 1. loss of water which would indicate a leak
 |  |  |  |  |
| 1. fences (where fitted) not stable or secure
 |  |  |  |  |
| 1. covering (if applicable) not suitable or old and faulty
 |  |  |  |  |
| 1. hazardous chemicals and substances incorrectly stored with heat sources
 |  |  |  |  |
| 1. hazardous chemicals/substances not held in a secure and well-ventilated area with an appropriate COSHH sign on the door
 |  |  |  |  |
| 1. no biohazard spill kit(s)
 |  |  |  |  |
| 1. PPE/RPE not provided for using chemicals/substances/spill kits
 |  |  |  |  |
| 1. no first aid box, insufficient or out of date contents
 |  |  |  |  |
| 1. no poolside rescue equipment
 |  |  |  |  |
| 1. no signage in place
 |  |  |  |  |

**4. Internal areas**

| Area | What to look at (list not exhaustive)  | Satisfactory | Action required |
| --- | --- | --- | --- |
| Yes | No | N/A |
| Ceilings, including suspended | 1. obvious bulging of plaster
 |  |  |  |  |
| 1. loose or damaged tiles
 |  |  |  |  |
| 1. cracks
 |  |  |  |  |
| Walls  | 1. obvious bulging of plaster
 |  |  |  |  |
| 1. cracks
 |  |  |  |  |
| 1. loose or badly cracked tiling
 |  |  |  |  |
| 1. loose skirting
 |  |  |  |  |
| 1. loose wall board, e.g. pin, notice, black or white boards
 |  |  |  |  |
| Partitions | 1. not securely fixed
 |  |  |  |  |
| 1. cracked or loose plaster
 |  |  |  |  |
| 1. holes
 |  |  |  |  |
| 1. broken or cracked glass or similar panels
 |  |  |  |  |
| 1. folding screen tracks not functioning properly
 |  |  |  |  |
| Windows | 1. loose, cracked or broken glass
 |  |  |  |  |
| 1. missing, broken or loose hinges
 |  |  |  |  |
| 1. broken or worn sash cords
 |  |  |  |  |
| 1. loose, rotting or rusting frames
 |  |  |  |  |
| 1. unable to open/close
 |  |  |  |  |
|  Doors | 1. missing or loose hinges
 |  |  |  |  |
| 1. broken or damaged handles or

push-bars |  |  |  |  |
| 1. missing screws from kick plates (along bottom face of some doors)
 |  |  |  |  |
| 1. defective door closers (especially on fire resisting and smoke stop doors) which do not close doors properly, or which allow them to slam, or which are over resistant
 |  |  |  |  |
| 1. doors (especially fire/smoke doors) which jam open, or which have been wedged open
 |  |  |  |  |
|  | 1. loose security fittings, e.g. locks, catches, bolts
 |  |  |  |  |
| 1. cracked or broken glass
 |  |  |  |  |
| 1. unable to open/close
 |  |  |  |  |
| 1. fire exit doors or escape routes blocked
 |  |  |  |  |
| 1. Wedged open doors
 |  |  |  |  |
| Floors | 1. badly worn floor surfaces or carpets
 |  |  |  |  |
| 1. unintentional differences in floor levels
 |  |  |  |  |
| 1. missing or loose tiles or wood blocks
 |  |  |  |  |
| 1. slippery floor surfaces
 |  |  |  |  |
| 1. tripping hazard caused by mat well being too deep for doormats
 |  |  |  |  |
| Stairs | 1. loose nosing’s (i.e. on front edges of steps)
 |  |  |  |  |
| 1. loose or missing tiles, torn carpets or other damage to treads
 |  |  |  |  |
| 1. slippery steps
 |  |  |  |  |
| 1. loose, damaged or missing balusters or handrails
 |  |  |  |  |
| Shelving | 1. fixed and movable shelving and racks not secure
 |  |  |  |  |
| 1. overloading which may cause a falling hazard
 |  |  |  |  |
| Lighting | 1. not sufficient and/or suitable
 |  |  |  |  |
| 1. not working properly
 |  |  |  |  |
| 1. items stored close to hot lamps
 |  |  |  |  |
| 1. emergency lighting not regularly tested
2. ceiling lights have the appropriate protective coverings
 |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Area | What to look at (list not exhaustive)  | Satisfactory | Action required |
| Yes | No | N/A |
| Radiators/heaters | 1. Items stored on, above or close to heat sources
 |  |  |  |  |
| Power points | 1. insufficient or in the wrong place
 |  |  |  |  |
| 1. not firmly fixed
 |  |  |  |  |
| 1. supply cables damaged
 |  |  |  |  |
| 1. malfunctioning
 |  |  |  |  |
| 1. overloaded
 |  |  |  |  |
| 1. multi-way adaptors not fused or used other than where necessary
 |  |  |  |  |
| 1. hazardous trailing cables
 |  |  |  |  |
| 1. residual current devices (earth leakage circuit breakers) not regularly tested where fitted
 |  |  |  |  |
| 1. daisy chaining of extension leads
 |  |  |  |  |
| Fire alarms  | 1. call points obstructed
 |  |  |  |  |
| 1. fire notices not up-to-date and/or inaccessible
 |  |  |  |  |

**5. Sanitary accommodation**

| Area | What to look at (list not exhaustive)  | Satisfactory | Action required |
| --- | --- | --- | --- |
| Yes | No | N/A |
| Wash Basins | * cracked or unclean
 |  |  |  |  |
| * inadequate supply of hot, cold or warm water
 |  |  |  |  |
| * outlets blocked
 |  |  |  |  |
| * water excessively hot
 |  |  |  |  |
| Toilets | * cracked pans or seats
 |  |  |  |  |
| * unclean pans or cubicles
 |  |  |  |  |
| * cisterns not firmly fixed
 |  |  |  |  |
| * disused toilets not sealed against vermin
 |  |  |  |  |
| Urinals | * cracked bowls or troughs
 |  |  |  |  |
| * outlets blocked
 |  |  |  |  |
| * unclean, including surrounding floor
 |  |  |  |  |
| * flushing mechanism not working properly
 |  |  |  |  |
| * cistern not firmly fixed
 |  |  |  |  |
| Soap, toilet rolls, towels | * soap, toilet paper or drying appliances/towels not available
 |  |  |  |  |
| Showers | * cracked or unclean base
 |  |  |  |  |
| * extraction fans (where fitted) not working
 |  |  |  |  |
| * any separately recommended routine to prevent Legionnaire’s Disease not being carried out
 |  |  |  |  |
| Drinking fountains | * dirty
 |  |  |  |  |
| * not working properly
 |  |  |  |  |
| Pipework | * corroded or leaking
 |  |  |  |  |

**6. Equipment**

| Area | What to look at (list not exhaustive)  | Satisfactory | Action required |
| --- | --- | --- | --- |
| Yes | No | N/A |
| Electrical | 1. leads not properly fixed into appliance and plug (coloured conductors should not be visible)
 |  |  |  |  |
| 1. frayed or knotted cables or cables with temporary joints
 |  |  |  |  |
|  |  |  |  |  |
| 1. items not inspected (and, if appropriate, tested) at least annually by someone competent to do so (inspection should include removing cover and checking polarity, tightness of connections, clamping of outer cover and rating of fuse (13A plugs)
 |  |  |  |  |
| 1. exposed conductors on mains equipment
 |  |  |  |  |
|  | 1. fuse boards left open
 |  |  |  |  |
| 1. switch rooms and lift motor rooms used for storage or left unlocked
 |  |  |  |  |
| Pressure cookers/autoclaves | 1. corrosion
 |  |  |  |  |
| * annual statutory inspection not completed
 |  |  |  |  |
| Hoists / lifts | 1. in poor condition or broken
 |  |  |  |  |
| 1. statutory inspections/services not carried out
 |  |  |  |  |
| 1. no signage or procedures in place for an emergency
 |  |  |  |  |
| 1. loads left suspended
 |  |  |  |  |
| Fume cupboards | 1. poor condition of cabinet
 |  |  |  |  |
| 1. sash not working
 |  |  |  |  |
| 1. condition of services
 |  |  |  |  |
| 1. air flow not checked in the last 14 months
 |  |  |  |  |
| Dust/ventilation systems/extractors | 1. unsuitable for particular use
 |  |  |  |  |
| 1. not serviced/tested in the last 14 months
 |  |  |  |  |

**7. Housekeeping**

|  |  |  |  |
| --- | --- | --- | --- |
| Area | What to look at (list not exhaustive)  | Satisfactory | Action required |
| Yes | No | N/A |
| Outside bins | 1. not securely closed
 |  |  |  |  |
| 1. are overflowing
 |  |  |  |  |
| 1. rubbish sacks not stored in secure bins
 |  |  |  |  |
| 1. are not chained together or in a secure compound with food waste segregated
 |  |  |  |  |
| Inside bins | 1. biological waste and used sharps not kept separately
 |  |  |  |  |
| 1. food has been left to rot in bins
 |  |  |  |  |
| 1. rubbish sacks not stored tidily
 |  |  |  |  |
| Tidiness  | * areas are not clean and tidy
 |  |  |  |  |
| * spills or leaks visible
 |  |  |  |  |
| * gangways are not clear
 |  |  |  |  |
| * trailing cables or hoses
 |  |  |  |  |
| * accumulation of dirt and rubbish not removed at least daily from floors and benches
 |  |  |  |  |
| Food  | * scraps of food are on the floor
 |  |  |  |  |
| * Use waste cooking oil not kept in an appropriate bund to capture any leaks or spills.
 |  |  |  |  |

**Premises Health and Safety Inspection Action Plan**

Date of inspection:

Undertaken by:

The action plan has been provided to:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issue | Location | Action required | Responsibility | Deadline for completion | Date completed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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