



Scout County of Avon

Guidance on Property Checklist



Use of checklist

This check list can be used with any scout property and is based on the Scout Associations Risk Assessment for Scout Premises, FS 285001-09/12/99. The “Rel” column should be ticked if the issue is relevant to your particular premises, the “OK” column should be ticked if the issue is relevant and you are satisfied that the issue is adequately covered. If you are not satisfied the issue is adequately covered put a suitable comment in the comment box. Having completed the inspection a plan to rectify all the faults found needs to be discussed with and agreed by the Executive committee.

The guidance below sets out further guidance to help you decide if the issue is adequately covered. There are also spaces for you to record any other hazards found whilst carrying out the inspection. It is often best if the checks are carried out by two or more persons.

Outside

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| 1 | Fragile roof | If the building has a fragile roof, warning signs should be displayed. e.g. “Danger, Fragile roof, Use crawling boards”. |
| 2 | Asbestos roof / gutters / pipes | Before repairing, drilling or replacing any items seek advice from local environmental health officer. |
| 3 | Blocked drainpipes / gutters | These will require regular cleaning. |
| 4 | Footpaths slippery or uneven | This could be a tripping hazard |
| 5 | Sewer and waste pipes blocked | These will require regular cleaning, and can be a health hazard. |
| 6 | Broken manhole covers | Loose or broken manholes are a tripping hazard. |
| 7 | Walls in good repair | Deterioration of fabric can lead to its collapse. |
| 8 | Fencing in good repair | This is a security risk as well as a safety risk. |
| 9 | Gates and locks operative | This is a security risk, but remember you have a duty of care to trespassers as well as invited guests. |
| 10 | Security lighting operative | This is a security risk. |
| 11 | Windows in good repair | Broken glass can be dangerous. Consider using wired glass or a proprietary plastic glass. |

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| 12 | Window shutters / grills | If fitted they need to be in good order and securely fixed. |
| 13 | Condition of grounds | Good housekeeping is required. Long grass promotes risk of fire, so needs cutting regularly. Loose materials such as bricks, etc can act as ammunition for vandals. Rubbish needs to be stored securely. |

Services

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| 14 | Gas pipes free from leaks | Use Corgi registered fitters for all work. Ensure the isolation valve is clearly marked and everyone knows where it is. |
| 15 | Gas pipes adequately protected | If the pipes are run internally ensure they are properly fixed and adequately protected from being knocked. |
| 16 | Water pipes protected and lagged | Ensure the isolation valve is clearly marked and everyone knows where it is. Ensure all pipes are frost protected or water drained down in the winter. |
| 17 | Oil tanks / pipes free from leaks | The tank needs to be bunded and the pipes properly protected. |
| 18 | Overhead electricity cables adequately supported | Ensure that any support poles on your land are in good condition and the cables are properly attached. |
| 19 | Electrical system maintained | The wiring and main fuses need to be checked by a competent electrician every five years. Unplug equipment and isolate supply on leaving the building |
| 20 | Electrical equipment tested | Portable appliance testing, PAT, needs to be carried out every year for most items. |
| 21 | No damaged trailing leads / extensions / adapters | Ensure that all leads are in good condition, that extensions are not going to cause a trip hazard, and that any sockets are not overloaded by the use of multi way adaptors. |
| 22 | Hand held electrical tools | Ensure they are always connected to RCD sockets. They should always be used under adult supervision. |
| 23 | Hot water / central heating boiler maintained | These need testing annually, particularly for CO leaks. |

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Fire

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| 24 | Adequate fire exits | Main halls will need one either end. Other parts of the building may also need them. Contact your local fire brigade for further advice. |
| 25 | Fire exits obstructed internally | Check that they work |
| 26 | Fire exits obstructed externally | Ensure that the step down on the outside is not too great. |
| 27 | Adequate No./type fire extinguishers | Ensure that the right type is available. Do leaders know how to use them? Contact your local fire brigade for further advice. |
| 28 | Fire extinguishers maintained | They need to be maintained and kept in the correct position for use. They should be stored on wall brackets or in suitably marked cabinets and not used as door stops. |
| 29 | Combustible materials | Are there curtains flapping over heaters? Is there a large quantity of paper stored in the building?. Try to keep combustible materials to a minimum by good housekeeping. |
| 30 | LPG room heaters maintained | Ensure they are regularly maintained and are stable. |
| 31 | Fire/smoke/CO alarms | Where fitted, check they work regularly, (monthly) and record checks. If you use the building for sleepovers Smoke and CO alarms should be fitted. |

Internal

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| 32 | Asbestos present | This can be found in some ceiling tiles, wall boards, floor tiles and lagging on pipes. If it is in good condition leave it alone. Before repairing, drilling or replacing any items seek advice from your local environmental health officer. Asbestos fire blankets should be disposed of by licensed waste disposal company, and replaced with glass fibre ones. See separate guidance. |
| 33 | Internal window sills at head height | In main activity area chisel them off flush to wall or pad them to lessen injury. |
| 34 | Inappropriately stacked chairs & tables | If in main activity area stack neatly at one end, if possible store in separate room. Are stacks stable? |

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| 35 | Other protuberances into the main room | Try to remove or pad to lesson injury. Remove any shelving in main activity area. Are all wall fixings, (notice boards, trophies, etc.), securely fixed. |
| 36 | Floor coverings loose or other trip hazards | Repair. Ensure that all floor are flat, even, in good condition and do not have any trip hazards. Any slippery or wet surfaces should be treated with anti slip finishes. |
| 37 | Unguarded heaters | If surface temperatures are high enough to cause burns fit guards. |
| 38 | Internal doors | Could someone opening any of the doors hit a person coming the other way? If so consider fitting vision panels. All glass in doors and other internal glazing should be safety / wired glass. |
| 39 | Light fittings | Light fittings in main activity hall should be recessed or securely fixed with guards to prevent damage. |
| 40 | Housekeeping | The building should be kept clean and tidy, with rubbish cleared away on a regular basis. There should be no trip hazards on the floor, and any spills should be cleared up immediately. |

Storerroom

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| 41 | Paints, wood preservative, meths. etc. | Store minimum amount of flammables in metal fire cabinet, properly marked, and away from sources of ignition. Use water based substitutes where possible. Read labels before use. Use in well ventilated areas. Do not dispose of old paint or paint/solvent washings etc. down drain or into water courses. |
| 42 | Storage of LPG, petrol etc. | Only trained people should only carry out cylinder changing. It should be done in a well ventilated area away from naked flames including people smoking. Store outside main building in secure and ventilated metal store, above ground level and away from other combustible materials. |
| 43 | Cooking equipment clean | Health risk if stored dirty. Check before putting away. |
| 44 | Tents, pegs, canvas dry & aired | Ensure dry and clean before putting away. |

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| 45 | Access to equipment safe | Ensure that all equipment is stored on racks that are safe, (not likely to collapse and that the floor is free from clutter, (good housekeeping). Ensure that there is safe access to the higher racks use steps not ladders. |
| 46 | Ladders in good repair | Ensure that all the rungs are in good repair and the side beams free of damage. Make sure that anybody using them knows how to do so safely. A risk assessment of their use will be needed. |
| 47 | Equipment requiring certification up to date | Canoes, climbing equipment and many other items require certification by external people. Ensure that you keep it up to date and don't wait until the day before you need it to find it is out of date. |

Kitchens

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| 48 | All drinking supplies off pressure main | No drinking water should come from a tank. |
| 49 | All non drinking water marked | All other cold taps should be marked as not suitable for drinking. |
| 50 | Hot water set to correct temperature | Ensure that it cannot scald anyone, (maximum 40°C). |
| 51 | Tiles not cracked | Cracks in tiles can harbour germs. |
| 52 | All surfaces clean, free from cracks | Cleanliness in kitchens is of paramount importance. If it is used for food preparation it is good practice to ensure that someone is responsible for its cleanliness. They should hold a food hygiene certificate, as should anyone else responsible for catering. |
| 53 | Floor covering appropriate & clean | They need to be capable of being washed down and kept clean. They also need to be of a non slip when wet type. |
| 54 | Cupboards clean | No food should be stored in them for more than a few days. All crockery, pans, and utensils should be stored in a clean condition. |
| 55 | Fridges working, seals in good condition | If food is stored in this, check that the correct temperature is maintained. Ensure that it is cleaned regularly and no out of date food is kept in it. |
| 56 | Appliances clean | Ovens and any other appliances need to be kept clean and electrically tested annually. |
| 57 | Knives stored appropriately | They need to be stored clean and out of the reach of all cubs and beavers. Consider keeping kitchen locked when not in use. |

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Washrooms/toilets

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| 58 | Shower heads sanitised | Shower heads need to be cleaned and disinfected every three months and a record kept. |
| 59 | W/c & basins free from cracks and clean | Generally clean, in good working order. |
| 60 | Cleaning materials stored in safe place | These need to be clearly labelled and kept away from Cubs and Beavers. |
| 61 | Floor clean & dry | They need to be capable of being washed down and kept clean. They also need to be of a non slip when wet type. |
| 62 | Ladies waste arrangements | These need to be available and clean. |
| 63 | Hand dryers | Electrically checked |

Insurance

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| 64 | Fire |) These are standard insurances, but you need to check the) value insured. Also be sure to read the small print and) ensure you comply with all the conditions imposed.)For further advice contact the Insurance Department. |
| 65 | Building – other risks | |
| 66 | Contents of building | |
| 67 | Equipment away from building | |
| 68 | Minibus | Check the conditions and talk to your broker if they do not meet your needs. |
| 69 | Special activities | This might include fundraising events, jamborees or any other event not held on a regular basis. |

Other arrangements

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| 70 | Smoking | Not only a fire risk but can lead to ill health effects, particularly to asthma sufferers, through passive smoking. A “no smoking” policy is recommended. |
| 71 | Handling chemicals | Apart from paint or cleaning materials already mentioned, this may include weed killers, pesticides, treatment for equipment, etc. Ensure that all manufacturers instructions are followed both in their use and storage. |
| 72 | Moving furniture / equipment | Ensure wherever possible that equipment is parcelled up in sizes capable of being lifted by one adult, i.e. max of around 20kg. Where this is not possible ensure that two or more people are used to handle the equipment. |
| 73 | Defect system | In order to maintain the building and equipment in good order it is good practise to have a defect system in place. |

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At its simplest this can be an exercise book kept in a known place in the building in which any leader can record things found broken or not working. This must be inspected at regular intervals and the defects repaired as soon as practicable. Actions taken should also be recorded.

74 Incident reporting

There should be arrangements for reporting accidents and other incidents. This again can be an exercise book with details of the incident, date, and actions taken.

75 First Aid

You should ensure that there is a building first aid kit available at all times in addition to any items used for practice purposes. The contents should be adequate for the numbers of people present at any one time. Records of all first aid given should be kept.

76 Fire procedures

Fire procedures should be displayed in the building. These should set out how the alarm will be raised and the action to take on hearing the alarm. Action taken should include evacuation of the building to a pre-designated safe place away from any emergency service access routes, calling the fire brigade, roll call and building clearance checks. How many leaders know how to use a fire extinguisher? Drills need to be practised at least annually by each section and records kept

77 Minibus use

You need to consider who is qualified to drive the vehicle. Also if you want to use a trailer you need to check who is qualified for towing. It is good practice to check the licence of all authorised users on an annual basis and keep a record of this, including a photocopy of their licence. Be sure the vehicle is regularly maintained and records of the maintenance kept. Make sure you know what the capacity of the vehicle is both in terms of weight and number of passengers and never exceed either.