

General Administrative Compliance Checklist

Diagnostic labs & pathology

ELECTRICAL SAFETY

Is the entire electrical installation in order?

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Have all electrical systems and equipment been tested in accordance with the provisions of the Electricity at Work Regulations 1989?

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Are records regarding regular testing of installation, equipment and portable appliances up to date?

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Is the use of flexible electrical cable and extension leads kept to a minimum and only short lengths used?

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Are the electrical circuits free of any evidence of overloading?

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Is electrical equipment (e.g. light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?

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Is the staff aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment?

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FIRE DETECTION AND ALARM SYSTEMS

Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned?

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FIRE SERVICE FACILITIES AND LIAISON

Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for fire-fighting and rescue purposes?

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MANAGEMENT

Have staffs been suitably trained for these measures?

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Is there suitable monitoring of fire safety measures in place?

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MEANS OF ESCAPE

Are fire exits of a sufficient number and of sufficient width to enable the people present in any and all areas to evacuate safely?

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NOTICES AND FIRE SAFETY SIGNS

Are sufficient appropriate fire safety notices and signs used throughout the premises?

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Do all "panic bar" fire exit doors have suitably positioned "Push Bar to Open" signs?

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PORTABLE FIRE-FIGHTING EQUIPMENT

Are all portable fire extinguishers and fire blankets suitably located, positioned on brackets securely fixed to the wall and available for immediate use – not obstructed or hidden?

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Are the locations of all portable fire extinguishers clearly identifiable?

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Is the Pressure Gauge in the middle of the Green Zone?

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SAFDSF

Is there an effective system for ensuring that the quantities and storage of all types of flammable materials are reasonable and properly controlled?

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Are all areas clean and tidy with no inappropriate storage and all combustible waste properly placed in designated containers?

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Is all waste regularly collected and placed in a safe place ready for collection?

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Does staff understand the need to report any potential fire hazards?

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TESTING, MAINTENANCE AND RECORDS

Is the fire detection and alarm system tests carried out and recorded?

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Are the portable fire extinguishers and fire hoses properly tested

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Is the automatic sprinkler system properly tested, maintained and these recorded?

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Are their suitable records of the regular fire safety maintenance tests?

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Are there suitable records of fire evacuation drills?

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