**Eàrr-ràdh 10B/**Appendix 10B

**Liosta-Sgrùdaidh Sheachdaineach Airson Slàinte Is Sàbhailteachd**/Health and Safety Weekly Checklist

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| **An t-Seachdain a’ Tòiseachadh**/Week Begining: |

| **Àiteachan a tha rin Sgrùdadh** Areas for Checking | **Latha/Làithean**  **air an deach an sgrùdadh a dhèanamh.**  Day/s Checked | **Ceart gu leòr/**  **Cha robh e ceart gu leòr – mura robh e ceart gu leòr, thoiribh fiosrachadh air na bha ceàrr**  Satisfactory/Unsatisfactory – if unsatisfactory please give details | **Gnìomhan a rinneadh  ma bha gin a dhìth  – thoiribh fiosrachadh seachad**  Action taken if required  – provide details | **Tuilleadh Ghnìomhan a Dhìth – thoiribh fiosrachadh seachad**  Follow up Required  – provide details |
| --- | --- | --- | --- | --- |
| **A bheil an togalach / na togalaichean sàbhailte is glan?  A bheil gàbhadh sam bith ann?**  Are the premises safe, clean and free of hazards? |  |  |  |  |
| **A bheil na h-àiteachan a-muigh freagarrach airson an cleachdadh agus an deach measadh a dhèanamh orra a thaobh chunnartan is bhuannachdan?**  Are the outside areas fit for use and risk benefit assessed? |  |  |  |  |
| **An deach an Clàr / leabhar luchd-tadhail làitheil a lìonadh a-steach?**  Has the daily register/visitors book been completed? |  |  |  |  |
| **A bheil rianan-tèarainteachd freagarrach gan cur an sàs, me, glag-dorais, na slighean a-mach airson teine gun bhacadh?**  Are relevant security measures in place, e.g. door bells, fire exits clear? |  |  |  |  |
| **A bheil na teasadairean is uisge teth aig teòthachd fhreagarrach?**  Is the heating and hot water at an acceptable temperature? |  |  |  |  |
| **A bheil foirmichean airson thubaistean/thachartasan furasta am faotainn?**  Are accident/incident forms readily available? |  |  |  |  |
| **A bheil stuthan gu leòr sa bhogsa ciad chobhair agus a bheil e air a stòradh san àite far am bu chòir dha a bhith?**  Is the first aid box adequately stocked and stored where it should be? |  |  |  |  |
| **Ma tha daoine a’ cleachdadh chungaidhean leighis an-dràsta, me, uidheam-analach, a bheil iad air an clàradh gu ceart agus air an stòradh gu sàbhailte?**  Are any medicines currently being used e.g. inhalers, recorded appropriately and stored safely? |  |  |  |  |
| **Sgrìobhaibh sìos gu h-ìosal rud sam bith eile air am feumar sgrùdadh a dhèanamh gu cunbhalach agus clàraichibh na sgrùdaidhean sin mar a bu chòir.**  Please list below any other areas that require routine checking and complete the record as required. |  |  |  |  |
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