



Bournemouth Council for Voluntary Service

Registered charity No. – 108381 Company Reg'd in England & Wales No. 4024662

Boscombe Link, 3-5 Palmerston Road, Bournemouth, BH1 4HN

Tel & Fax: 01202 466130

email: contactus@bournemouthcvs.org.uk

15. BCVS FORTNIGHTLY H&S CHECK LIST

Rating value: 3 – Good; 2 – Average; 1 – Poor; 0 – Needs urgent attention; n/a – not applicable

Building, furniture and shelving appear in good, stable and secure condition, wall surfaces, ceiling and permanent fittings appear to be in a reasonable condition

	Rating	Comments	Action by	Done
State of office				
State of Goldfish Bowl				
State of Interview Room				
State of other areas				
State of kitchen area				
State of toilets				
State of yards				
Other activities				
Trip hazards				
Fire exit routes marked and not blocked				
Fire extinguishers seal unbroken				
Fire extinguishers clearly marked				
Fire extinguishers service up to date				
First Aid box checked				
Security Alarm Checked				

Other comments:

Signed (Date of inspection)**.....**