

# Bar Health Code Checklist

A free checklist to prepare your bar for health and safety inspection.



## Space and Layout

- ☐ Is there enough space to move around safely?
- ☐ Is there enough space for storage of materials & equipment?
- ☐ Is there enough clear bench space to use materials & equipment safely?
- ☐ Are unauthorised people excluded from the cellar?

## Housekeeping

- ☐ Are floors in a safe condition?
- ☐ Are floors free of boxes, equipment & other trip hazards?
- ☐ Are surfaces clean?
- ☐ Are there separate waste bins for : general waste?, broken glass?, waste chemicals?, food waste?
- ☐ Are bins emptied often enough?

## Ventilation

- ☐ Is there enough fresh air, without draughts?
- ☐ Is extra ventilation provided to remove fumes?
- ☐ Are ventilation systems tested annually?

- ☐ Is the room temperature comfortable? (at least 16°C)
- ☐ Are windows in a clean & safe condition?
- ☐ Are blinds fitted to reduce glare or temperature?
- ☐ Is lighting adequate in all areas?
- ☐ Is extra lighting provided for close work where needed?

## Manual Handling

- ☐ Are stepladders or footstools available and used to reach high shelves?
- ☐ Are heavy & awkward items stored at waist height where possible?
- ☐ Are trolleys or barrows available and used for moving heavy or large loads?

## Toilet and Handwashing Facilities

- ☐ Are handwashing & drying facilities available in the area?
- ☐ Are there enough toilets for men & women within reasonable distance?
- ☐ Are toilets & washbasins clean & in working order?
- ☐ Are hot and cold (or warm) running water, soap and towels (or other cleaning/hand drying facilities) provided in the toilets?

## Kitchenettes/Tea Rooms

- ☐ Are staff warned & supervised to ensure there is no eating, drinking or smoking where chemicals are used or kept?
- ☐ Are rest & eating facilities provided outside the bar?
- ☐ Are floors & surfaces clean & tidy?
- ☐ Is drinking water available?
- ☐ Are power points & cables a safe distance from wet areas?
- ☐ Are microwave oven door seals clean and undamaged?

## Fire contact

- ☐ Are flammable substances used, labelled & stored safely?
- ☐ Are fire exits & escape routes free of obstructions?
- ☐ Are fire doors clearly marked & kept closed?
- ☐ Do fire door closing mechanisms operate properly?
- ☐ Are vision panels in doors unobstructed?
- ☐ Are fire extinguishers provided and tested annually?

- ☐ Are up to date fire action notices displayed in the bar and corridors?
- ☐ Have fire wardens been appointed and trained for this area?
- ☐ Can fire alarms be heard in all areas?
- ☐ Are smoking rules followed?

## People With Disabilities

- ☐ Is there access for people with impaired mobility?
- ☐ Is there access to disabled toilets within reasonable distance?
- ☐ Do emergency evacuation procedures include people with disabilities?
- ☐ Are there up-to-date Personal Emergency Evacuation Plans (PEEPS) for individual staff and students, if necessary?

## First Aid

- ☐ First Aid contact Occupational Health Service if problems regarding first aid
- ☐ Are first aid boxes clearly marked & kept fully stocked with stock that has not exceeded a given expiry date?
- ☐ Do staff and students know how to access and use the online incident reporting system?

## Hazardous Chemicals

- ☐ Are suitable spillage kits available?
- ☐ Are corrosive or flammable chemical containers kept in spillage trays?
- ☐ Are suitable containers used for temporary storage?

## Personal Protective Equipment (PPE)

- ☐ Is protective clothing worn properly & in good condition?
- ☐ Is suitable eye protection worn if needed?
- ☐ Are suitable gloves worn if needed?
- ☐ Is respiratory protection suitable and worn if needed?
- ☐ Is all PPE stored in a clean, uncontaminated area?
- ☐ Is suitable PPE available for emergency use?

## Furniture, Fittings and Equipment

- ☐ Are furniture & fittings in good condition?
- ☐ Is all equipment working properly?

- ☐ Is all equipment stable or securely clamped to minimise vibration or noise?
- ☐ Are hot, sharp or dangerous moving parts guarded?
- ☐ Are instructions manuals available?
- ☐ Are users trained in safe operating procedures?
- ☐ Is access restricted to authorised users?
- ☐ Are there enough accessible power points to avoid overloading sockets?
- ☐ Is all portable electrical equipment tested regularly?
- ☐ Do all electrical equipment & cables pass visual inspection?

### Visual Inspection of Electrical Equipment

- ☐ Is the cable covering intact?
- ☐ Damage to the plug - is the casing intact and pins straight?
- ☐ Is the lead intact without any joins.
- ☐ The outer covering of the cable is gripped where it enters the plug or equipment
- ☐ The plug, equipment or socket is free from indications of overheating

### Noise

- ☐ Can you hear someone two metres (approx. six feet) away talking in a normal voice, while machines are in use?
- ☐ Are ear defenders provided and worn if needed?

### Pressure Systems

- ☐ Are pressurised lines tested regularly?
- ☐ Are instructions for use displayed nearby?
- ☐ Are pressure gauges easily readable?

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