|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date and initials | | | | | | | | | | | | |
| Area |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire Escape routes clear |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire extinguishers present and tagged |  |  |  |  |  |  |  |  |  |  |  |  |
| Area tidy and floor clear |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Tools in correct places |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand tools checked for safety |  |  |  |  |  |  |  |  |  |  |  |  |
| Hand Drills in correct location |  |  |  |  |  |  |  |  |  |  |  |  |
| Drills visually checked |  |  |  |  |  |  |  |  |  |  |  |  |
| Orbital Sander in Correct Location |  |  |  |  |  |  |  |  |  |  |  |  |
| Orbital Sander visually checked |  |  |  |  |  |  |  |  |  |  |  |  |
| Jigsaws in correct location |  |  |  |  |  |  |  |  |  |  |  |  |
| Jigsaws visually checked |  |  |  |  |  |  |  |  |  |  |  |  |
| Mitre saw in correct location |  |  |  |  |  |  |  |  |  |  |  |  |
| Mitre Saw visually checked |  |  |  |  |  |  |  |  |  |  |  |  |
| Mitre Saw guard in place |  |  |  |  |  |  |  |  |  |  |  |  |
| Wood stacked to reduce risk of falling |  |  |  |  |  |  |  |  |  |  |  |  |
| Chemicals correctly located in cupboard |  |  |  |  |  |  |  |  |  |  |  |  |
| Damaged tool area inspected and tools mended or removed |  |  |  |  |  |  |  |  |  |  |  |  |
| First Aid Kit present and stocked |  |  |  |  |  |  |  |  |  |  |  |  |

This inspection sheet must be completed on a weekly basis by the workshop manager. Random spot checks will be made by the Students’ Union and Health and Safety Manager.

Please report any defects that cannot be easily rectified to the Student Activities and Health and Safety Manager on 01158468782 or Julia.lediard@nottingham.ac.uk