

THE GRADUATE SCHOOL HEALTH AND SAFETY CHECKLIST

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WEEKLY	Checked
• <i>Carry out Fire Alarm Test</i>	
• <i>Ensure Porch Area & Main Foyer are clear and tidy</i>	
• <i>Ensure Fire Detectors are not covered</i>	
• <i>Ensure Escape Routes and stairwells are clear</i>	
• <i>Ensure Fire Exit doors open cleanly</i>	
• <i>First aid box available and fully stocked</i>	
• <i>Ensure First Floor Social Area is clear and tidy</i>	
• <i>No damaged furniture</i>	
• <i>No storage/empty boxes/ rubbish blocking walkways</i>	
• <i>No confidential waste bags in area beside lifts until Wed AM</i>	
• <i>No cables running across floor</i>	
• <i>No spillages</i>	

MONTHLY	Checked
• <i>Check Door Releases are working properly</i>	
• <i>Check Disabled Refuge Communication is working properly</i>	
• <i>Check Fire Extinguishers</i>	
• <i>Check Fire Doors</i>	

ANNUALLY	Checked
• <i>Carry Out Annual Fire Drill</i>	
• <i>Check Staff Fire and Safety Training Records</i>	
• <i>Check Fire Evacuation Controllers, Fire Wardens and First Aiders are up to date</i>	