



Health and Safety Session Checklist

Leader in charge to ensure completion of the following actions:

Start of session

- Visually check environment and equipment for potential hazards (i.e. tripping, slipping, fire, damaged equipment, emergency exits clear).
- Visually check emergency equipment (first aid kit, fire extinguishers, fire exits and signage).
- Check staffing levels are adequate before starting activity.
- Check staff are aware of emergency procedures (fire, accident and violence).

During session

- Outline any particular rules that must be adhered to on the day.
- Environmental hazards dealt with as they become apparent.
- Heavy equipment moved appropriately.
- Service faults (gas, water, electric) dealt with and reported.
- Food hygiene adhered to in all handling of food.
- If transport arrangements checked members/volunteers updated on any changes.
- Risk-assess activities.
- Ensure safe handling, use and storage of hazardous substances.

End of session

- Check environment for dangers (fire, slip, trip and damaged equipment).
- Equipment stored with regard to COSHH health and safety.
- All income recorded, receipted, bagged, labelled and secured.
- Leaders debriefed, records and reports completed and messages passed on as appropriate.

When following procedures or taking actions the primary concern must be the health and safety of the members and the public.

SESSION REPORT

The leader in charge completes this form to confirm the session checklist has been completed and to record and health and safety or other issues.

Activity:

Date:

Health & Safety Checks	
I confirm that checks have been completed, actions taken, and reports completed: Name..... Signed.....	H&S Risk and Near Misses Report
Attendance	
Committee members / Others in charge / Numbers of Volunteers	General Report
Accidents	
Accident Book Reference:	Brief Details of Incident