

<b>Appendix D: Planned General Inspection Record</b>	
Front Cover of PGI Record	
Location:	<b>Romford Period 02</b>
Area / Zone / Room:	<b>Whole station</b>
Name of Person Conducting PGI:	<b>XXXXXXXXXX</b>
Name of Responsible Manager:	<b>XXXXXXXXXX</b>
Date of Inspection:	<b>13/05/2019</b> <span style="font-size: small;">Use DD/MM/YY for date</span>
Signature of Responsible Manager:	<b>XXXXXXXXXX</b>

**Weather conditions and any other notable features (Insert an X where applicable)**

Dry Surfaces:	<b>X</b>	High Winds:		Time of Inspection:	<b>08:30</b>
Wet Surfaces:		High Temperatures:		Night (Dark)	
Heavy Rain:		Lights On:		Scheduled:	<b>X</b>
Frosty or Icy Surfaces:		Lights Off:	<b>X</b>	Unscheduled:	
Snowing:		Flooding:		Monthly Inspection**	<b>X</b>
Settled Snow:		Thick Fog:		** = Prompted by High Risk (Intolerable) faults from previous PGIs or Workplace, Health Safety and Welfare Risk Assessments	
Hail or Sleet:		Day (Light)			
<b>If no outstanding faults apply to this PGI Insert "X" in the box to the right:</b>					<input type="checkbox"/>
<b>If no new faults apply to this PGI state insert "X" in the box to the right:</b>					<input type="checkbox"/>
<b>If no unsafe acts or omissions apply to this PGI Insert "X" in the box to the right:</b>					<input type="checkbox"/>

Apply the 5 + 5 Numeric Risk Rating Scale for all faults identified during your inspection.

<b>Likelihood of injury, loss or Impact:</b>	
1) Very unlikely (less than one event in 100 years)	
2) Unlikely (one every 10 years to 99 years)	
3) Likely (one event every 1 to 9 years)	
4) Very likely (two to ten events every year)	
5) Often (more than ten events every year)	
<b>Severity of injury, loss or Impact:</b>	
1) Minor injury (no time off) / Negligible environmental impact	
2) First aid injury or illness (and/or up to 3 days off) / Minor or up to 3 days local environmental impact	
3) Statutory reportable injury or illness (over 3 days off) / Moderate or over 3 days local environmental impact or EHO involvement	
4) Major injury, long term absence / Major, longer term or multiple location environmental impact, probable regulatory breach or EHO involvement	
5) Fatality / Definite environmental regulatory breach	

  

		Likelihood Rating				
		1	2	3	4	5
Severity Rating	1	2	3	4	5	6
	2	3	4	5	6	7
	3	4	5	6	7	8
	4	5	6	7	8	9
	5	6	7	8	9	10

Low: 2 to 4    Medium: 5 to 7    High: 8 to 10

SECTION 2:		PGI Checklist 6				
<p>You may use this checklist to undertake a fire precautions inspection. If you do, ensure you include the full range of items you would inspect if undertaking a fire precautions inspection. This does not alter the required frequency for fire precautions inspections. Refer to safety manual section 1.</p>						
NA =	Not applicable	Fault =		Is a fault present with the item you are inspecting?		
EMERGENCY AND FIRST AID EQUIPMENT		Item NA	Fault N Y		Fault Details	Item Ref
Accident book available:			X			6.1
Assault book available:			X			6.2
Defibrillators:				X	Pads expiring – replacements required	6.3
Fire extinguishers In date:			X			6.4
Fire safety equipment located in a suitable place:			X			6.5
Fire alarm (including testing records):			X			6.6
Fire hoses:		X				6.7
Fire hydrants (unobstructed, tested):		X				6.8
Fire blankets:			X			6.9
Sprinkler systems:		X				6.10
Emergency response bag:			X			6.11
First aid boxes (container and contents):			X			6.12
Eye irrigation water in date:			X			6.13
Spill kits (correct number, location and condition):			X			6.14
Spit kits in date:			X			6.15
NB: When you add new rows to this section you may need to check and update the formatting						
<b>Add Additional Items To Inspect as Applicable</b>						
						6.?
						6.?
						6.?
						6.?
						6.?
						6.?