

CALNE IN TUNE
HEALTH AND SAFETY SESSION CHECKLIST
FOR CALNE CENTRAL (& Hired Venues)

Check	Tick	Action needed
Session Start		
Fire Doors working; Fire Exits (& access to them) Clear		
General Cleanliness – Health & Hygiene		
Toilets Clean with Toilet Paper & Wipes		
Hand Washing and Drying facilities (Towels/Dryer)		
Check for Trailing Wires, Cables or other Hazards		
No Loose or Uneven Flooring		
Floors Dry, no Slippery Surfaces		
Food Preparation Areas Clean – Health & Hygiene		
Space for Litter in Waste Bins & Recycle Bins		
Emergency Contact Numbers available		
First Aid Kit complete and accessible		
Accident Logbook Present (and used as required)		
Sign in Sheet Completed (as required)		
Users aware of Fire Exit Locations & Procedure		
During Session		
Toilets Clean, Toilet Paper & Wipes available		
No Water on Floors; Check Toilets and around Sinks		
Food Preparation areas remain Clean		
Space for Litter in Waste & Recycle Bins		
Record any Accidents or Incidents in Incident Log		
No Trailing Wires, Cables or other Hazards		
Closing Session		
Fire Doors/Exits closed		
Equipment Stored stacked safely		
Space Cleared and Cleaned		
Toilets/Hand Washing facilities cleaned		
No Wet Floors or Slippery Surfaces		
No Tailing Wires, Cables or other Hazards		
All Electrical Appliances/IT equipment turned off		
Food Preparation Areas Cleaned		
Litter Bins (and Recycle Bins if full) Emptied		
Accident sheets completed where required (and signing in sheet collected when appropriate)		
First Aid Kit complete (restock, or recorded requirements)		