



# how to guide

## General Risk Assessment

### General Premises Maintenance

It is the business owner/operator's responsibility to regularly check and maintain the premises. Use this General Risk Assessment form for General Premises Maintenance to complete your onsite audit.

#### SIGNS AND NOTICES

#### Notices in place

The following signs and notices must be displayed.

##### Staff areas

A copy of the Employers Liability Insurance Certificate

A completed Health & Safety Law Poster

A copy of the Health & Safety Policy statement

Location of First Aid & name of 'Appointed Person'

The Fire Evacuation Plan & fire assembly point

Beer raising & CO2 signs in cellar

##### Public areas

Fire exits, escape routes & fire doors

Fire action notices at call points

Smoking policy

Smoking prohibited areas

Car park disclaimer

Outdoor play areas – parental supervision, no dogs, age/height restrictions

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

tick if applicable

Controls Satisfactory

#### BUILDINGS

All parts of the main building and outbuildings are sound and secure, including roof tiles, guttering, external stairs and signage etc.

Intruder alarms and security cameras, where installed, are in good working order.

Security locks are fitted to doors and windows where necessary to prevent unauthorised entry and are in good working order.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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General Risk Assessment

General Premises Maintenance

tick if applicable	Controls Satisfactory
<b>CAR PARK, GARDEN AND OUTSIDE AREAS</b>	
<input type="checkbox"/> Car parks, patios and paths are in good condition, kept clean and cleared, and free as far as possible from potholes, trip and slip hazards.	<input type="checkbox"/>
<input type="checkbox"/> Entrance steps are in safe condition, clearly marked and well lit. handrails are provided where necessary and are secure.	<input type="checkbox"/>
<input type="checkbox"/> Ramps for disabled access are in safe condition, the incline and width is suitable for wheelchairs and edges marked and protected as necessary.	<input type="checkbox"/>
<input type="checkbox"/> Handrails are provided where necessary and are secure.	<input type="checkbox"/>
<input type="checkbox"/> Fences and gates are in good condition including hinges and fastenings. Overhanging shrubs and trees are cut back as necessary	<input type="checkbox"/>
<input type="checkbox"/> Lighting is sufficient at night to highlight any hazards, changes in level, steps etc.	<input type="checkbox"/>
<input type="checkbox"/> Tables and chairs are stable and in good condition. There are no sharp edges, splinters or protruding nails.	<input type="checkbox"/>
<input type="checkbox"/> Umbrellas are secured to prevent them falling or blowing away.	<input type="checkbox"/>
<input type="checkbox"/> Plant containers and baskets are secure.	<input type="checkbox"/>
<input type="checkbox"/> Terrace heaters are stable and secure and fitted with flame failure devices.	<input type="checkbox"/>
<input type="checkbox"/> All areas are regularly checked and cleared of rubbish, broken glass etc.	<input type="checkbox"/>

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