

# THE ASSOCIATION OF TEESDALE DAY CLUBS

## Forms

### Number F08-3 Issue 02

## Annual Health & Safety Assessment Forms

The attached documents are a check list to assist in performing safety audits at day club venues.

The following are notes relating to the use of this check list;

- The check list does not necessarily cover all safety aspects of individual venues and other observed hazards should be noted separately.
- Only those items where a potential hazard has been identified require comment.
- An abbreviated check list is available separately for use prior to each day club session.
- A full safety audit **MUST** be performed at least annually using the check list for guidance.

The following information must be included with the completed risk assessment form and copies of both provided to the General Manager of the Association of Teesdale Day Clubs,.

Assessor(s)	Signature	Date

**Audit date:**

**Venue:**

**Venue Management Contact:**

**Club Leader:**

**Reviewed and approved by the Board of Trustees and signed on their behalf by the Chairman:**

**Date; 10<sup>th</sup> Aug 2016**

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**Slips/Trips/Falls/Collisions**

Possible Hazard	Y/N	Observation (Complete as Required)	Required Actions
<b><u>Access:</u></b> Is there easy access into and out of the building?			
Are there ramps for access by wheelchairs?			
Is there unimpeded access within the building for pedestrians and wheelchairs?			
Are all areas well lit and free of obstruction?			
Is there safe access to the building for cars and delivery vehicles?			
<b><u>Trip/Slip Hazards:</u></b> Are floor coverings in good order?			
Are there any raised edges or depressions in the floors?			
Are any polished or smooth floors which could provide a slip hazard?			
Are there any items in walkways that can cause a trip?			

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**Slips/Trips/Falls/Collisions**

Possible Hazard	Y/N	Observation (Complete as Required)	Required Actions
<b><u>Collision Hazards</u></b>			
Are there any protruding items or corners in walkways?			
Are there any loose items such as drawer fronts or furniture panels which could catch a passer-by?			
Are there any furniture items with drawers or doors that open into a walkway?			

**Comments**

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**Fire/Evacuation**

Possible Hazard	Y/N	Observation (Complete as Required)	Required Actions
<b><u>Evacuation:</u></b>			
Are all emergency evacuation routes clear?			
Are all fire doors clear, unlocked and accessible?			
Is the assembly point clearly marked?			
Are there emergency instructions posted around the premises?			
Do club staff, volunteers and members know what to do in the event of a fire?			
Have staff and volunteers been assigned to help with poorly mobile members?			
<b><u>Fire Prevention</u></b>			
Are any flammable materials (paint, solvents, paper waste etc) stored away from sources of ignition?			
Are electrical cables, plugs and sockets in good condition?			
Is smoking prohibited and enforced within the building?			
Is furniture/equipment situated at a sufficient distance from hot surfaces and/or naked flames to prevent possible over-heating.			

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**Other Hazards**

Possible Hazard	Y/N	Observation (Complete as Required)	Required Actions
<p><b><u>Burns/Scalding</u></b></p> <p>Is there sufficient space in kitchen areas to prepare hot food and drinks?</p> <hr/> <p>Is there a system available for the safe transport of hot food and drinks?</p> <hr/> <p>Are there any burn or scald hazards?</p> <hr/> <p>Are electrical cables to heating equipment (e.g. kettles &amp; water heaters) routed to prevent snagging.</p>			
<p><b><u>Chemicals</u></b></p> <p>Are any chemicals used in the building, stored and disposed of properly?</p> <p><b><u>These include:</u></b> Cleaning materials, bleach, paints &amp; thinners, pesticides, herbicides and vermin poisons.</p>			
<p>Is food kept in dedicated storage and isolated from possible contamination from chemical materials.</p>			

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**Other Hazards**

Possible Hazard	Y/N	Observation (Complete as Required)	Required Actions
<b><u>Electrical:</u></b> Does all electrical equipment requiring testing have a current electrical safety sticker attached?			
Is all electrical equipment checked regularly and performing correctly?			
Is any electrical device used or stored close to a source of water?			
Is all electrical equipment protected by an RCD and is this device easily accessible?			
<b><u>Manual Handling:</u></b> Are any heavy items stored above head height?			
Have any heavy items requiring lifting been identified? (>5Kg for a woman; >7Kg for a man)			
Does any movable equipment require the lifter to over-reach, twist and/or stretch?			
Does any operation require the use of a ladder or steps?			

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**General Health & Safety**

<b>Possible Hazard</b>	<b>Y/N</b>	<b>Observation (Complete as Required)</b>	<b>Required Actions</b>
Are DSE assessments in place for computer users?			
Are there any problems with excessive or prolonged noise?			
Is the building kept at a comfortable temperature?			
Are there any problems due to damp or fumes in the building?			
Is there an emergency telephone and a list of emergency numbers available at all times?			
Is first aid equipment available?			
Is there a list of special medical needs for members available?			
Are staff appropriately trained and is that training recorded?			
Are volunteers appropriately trained and is that training recorded?			

**Comments**

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**Safety Documentation**

Possible Hazard	Y/N	Observation (Complete as Required)	Recommendations
Is there a list of electrical equipment available and have all checks/inspections and tests been recorded?			
Have session safety check lists, accident forms and outings forms been completed satisfactorily?			

**Signed (Assessor):**

**Reviewed and approved by the Board of Trustees and signed on their behalf by the Chairman:**  
**Date: 10<sup>th</sup> Aug 2016**