



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Scout Hall Check List

Every 3 months unless stated otherwise

Location: Scout Hall	Hall, Car Park and Access Routes
Operation covered by this assessment: To physically check the condition and operation of the following:	
Structure	Checked/Action
Car Park - surface - surface safety markings - motion lighting working - Outside flood light	
Access routes (paving around hall) - surface - lighting levels adequate?	
Misc - bins - gutters clear - kerb drain clear - fence and gate - outside water tap - Any other items stored in the car park eg barriers etc	
Shed - surface - automatic lighting working and lighting levels adequate? - door inc lock working okay	

Foyer and stairs - surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - lighting levels - notice boards - soap dispensers - fire alarms (visual) - emergency lights (visual) - fire panel (visual) - intruder alarm (visual) - key boxes, shelving, cabinet etc - stairs - coat hangers	
Low Hall - floor surface, carpets, walls, ceiling, doors - cupboards including items on top - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - cupboards - lighting levels - windows/curtains/blinds - notice boards - audio system - fire doors (inc opening) - fire alarms (visual) - emergency lights (visual) - heaters and fans - tables, chairs, trolleys - flag installation - bins	
High Hall - floor surface, carpets, walls, ceiling, doors - cupboards including items on top - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - cupboards - lighting levels - windows/curtains/blinds - windows can be opened and closed - notice/white boards - audio system	

- fire doors (inc opening) - fire alarms (visual) - intruder alarm (visual) - emergency lights (visual) - heaters and fans - tables, chairs, trolley - table tennis table - flag installation - bins	
Kitchen - floor surface, carpets, walls, ceiling, doors - appliances eg cooker, microwaves, fridges, urn, toaster, cupboards, surfaces etc - equipment eg bins - cutlery and food preparation eg cups / plates / cutlery etc - sink - air extraction equipment - fire doors (inc opening) - emergency lights (visual) - lighting levels	
Office - floor surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - lighting levels - notice/white boards - office furniture / chairs / tables / bin - computer / printers - cctv system - comms cabinet - fire doors (inc opening) - air extraction equipment - photocopier	
Meeting Room - floor surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - lighting levels - windows/curtains/blinds - notice/white boards - furniture / chairs / tables / bin	

- trophy cabinet - fire doors (inc opening)	
Landing area / loft - floor surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - windows/curtains/blinds - lighting levels - trolley, tables, chairs, cupboards - step ladder to loft	
Toilets (Male, Female, Disabled) - floor surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - lighting levels - sinks, basins, hand drier - toilets, urinals - baby changing (disabled) - emergency buzzer (Disabled only)	
Indoor storeroom - floor surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - lighting levels - sink and pipework - racking, cupboards - fridges - cosh cupboard	
Janitor / Boiler Room - floor surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - hall cleaning kit ie mop, broom, D/P & brush, vacuum, mop & bucket etc. - boilers inc pressure needle in the green area (visual) - overflow discharge pipes from boiler no water coming out - mains, alarm and solar panel equipment - co2 alarm boiler room - lighting levels	

Outside storeroom - floor surface, carpets, walls, ceiling, doors - clutter / rubbish / spills / shards (fire hazard, blocking access, trip hazard etc) - lighting levels - racking, cupboards	
Fire Alarm / Equipment / Doors - fire extinguisher's - fire alarm break glass test - push bar doors open - fire doors close automatically	
Emergency Lighting - functional test	
Solar Panels - visual inspection - online check they are working and have no faults	
First Aid - first aid boxes complete and contents in date - first aid book	
Any combustible substances, dangerous chemicals, or waste to be stored safely - all stored in correct locations	
General Equipment - steps / ladders / scaffolding checked including extender and foot anti-slip equipment - ramp - crowd control barriers	
Emergency Information, Safety Notices, Misc signs - emergency/public access routes not blocked - information & safety notices eg first aid notices, hirers agreement, contact details, allowed people numbers, licences, no smoking, - health and safety law poster - emergency exit signage - fire signage - do not touch hot surface notice - danger hot water notices in place.	

Action already taken to reduce risk:

(Contracts, precautions, arrangements, and procedures)

- Caretakers to carry out daily checks including empty bins.
- Weekly safety checks carried out by Caretakers.
- Annual PAT testing/ visual check
- Electrical test certificate inc covering outside electric eg lights, electricity board cabinet etc
- Annual Lift inspections
- Annual & 6 Month checks on fire alarm system and firefighting equipment.
- Shower legionnaires disease shower cleaned. (cleaners check sheet)
- Access alarm system
- yearly fire risk assessment carried out
- Gas safe certificate to boilers

Further action required:**Target date:****Signed:****Date:****Review date:****Position:** H&S Representative