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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