

<b>MONTH</b>	<b>No</b>	<b>Squadron – H &amp; S INSPECTION</b>
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This Squadron Inspection checklist has been provided to enable a quick monthly evaluation of the Squadron's H & S status on behalf of the Squadron Commander.

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>REMARKS/REMEDIAL ACTION</b> <b>Comment on positive &amp; negative areas – also, explain why any N/A entries</b>
<b>POLICY</b>				
Is the sqn H&S Arrangements statement on display				
Is the information current				
<b>FIRE PRECAUTIONS</b>				
Is all Fire Fighting equipment present				
Is all Fire Fighting equipment in date (e.g. extinguishers)				
Are Fire Signs & Notices in good condition (e.g. fire exit signs)				
Fire drills (are drills carried out to programme)				
Fire Alarms (where fitted - do they work)				
Are Fire Exit routes kept clear and free from obstructions				
Are all personnel familiar with evacuation procedures				
Are there excessive quantities of paper, packaging and plastic materials stored				
<b>ELECTRICITY (all areas)</b>				
Has all portable electrical equipment been fitted with an electrical test label				
Is the electrical test date valid (for each appliance)				
Is there any unauthorised electrical equipment				
Is there any physical damage to electrical equipment				
Is there any sign of overheating of equipment/cables				
<b>VISUAL EXAMINATION – Switches, Plugs &amp; Sockets</b>				

(any damage)				
<b>HOUSEKEEPING (all areas)</b>				
Floors & Passages (are any obstructed)				
Lighting (is it adequate in all areas)				
Waste Bins (present and emptied)				
Floors (in good repair & without trip hazards)				
Are substances stored correctly				
Store Rooms (tidy)				
Are items stored on top of cabinets				
Store rooms – are substances stored correctly (e.g. paints, thinners, chemicals)				
Toilets (are they clean)				
<b>KITCHEN &amp; TOILETS</b>				
Food Preparation Area (clean and tidy)				
Are substances labelled correctly (e.g. bleach, soaps, cleaning fluids, chemicals)				
Are substances stored correctly				
Eating areas (are they clean and tidy)				
Kitchen staff (aware of hygiene requirements)				
<b>FIRST AID</b>				
Are first aid kits appropriately stocked				
Are all first-aiders identified and promulgated				
Is the accident book available and used				
<b>RISK ASSESSMENT</b>				
Do all appropriate activities have RA's				
Are RA's in date				
Is RA content communicated appropriately				
<b>ASBESTOS CHECKS</b>				
Does the building contain asbestos				
Labelling (are all locations clearly labelled)				
Condition (is the material in good condition)				

LOCAL H&S TOPICS				

H&S Inspection carried out by:

Rank	Name (print)	Signature	Date

Squadron Commander:

Rank	Name (print)	Signature	Date