

# Computer Suite Health and Safety Checklist

**Room:**

<b>Weekly Check</b>															
<b>Date</b>															
All machines working correctly- No unusual noise from machines															
Visual checks of sockets and cabling-not trailing/damaged/daisy-chained?															
Projector working properly (where appropriate)															
Fire extinguishers in place and not damaged															
Fan/ventilation working properly (where appropriate)															
Paper and ink in printers															
Room tidy and any rubbish cleared															
Screens all clean including interactive whiteboard															
All lights working properly															
<b>Termly check (6 term year)</b>															
Activate RCD breaker to ensure it is operating effectively															
Projector filter cleaned (where appropriate)															
Sun screened properly-blinds working correctly?															
<b>Annual Checks</b>															
PAT tests completed															