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| **SEVERNSIDE HEALTH & SAFETY CHECK SHEET** |

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| **Base:** | **Date:** |

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| **Area** | **Y/N** | **Action required /comments** |
| Is the Health & Safety poster clearly on display |  |  |
| Is the fire safety notice clearly on display (Next to the lift) |  |  |
| Is the Employers Liability Insurance Certificate on display |  |  |
| Is lighting adequate? (no broken bulbs or tubes) |  |  |
| Is the flooring in good order? (no damaged tiles/carpets) |  |  |
| Do all electrical sockets have child safety covers |  |  |
| Are all Paper Waste Bin in good working order |  |  |
| Are all Clinical Waste Bins in good working order |  |  |
| Are all Work Stations, including Chairs, in good condition |  |  |
| Are there any sharp items on display (e.g. scissors) |  |  |
| Are all toilet facilities clean and fit for purpose |  |  |
| **Any other Safety Related Issues Identified?** | | |

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| **Name:** |  | **Signature:** |  | **Date:** |  |