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| **FACILITIES INSPECTION CHECKLIST** |  |
| **Date of Inspection** |  |
| **Inspection completed by** |  |
| **Next inspection scheduled**  |  |
| Question | Y/N/NA | Action Required  |
| Risk assessments completed to identify hazards and implement appropriate control measures |  |  |
| Emergency evacuation plans and procedures in place |  |  |
| No hazards, clutter, and obstructions within the facility |  |  |
| Adequate lighting throughout the premises, both indoors and outdoors |  |  |
| Clear and visible signage indicating emergency exits, first aid locations, and safety procedures |  |  |
| Electrical Safety |
| Inspect electrical equipment, including wiring, switches, and outlets |  |  |
| Testing and tagging of electrical equipment up to date |  |  |
| electrical panels and control boxes accessible and free from obstructions |  |  |
| Appropriate fire detection and suppression systems, such as smoke alarms and fire extinguishers |  |  |
| Smoke Alarms in good working order |  |  |
| Fire always exits clear and unobstructed |  |  |
| Inspect and maintain fire safety equipment and systems as per legal requirements |  |  |
| Safety of electrical outlets, switches, and wiring. |  |  |
| Hazardous Substances |
| Control measures in place to minimise exposure, such as proper storage, labelling, and use of personal protective equipment (PPE). |  |  |
| Training completed on the safe handling, storage, and disposal of hazardous substances |  |  |
| First Aid and Emergency Response |  |  |
| Well-stocked first aid kits in easily accessible locations. |  |  |
| Designated first aid officers and ensure they receive appropriate training. |  |  |
| Records of all incidents, injuries, and first aid treatments provided |  |  |
| Building, Structure and Equipment |
| Condition of the building, including walls, ceilings, floors, and windows |  |  |
| Safety of staircases, handrails, ramps, and walkways |  |  |
| Adequate lighting and emergency lighting |  |  |
| Safety of seating areas, tables, and chairs |  |  |
| Heating and cooling systems in good working order |  |  |
| Inspections of audio-visual equipment, lighting systems, and sound systems |  |  |
| pathways, walkways, and parking areas clear and safe |  |  |
| Plumbing and Water Systems |
| Functionality of sinks, toilets, showers, and drains |  |  |
| Inspection for leaks, drips, or water damage |  |  |
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