

Friends of X112 HEALTH AND SAFETY POLICY CHECKLIST

Training

All staff will complete an induction programme with information about Health and Safety arrangements within the organisation. Any updates or changes to these arrangements will be discussed at staff meetings and supervision sessions.

The [DESIGNATED PERSON] will ensure that all staff and volunteers fully understand the Policy and are made aware of all fire alarm points, fire extinguishers, fire blankets and fire exits in the building.

The following is a list of things to be checked in Friends of X112's office every six months.

Check:	Date:
<ul style="list-style-type: none"> Workstations (incl. Display Screens) are safe. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>) 	
<ul style="list-style-type: none"> User takes regular breaks from long tasks/positions and ensure VDU users are aware of availability of FREE eye tests. (Follow separate checklist <i>VDU Workstation Inspection Checklist</i>) 	
<ul style="list-style-type: none"> Lighting is adequate (e.g. no glare should be transmitted) 	
<ul style="list-style-type: none"> Environment (noise levels, temperature, humidity, any anti-static device). 	
<ul style="list-style-type: none"> Staff have been appropriately trained to carry out their tasks. 	
<ul style="list-style-type: none"> First Aid Box is in place and adequately stocked. 	
<ul style="list-style-type: none"> Accident Book and procedure is in place and staff are informed of these. 	
<ul style="list-style-type: none"> Exits and walk-ways are kept clear and accessible to wheelchair users. 	
<ul style="list-style-type: none"> Electrical and other equipment are safe to use and are not being misused. 	
<ul style="list-style-type: none"> Power sources are safe to use and are not misused. 	
<ul style="list-style-type: none"> No trailing wires and damaged floor coverings. 	
<ul style="list-style-type: none"> Warning notices, where necessary, are clearly displayed. 	
<ul style="list-style-type: none"> Heavy or dangerous items are not stored above shoulder height. 	
<ul style="list-style-type: none"> Heavier items are stored in lower drawers of filing cabinets. 	
<ul style="list-style-type: none"> Step ladders are provided and used where necessary. 	
<ul style="list-style-type: none"> Hazardous materials (eg. cleaning fluids) are stored properly and are clearly marked. 	
<ul style="list-style-type: none"> Staff/volunteers are not expected to lift heavy items above their individual capability. 	
<ul style="list-style-type: none"> Security/confidentiality arrangements are adequate (eg. place for valuables) 	
<ul style="list-style-type: none"> Office procedures relating to hygiene and cleanliness are complied with. 	
<ul style="list-style-type: none"> Radiators are kept clear. 	

