



# HEALTH AND SAFETY CHECKLIST



<b>Organisation Details:</b>	Visitor Attraction-	House and Gardens; World Owl Trust
<b>Organisation:</b>	Muncaster Visitor Management	<b>Contact Name:</b> Steve Bishop
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Personnel			
Number of Employees:	20 -80 varies seasonally		
Health and Safety Management			
H & S Manager.	Stuart Robb		
Are the responsibilities of Muncaster staff and Visiting Group organisers clearly defined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Muncaster Staff will exercise appropriate "Duty of Care" to its visitors Visiting Group Organisers responsible for Group Members at all times
Does Muncaster have conduct rules for visiting groups?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Same as apply to all visitors to Muncaster Castle

	YES	NO	N/A	Evidence/Comments
<b>Safety Policy</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(In writing for 5 or more employees)				General policy statement date May 2004 latest specific area update December 2006
Policy Date:				
Child Protection Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All children are required to be supervised by visiting groups own adults at all times Muncaster staff do not supervise unaccompanied children

Risk Assessment			
General Risks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Procedures
<b>How are new and existing employees informed of procedures and changes to those procedures?</b>
All new staff undergo induction which includes policy and safety protocols All changes circulated by memo, extra training given if needed
<b>How are casual/volunteer/freelance/associate personnel informed of procedures and changes to those procedures?</b>
By head of dept for whom working



	Yes	No	N/A	Evidence/Comments
<b>Emergency Procedures</b>				
Fire Risk Assessment for Premises?	x			As per regulatory reform (fire safety) order 2005 Full Fire Assessment Updated February 2008
Log Book (for alarm/extinguisher tests)	x			
Smoke/heat detectors in all areas?	x			
First Aid provision by staff at all times?	x			Nearest doctor/hospital from venue? Doctor 6 miles Hospital 17 miles
Accident reporting system?	x			
Near-miss reporting system?	x			
RIDDOR report forms?	x			
<b>Notification to Enforcing Authority</b>				
HSE or Local Authority?	x			Both
<b>Signs and Notices</b>				
Health and Safety Law Poster?	x			
Fire Action Notices?	x			
Safety Signs?	x			
Separate routes for vehicles?		x		Vehicle movements kept to minimum when public have access
Work place clean and tidy?	x			
<b>Fire Precautions</b>				
Is fire drill clearly posted?	x			
Exits clearly marked?	x			
Extinguishers appropriate and serviced?	x			Checked monthly serviced annually
Automatic Fire Detection?	x			Checked weekly serviced 6 monthly
Emergency Lighting?	x			Checked monthly
Portable appliances checked?	x			Various. Latest Aug 08
Fixed wiring checked?	x			23.03.05
<b>Hazardous Substances</b>				
Flammable liquids?	x			Securely stored
Any toxic/harmful/irritant substances?	x			Securely stored
<b>Environment</b>				
Heating/lighting appear OK?	x			
Working space appears OK?	x			
Is workplace noisy?		x		
<b>Welfare</b>				
Toilet and Washing facilities?	x			
Is food prepared on site by suitably qualified catering staff?	x			
Drink and rest facilities?	x			
Are clothes washing facilities provided?		x		Could be In emergency
Are clothes drying facilities provided?		x		Could be In emergency