

S15 – Housekeeping Checklist H&SHK01

Site Date

Floors & walkways

	Yes	No	N/A	Observations
Are all walkways kept clear?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the floor free from tripping hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are all cables and hoses suitably stored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are all large of awkward items being stored safely so as not to cause a hazard to pedestrians or vehicles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are all floors and walkways free from potholes and other damage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is all uneven flooring clearly identified?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a programme in place for replacing uneven flooring?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are unsafe areas cordoned off?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Spillages — liquids

Are wet surfaces covered with non slip materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If necessary are non slip safety shoes provided?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are floors cleaned regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Storage of waste

Are there suitable skips/containers to handle the different waste products produced on the site?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are they regularly emptied?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are they able to receive waste now?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Storage — general

Are materials and equipment stored in such a way that sharp objects don't interfere with walkways?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are tools and equipment stored correctly (shadow boards)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are workbenches free of clutter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are COSHH substances stored securely and tidily?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is lifting equipment stored tidily?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Poor weather

- Are drains clear of blockages?
- Is salt or grit available for clearing ice and snow?

Lighting

- Is the work area suitably lit?

Falls

- Are all edges protected?
- Are all ladders secured?

Offices

- Is the office(s) clean, tidy and free of loose carpet tiles and spillages?
- Are cables tidy?
- Are there suitable arrangements for the storage and collection of waste?
- Are windows cleaned on a periodic basis?

Completed by Coutersigned by

