



**UNIVERSITY OF
CAMBRIDGE**

Health and Safety Office

**Safety Inspection Check Sheet
Safety Notices and Signs**

Location of Inspection

	Item	Yes	No
1	Are the Emergency Notices the most recent edition?		
2	Have you removed any obsolete notices found on the patrol?		
3	Has every fire alarm call point got the correct evacuation notice beside it?		
4	Is there a first aid box available wherever there is a sign indicating this?		
5	Has all equipment that is left running unattended got a sign or notice indicating how it should be shut down in case of emergencies?		
6	Does that notice deal with all the sources of energy/fluids – eg. electricity, gas, water		
7	Is it obvious where the valves, switches are – have they been labelled if they are not obvious?		
8	Does the notice indicate who should be contacted in an emergency?		
9	Is the notice dated and signed, and not more than one year old?		
10	Are all rooms/areas where there are sources of ionising radiation designated by signs?		
11	Are all rooms/areas where there are sources of laser radiation designated by signs?		
12	Are all liquid nitrogen decanting points labelled with the requirement to wear eye and hand protection?		
13	Are all liquid nitrogen decanting points labelled with a poster indicating the correct positions of the valves?		
14	If there is a sensor (e.g. an oxygen monitor or carbon monoxide alarm) is there a notice telling you what to do in the event that it alarms?		

Comments, observations or recommendations arising from the above

Inspection carried out by Date.....