

5-28 Checklist: Monthly H&S Checks



SITK Ltd t/a Safety is the Key

Premise Address:

Ref:

REMEMBER: If you have a Fire Alarm system, it must be tested weekly. In addition to this Monthly Checklist, still carry simple daily visual workplace H&S checks.

Date:																								
Completed by:																								
Month:	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec	
Monthly Recorded Checks	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Premise walk-round shows no H&S issues?																								
All accidents recorded & investigated?																								
First aid boxes fully stocked?																								
Fire doors & fire extinguishers safe?																								
All staff trained in H&S (including new staff)?																								
Fire & smoke alarms & Emergency lights tested?																								
COSHH, equipment, task & all other work risk assessments still valid?																								
Steps/ladders been visually checked?																								
Storage/racking been visually checked?																								
Waste stored & disposed of safely?																								
Have staff-reported H&S issues been corrected?																								

Date:	Action(s) required	Sign/Date when completed

NOTE: This Checklist is designed to be a reminder of some of the actions you may need to during an on-site H&S Induction. Be aware that it is NOT a definitive or official list of actions and no liability can be accepted for errors or omissions.

Need more help? Why not sign up to one of our three H&S Competent Person Packages from just £99 per month plus VAT. Email info@safetyisthekey.co.uk or visit www.Safetyisthekey.co.uk