

Health and Safety Log

Page _____

Records for (e.g. first aid kits) _____

<u>What was checked, inspected or tested?</u>			<u>Was any corrective action needed?</u>	
<u>Date</u>	<u>Details and Comments</u>	<u>Log filled in by</u>	<u>Details or corrective action</u>	<u>Completed</u>

Health and Safety Log

This form used to keep a record of the testing and maintenance you do on your Health and Safety equipment and in and around your building. This form is designed to allow you to record and follow up any corrective actions that you might need if something is found to need repair.

The form needs to be filled in using pen and clear writing. Mistakes should be deleted by drawing a line through the error. This document is used as a permanent record of the inspections and tests that you do to ensure that equipment is in the right place and that it is in working order. This document can be very important if you need to show an inspector that you are looking after people's safety.

Although you can use one form for everything, it is suggested that you use a separate form for different groups of equipment or kinds of check that you make, because this makes following up corrective actions easier. This should be written on the top of the page in the "Records For" section. The most common ones are:

- Electrical safety inspections and PAT tests
- First aid kit checks
- Inspection of the premises, fittings and fixtures
- Inspection of the grounds, memorial stones and trees
- Testing fire alarms and emergency lighting

Completing the form

Start by filling in the Date section with the date that the inspection, test or check was made. The details and comments section is used to write down what was done and the log filled in by section is used for the name or initials of whoever is filing in the entry. There are examples overleaf.

If any corrective action is needed, write this into the "Was any corrective action needed" section. Write down what corrective action is needed in the "Details or comments" section. The date when the corrective action was completed is entered into the "Completed" column when it has been done. If you do not need to do any corrective actions, simply put a line through this section).

Keep any copies test certificates and similar documents in the same folder that the log book is kept in.

Examples

<u>What was checked, inspected or tested?</u>			<u>Was any corrective action needed?</u>	
<u>Date</u>	<u>Details and Comments</u>	<u>Log filled in by</u>	<u>Details or comments</u>	<u>Completed</u>
<i>01/02/03</i>	<i>Checked first aid kit</i>	<i>ABC</i>	<i>New plasters needed – some small sizes have been used</i>	<i>02/02/03</i>
<i>01/02/03</i>	<i>Checked grounds, memorial stones</i>	<i>ABC</i>		
<i>01/02/03</i>	<i>Annual electrical test</i>	<i>ABC</i>	<i>Minor works, see attached sheet</i>	<i>01/02/03</i>