



HEALTH, SAFETY & SECURITY MONTHLY INSPECTION

Completed on: Day Month Year

Completed by

Any questions answered in Grey should be investigated and if not corrected, reported to the HSO or Club Chair.

Once completed, this form should be kept for 3 Years.

	Yes	No	N/A	Comments
Monthly checks				
Inspection Report				
Has last month's report been reviewed?				
Have all actions been closed?				
Escape routes				
Can all fire exits be opened immediately and easily?				
Are fire doors clear of obstructions?				
Are escape routes clear?				
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?				
Are external routes clear and safe?				
Do all electronic release mechanisms on escape doors work correctly? Do they 'fail safe' in the open position?				
Are fire door seals and self-closing devices in good condition?				
Do all internal self-closing fire doors work correctly?				
Fire warning systems				
Is the indicator panel showing 'normal'?				
Did the alarm system work correctly when tested?				
Has the system been checked by a competent person?				
Did any linked fire protection systems operate correctly? (e.g. magnetic door holder released)				
Escape lighting				
Are charging indicators (if fitted) visible?				
Do all luminaires and exit signs function correctly when tested?				
Has the system been checked by a competent person?				
Are luminaires and exit signs in good condition and				



Appendix 1 to
Operating & Safety Procedures

undamaged?				
Is emergency lighting and sign lighting working correctly?				
Firefighting Equipment				
Is all equipment in good condition?				
Are all fire extinguishers in place?				
Are fire extinguishers clearly visible?				
Are fire hydrants access and clear of obstructions to them?				
Is the pressure in 'stored pressure' fire extinguishers correct?				
	Yes	No	N/A	Comments
Fire Blankets in place and serviceable. (Kitchen)				
Club Building(s) & Grounds Safety				
Entry and walkways kept clear?				
Level surfaces even or clearly marked if not?				
Stairs kept clear and in good condition?				
Bins emptied and or not overflowing?				
Storeroom(s) cupboards are tidy and free from rubbish?				
Any Spills have been cleaned up?				
Outside areas cleared of rubbish?				
First Aid				
First Aid Box(s) in place?				
Contents in date and complete as per contents list? Or Seal in place?				
Eyewash stations in place and in date?				
First Aid (Incident) Book accessible?				
Control of Substances Hazardous to Health (COSHH)				
Any COSHH materials stored incorrectly?				
COSHH locker closed?				
All empty COSHH containers removed?				
COSHH First Aid Kit in place?				
Security				
Perimeter fence is good condition and no signs of damage?				
Gate and locking mechanism working as normal?				
Club main door lock working as normal?				
Boatshed door and lock in working as normal?				

Further notes can be recorded here including any actions taken: