

SITE INSPECTION PROCEDURE

H&S PROCEDURE	
Reference	Operations 2002
Issue	Version 2.2a
Date	10/09/17



Site Inspection

APPENDIX 1: Inspection Form of 5 Pages.

Site Inspection Record Form			
Date	29th April 2018	Conducted by (names) :-	
		Graham S & Bill M	
Synopsis of Full Inspection:-			
<p>Nine items were identified that required attention:-</p> <ul style="list-style-type: none"> a) Eight are minor items to be rectified before the end of May 2018 b) One escape route needs improvement by the end of June 2018 c) Three noted points for review during the <i>next</i> site inspection. 			
Form Completed By (Name)		Bill Maris	Signature <i>Bill Maris</i>
Section (a) WALTER GOLDSMITH HANGAR			
Index	What	Any Notes	OK ?
1	Fire exits OK and Clear		✓/N
2	Fire extinguishers OK and in correct position.		✓/N
3	Fire exit signage OK		✓/N
4	PA Working and Clear in all Areas		✓/N
5	Lighting Fully Operational		✓/N
6	Correct Storage of Combustible Materials		✓/N
7	Clear of Trip Hazards, Touch Hazards, Head Hazards, Child Hazards --- or any Physical Contact Hazards.		✓/N

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8	Exhibits and Areas Correctly Cordoned Off		Y/N
9	Wheel Chair / Disabled Access Safe		Y/N
10	Electrical Fittings Visibly OK		Y/N
11	Exhibits , all correctly positioned, not requiring repair and not causing any risks	OK <i>No hazards or risks identified.</i>	Y/N
12	(Other:- equipment, tools, repairs, building etc)	<i>Power Cabling scruffy / untidy but safe at rear of display cabs --- units will be replaced as part of New Hangar Programme.</i> <i>PAT testing to be done before end Q2</i>	Notes Only
Section (b) TEMPORARY, GDH HANGAR			
Index	What	Any Notes	OK?
1	Fire exits OK and Clear		Y/N
2	Fire extinguishers OK and in correct position.		Y/N
3	Fire exit signage OK		Y/N
4	PA Working and Clear in all Areas		Y/N
5	Lighting Fully Operational		Y/N
6	Correct Storage of Combustible Materials		Y/N
7	Clear of Trip Hazards, Touch Hazards, Head Hazards, Child Hazards --- or any Physical Contact Hazards.		Y/N
8	Exhibits and Areas Correctly Cordoned Off		Y/N
9	Wheel Chair / Disabled Access Safe		Y/N
10	Electrical Fittings Visibly OK	<i>OK but some cabling needs re-fixing</i>	Y/N
11	Exhibits , all correctly positioned, not requiring repair and not causing any risks		Y/N
12	(Other:- equipment, tools, repairs, building etc)	<i>Fire warden vest missing next to fire point – to be replaced.</i>	N

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Section (c) Poly Tunnel, Rapide, Link Trainer, Stores & Club Room			
Index	What	Any Notes	OK ?
1	Fire exits OK and Clear		Y/N
2	Fire extinguishers OK and in correct position.	Rapide fire extinguishers not on base mount or next to fire point ?	N
3	Fire exit signage OK		Y/N
4	PA Working and Clear in all Areas		Y/N
5	Lighting Fully Operational		Y/N
6	Correct Storage of Combustible Materials		Y/N
7	Clear of Trip Hazards, Touch Hazards, Head Hazards, Child Hazards --- or any Physical Contact Hazards.		Y/N
8	Exhibits and Areas Correctly Cordoned Off		Y/N
9	Wheel Chair / Disabled Access Safe		Y/N
10	Electrical Fittings Visibly OK		Y/N
11	Link Trainer Pilot Training Room – General all elements		Y/N
11A	Link Trainer --- all barriers & handrails OK and fully present	OK	Y/N
12	(Other :- equipment, tools, repairs, building etc)	<p>Poly Tunnel ---needs eye-wash old one was damaged ---- removed during inspection.</p> <p>Rapide – eyewash date expired --- needs replacing</p> <p>Note only PAT testing to be completed before end of Q2 in Poly & Club Room.</p>	<p>N</p> <p>N</p> <p>Note</p>

Section (d) Shop, Café Area, Foreman's Office & Toilets			
Index	What	Any Notes	OK ?
1	Fire exits OK and Clear including Signage		Y/N
2	Fire extinguishers OK and in		Y/N

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	correct position.		
3	Exhibits , all correctly positioned, not requiring repair and not causing any risks		Y/N
4	PA Working and Clear in Shop & Cafe Areas		Y/N
5	Lighting Fully Operational		Y/N
6	Correct Storage of Combustible Materials		Y/N
7	Clear of Trip Hazards, Touch Hazards, Head Hazards, Child Hazards --- or any Physical Contact Hazards.		Y/N
8	Exhibits and Areas Correctly Cordoned Off		Y/N
9	Wheel Chair / Disabled Access Safe		Y/N
10	Plumbing, catering & sanitary fittings visibly OK.		Y/N
11	Electrical Fittings Visibly OK		Y/N
12	(Other :- equipment, tools, repairs, building etc)	<p style="background-color: yellow;">TOILETS</p> <p>1) Lights not working in disabled</p> <p>2) Light hanging out of ceiling in Ladies loo (temporarily pushed back during inspection)</p>	<p style="background-color: yellow;">N</p> <p style="background-color: yellow;">N</p>

Section (e) Outside Areas Including Visitor Entry Exhibits

Index	What	Any Notes	OK ?
1	Fire exits OK and Clear + Signage OK		Y/N
2	Fire exit runways and external exit doors clear & OK		Y/N
3	Exhibits , all correctly positioned, not requiring repair and not causing any risks		Y/N
3A	Highball – barriers & covers OK – adult & child proof to water solution?	OK	Y/N

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4	Pathways & Steps OK	125 Steps need anti-slip surface adding	N
5	Exhibits and Areas Correctly Cordoned Off		Y/N
6	Museum assembly Point OK and Signage		Y/N
7	Correct Storage of Combustible Materials		Y/N
8	Clear of Trip Hazards, Touch Hazards, Head Hazards, Child Hazards --- or any Physical Contact Hazards. Child safe.	Comet 1A need to keep monitoring the floor covering joins as potential trip hazard.	Note
9	Wheel Chair / Disabled Access Safe. Disbled Parking OK.		Y/N
10	Signage clear, maintained & safe		Y/N
11	Exhibits Entry & Exit and Viewing Arrangements		Y/N
12	(Other:- equipment, tools, repairs, building, equipment, vehicles etc)	Museum toilets soakaway --- smelly near the Vistors main entrance. Needs to be reviewed	N

Section (f) External Cabins

a. DHAM Spray Container

b. Archive Portakabin - Both

c. Metalwork Cabin

Index	What	Any Notes	OK ?
1	Fire exits OK and Clear internally & externally + Signage OK		Y/N
2	Pathways & Steps OK		Y/N
3	Correct Storage of Combustible Materials		Y/N
4	(Spray Container Only) Visible inspection of air lines and pneumatic fittings and equipment	OK	Y/N
5	Electrical Fittings Visibly OK.		Y/N
6	Wheel Chair / Disabled Access Safe. Disbled Parking OK.	OK	Y/N

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7	Signage clear, maintained & safe		Y/N
8	Desks, benches & seating		Y/N
9	Container & Cabin fabric / externals - - - visible inspection		Y/N
10	(Other:- equipment, tools, repairs, building, equipment, vehicles etc)	<p><u>Curators/Archive Cabin</u> ---- steps are slippery and require fixing before the end of May</p>	N
Cont-	Any Overall Notes:-	<p><u>Aircraft Park</u> --- the new fencing around the car park to the stables prevents a fire escape route from the lower field which was previously available.</p> <p><i>This is low risk but requires definite action to form a new gate or opening ---- by ~ end June 2018</i></p>	N

(End of Document)