**JC Academy**

 DAILY FIRE, HEALTH & SAFETY CHECKLIST/INSPECTION

 WEEK ENDING:

Any notes:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EXTINGUISHERS | MON | TUES | WEDS | THURS | FRI |
| Are all extinguishers in their correct location |  |  |  |  |  |
| Are all extinguishers hung or stud mounted |  |  |  |  |  |
| Are all extinguishers within their annual inspection date |  |  |  |  |  |
| Are all extinguishers unobstructed and freely visible |  |  |  |  |  |
| Extinguishers haven’t been tampered with or pins pulled |  |  |  |  |  |
| **MANAGEMENT SIGN AFTER EACH CHECK PER DAY** |  |  |  |  |  |
| ESCAPE ROUTES & EXITS | MON | TUES | WEDS | THURS | FRI |
| Are escape routes clear from debris and stored materials |  |  |  |  |  |
| Are final exit doors clear and unobstructed on both sides |  |  |  |  |  |
| Do final exit doors open easily |  |  |  |  |  |
| Are external pathways from the exits away from the building clear |  |  |  |  |  |
| **MANAGEMENT SIGN AFTER EACH CHECK PER DAY** |  |  |  |  |  |
| GENERAL INSPECTION OF VENUE | MON | TUES | WEDS | THURS | FRI |
| All electrical points secure and safe |  |  |  |  |  |
| Are all ‘break glass’ points intact and not broken |  |  |  |  |  |
| No skirting or flooring come lose anywhere |  |  |  |  |  |
| First Aid kit is easily accessible and up to date |  |  |  |  |  |
| Visitors book, accident book and compliments book are present |  |  |  |  |  |
| Is the hall safe? No water spills, tripping hazards |  |  |  |  |  |
| Is the meeting room clear? Walkway free, No information on table |  |  |  |  |  |
| Are the toilets ready for use? Clean, not blocked, no water spills and replenished |  |  |  |  |  |
| Is the kitchen ready for use? Appliances off at plug, no exposed wires, water spillages, cupboards are locked |  |  |  |  |  |
| Have you take the fridge temperate today |  |  |  |  |  |
| Is the stock room packed away safe, Is it tidy |  |  |  |  |  |
| **MANAGEMENT SIGN AFTER EACH CHECK PER DAY** |  |  |  |  |  |

**** **Have you**

Completed your weekly fire drill test

Checked if first aid box needs replenishing

Completed toilet check sheet for day

Put up all signs including days activities and todays first aider

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