

## Directorate of Academic Services

### Health & Safety and Fire Safety Checklist for Managers

The following items should be formally checked and recorded at least **monthly**, though these issues should be looked out for daily and rectified immediately. This checklist is in support of the risk assessments that have been carried out and are not intended to act as a substitute.

General	Yes	No	Comments
Ensure staff are switching off electrical equipment (computers, screens, MFD/printers, etc) over night and during holiday periods.			
Ensure your staff are aware that all relevant accidents, incidents and near misses must be reported to their local Health & Safety co-ordinator to be recorded on IRIS.			
<b>Furniture</b>			
Ensure any damaged/broken furniture which could cause injury is disposed of.			
Ensure there are there no unstable cupboards or shelves.			
Ensure heavy items are not stored above head-height.			
Ensure staff are aware of personal safety issues, measures to avoid unsafe situations and lone working policies for their building.			
<b>Work Area</b>			
Ensure there are no "overloaded" sockets or extension cables.			
Ensure all trailing cables and wires are tidy and securely fixed or protected.			
Ensure that staff have appropriate storage for personal items and are not using under desks and egress routes to store these.			
Ensure all staff are aware that all electrical equipment in their service area must be PAT tested and that no unauthorised equipment may be brought in to work for personal use. (NB. staff to charge phones via their laptops/docking stations.)			

<b>Kitchen</b>			
In all areas ensure staff are using the kitchens safely and responsibly, observing normal hygiene and health and safety protocols. Ensure staff are following the kitchen cleaning rota.			
In One Elmwood, ensure staff are maintaining kitchen protocol rota.			
<b>Annual Fire Drills</b>			
Ensure staff are aware of the policy of annual fire drills for all University buildings.			
Ensure staff are aware of their personal responsibilities in complying with fire drills and egress routes from their building in the event of the alarm sounding.			

Checklist carried out by (print name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_