Primary Care

Health and Safety Weekly Checklist

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| Site: |  |
| Date: |  |
| Staff Name: |  |

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| Reception and Office Areas | | | |
|  | Yes/No | | Actions |
| Is there room for everyone to move around safely? |  | |  |
| Are the floors safe, and free from slip and trip hazards? |  | |  |
| Is the area clean and free of clutter? |  | |  |
| Are the rubbish bins empty? |  | |  |
| Is all office equipment working properly? |  | |  |
| Is the lighting sufficient and working? |  | |  |
| Are blinds fitted and working to reduce glare? |  | |  |
| Are all fans regularly cleaned? |  | |  |
| Are exits clear from clutter? |  | |  |
| Clinical Rooms | | | |
|  | Yes/No | | Actions |
| Is the room clean and free of clutter? |  | |  |
| Are the floors safe, and free from slip and trip hazards? |  | |  |
| Are the rubbish bins empty? |  | |  |
| Is all office equipment working properly? |  | |  |
| Is the lighting sufficient and working? |  | |  |
| Are sharps bins closed and in date? |  | |  |
| Is the couch roll in the room? |  | |  |
| Are the privacy curtains clean and undamaged? |  | |  |
| Are all fans regularly cleaned? |  | |  |
| Are exits clear from clutter? |  | |  |
| Is PPE stored correctly |  | |  |
| Patient Areas | | | |
|  | Yes/No | | Actions |
| Is there room for patients to move around safely? |  | |  |
| Are the seats free of damage and safe to use? |  | |  |
| Are the toilets clean and fully stocked? |  | |  |
| Are the floors safe, and free from slip and trip hazards? |  | |  |
| Are fire exit signs clearly visible? |  | |  |
| Is drinking water available? |  | |  |
| Is hand sanitiser available? |  | |  |
| Is the hearing loop available and working? |  | |  |
| Corridors/Common Areas | | | |
|  | Yes/No | | Actions |
| Are the floors safe, and free from slip and trip hazards? |  | |  |
| Are fire exits & escape routes clearly signposted and free of obstructions? |  | |  |
| Are fire doors clearly marked and kept closed? |  | |  |
| Are fire door closing mechanisms working? |  | |  |
| Are fire extinguishers safe and sealed? |  | |  |
| Are the toilets clean and fully stocked? |  | |  |
| Kitchens | | | |
|  | Yes/No | | Actions |
| Are floor and surfaces clean and clear? |  | |  |
| Is drinking water available? |  | |  |
| Is the fridge clean and free of expired food? |  | |  |
| Is the microwave oven clean and undamaged? |  | |  |
| Building Exterior | | | |
|  | Yes/No | | Actions |
| Are the entrance and pathways free of obstructions? |  | |  |
| Are the bins closed and in the correct storage area? |  | |  |
| Is the clinical waste bin locked? |  | |  |
| Is the exit route clearly marked? |  | |  |
| Alarms | | | |
| Date of last fire alarm test |  | | |
| Date of last building alarm test |  | | |
| Evidence That Checks Have Been Undertaken | | | |
|  | Yes/No | Actions | |
| First aid boxes |  |  | |
| Fridge temperature |  |  | |
| Defibrillator equipment |  |  | |
| Oxygen tanks |  |  | |
| Room cleaning tick lists |  |  | |
| Hazardous Chemicals (COSHH) | | | |
|  | Yes/No | Actions | |
| Are cleaning materials stored in a locked cupboard and all cleaning equipment stored away from members of the public? |  |  | |

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| Anything Else of Note |
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| Contents of First Aid Boxes | First-Aid Box Size | | | |
| Small  <25 people | Medium  up to 100 people | Large  >100 people | Travel | |
| Burn Relief Dressing 10cm x 10cm | 1 | 2 | 2 | 1 | |
| Wash-proof Assorted Plasters | 40 | 60 | 100 | 10 | |
| Eye Pad Dressing with Bandage Sterile | 2 | 3 | 4 | 1 | |
| Foil Blanket Adult Size | 1 | 2 | 3 | 1 | |
| Large HSE Dressing 18cm x 18cm Sterile Unboxed | 1 | 2 | 2 | 1 | |
| Medium HSE Dressing 12cm x 12cm Sterile Unboxed | 4 | 6 | 8 | 1 | |
| Nitrile Gloves Pair | 6 | 9 | 12 | 1 | |
| Mouth to mouth Resuscitation Device with Valve | 1 | 1 | 2 | 1 | |
| Finger Dressing with Adhesive Fixing 3.5cm | 2 | 3 | 4 | - | |
| First Aid Guidance Leaflet | 1 | 1 | 1 | 1 | |
| Conforming Bandage 7.5cm x 4m | 1 | 2 | 2 | 1 | |
| Microporous Tape 2.5cm x 5m | 1 | 1 | 1 | 1 | |
| Cleansing Wipes | 20 | 30 | 40 | 4 | |
| Safety Pins Assorted | 6 | 12 | 24 | 2 | |
| Single Use Triangular Bandage 90cm x 127cm | 2 | 3 | 4 | 1 | |
| Universal Shears Small 6" | 1 | 1 | 1 | 1 | |
| Eye Wash 250ml | - | - | - | 1 | |