



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

16. BCVS H&S ANNUAL MANAGEMENT INSPECTION FORM

The following checklist should be completed by the Chief Executive Officer during annual inspections.

Inspection conducted by:

Date of inspection:

Date reported to Trustees:

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

ACTIVITY	RATING (0 – 3)	COMMENTS	ACTION BY (date)	DONE
Documentation				
Health and Safety Law Poster (2009) displayed prominently?				
Fortnightly H&S checks				
Employer's Liability Certificate displayed				
Risk Assessments/Policies and procedures- The following should be up to date and available on file. Staff members should have a working knowledge of relevant documents.				
BCVS H&S Policy				
Site maintenance RA				
Fire RA & procedures				
First Aid RA				
Working at Home				
Driving policy & RA				
Mobile phone policy				
Manual Handling				

ACTIVITY	RATING (0 – 3)	COMMENTS	ACTION BY (date)	DONE
RA				
Display Screen Equipment RA				
Lone working policy, procs and RA				
Policy for mgt of work-related stress				
Working at Height				
COSHH risk assessment				
Accident and near miss report forms				
First Aid Arrangements				
First aid box fully stocked and regularly checked				
Appointed person appointed				
Fire Precautions				
Fire exit routes marked and not blocked				
Fire points marked				
Fire extinguishers in place and maintained				
Fire instructions displayed				
Fire alarm and sensors in place and regular checked				
Fire Stewards appointed				
Regular fire drills held				
Building furniture and shelving appear in good, stable and secure condition, wall surfaces, ceiling and permanent fittings appear to be in a reasonable condition				
State of office				

ACTIVITY	RATING (0 – 3)	COMMENTS	ACTION BY (date)	DONE
State of Goldfish Bowl				
State of Interview Room				
State of other areas				
State of kitchen area				
State of toilets				
State of yards				
Other activities				
Minimal trip hazards (trailing leads, damaged floor surfaces, obstructions)				
Electrical items have undamaged casings, leads and plugs				
Loan equipment is PAT tested each year				
Individual risk assessments are up to date.				
Manual handling Staff required to undertake manual handling have been appropriately trained				
Step ladder has been inspected				
Report on staff stress levels produced				
Drivers Vehicle and driver records are all up to date				
TOTAL				
Max. possible				
% of maximum				

Signed (Date of inspection)

Other comments:

**Checked, all actions complete (sign and date).....
(Chief Executive Officer)**