



## General building check

This aide-memoir may be used to assist in building checks.  
This does not imply that the conditions are safe and healthy -  
nor that the arrangements for welfare at work are satisfactory.

<b>Building</b>	<b>Date</b>

### Environment

- 1 Is general and engineering waste being disposed in correct manner
- 2 Are there any other general environmental concerns

Comments

### Curtilage

- 1 Are the roadways clear and footpaths in good condition
- 2 Does the external lighting work
- 3 Is the area free from any potential hazards that could cause slips, trips or falls
- 4 Is there salt/grit available for icy conditions, with spade or shovel to allow it to be spread
- 5 Are stores being left safely
- 6 Are vehicles being parked correctly (not obstructing fire exits)
- 7 Is the security fencing in good condition (including gates and locks)
- 8 Are the drains clear (ie: no surface water laying around)
- 9 Are all pipes/overflows free from leaks (likely to freeze in winter)
- 10 Are all Asbestos Cement panels, roofing, or downpipes / guttering in good condition

Comments

### Entrance

- 1 Is there a Health & Safety Law poster
- 2 Is there a Health & Safety Notice
- 3 Has a "USR details label" been placed in the relevant areas on the above notices
- 4 Is there a first aid notice
- 5 Is the bomb threat notice visible and up to date
- 6 Is the building manual present
- 7 Is the snow and ice policy visible
- 8 Is there a notice identifying where other service's supplies enter the building

Comments

### Fire Information

- 1 Is the Fire Risk Assessment available and up date
- 2 Are the fire alarms tested and recorded regularly if provided (Check Log Book)
- 3 Are fire extinguishers in their correct place, of the right type and in date
- 4 Are Fire Notices displayed at every fire alarm call point
- 5 Is emergency lighting present
- 6 Is the fire stopping between floors and rooms complete
- 7 If applicable - are other alarms (Water & Gas detection) tested and recorded regularly

Comments

continued over

