**SAFETY INSPECTION**

**CHECKLIST**

**(SCOUT HALL)**

|  |
| --- |
| Scouts Australia NSW  |
| Level 1, Quad 3 |
| 102 Bennelong Parkway |
| Sydney Olympic Park 2127 |
|  |
| P O Box 125 |
| Lidcombe NSW 1825 |
| Ph: 02 9735 9000 Fax: 02 9735 9001 |
| E-mail: whs@nsw.scouts.com.au |



 **(APRIL 2018)**

Please complete all details and submit to the Region Office. Group must retain a copy on file.

| **Formation/Group** |  |
| --- | --- |
| **Region** |  |
| **Property Address** |  |
|  |  |
| **Mailing Address** |  |

**DATE OF INSPECTION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROPERTY** | **DESCRIPTION** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Fences** | Any damaged or missing panels, gates lockable, locks fitted? |  |  |  |  |
| **Grounds** | Any trip, stumble or fall areas? |  |  |  |  |
| **Steps** | Any steps loose or in poor condition? |  |  |  |  |
| **Drains** | Any open drains? Are drain covers in place or missing? |  |  |  |  |
| **Trees** | Any dead branches, any overhanging building, any branches at eye level? Any diseased trees? |  |  |  |  |
| **Lighting** | All external lights working /serviceable? |  |  |  |  |
| **Flag Pole** | Pole in good condition, flag hoisting rope secured to pole when not in use? |  |  |  |  |
| **Access bridges** | Condition of deck, can anyone fall through handrails? |  |  |  |  |
| **Guard rails & handrails** | Fitted where appropriate, any sections not secured any rotten timber logs or rails? |  |  |  |  |
| **Access Road or Driveway** | Condition? Any slip or fall areas due to uneven surfaces? Any pot holes? |  |  |  |  |
| **Boat Ramps** | Ramp Condition? Any slippery areas? |  |  |  |  |
| **Termites/White Ants** | Has a pest inspection been carried out in the past 12 months? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| Action to be taken:By Whom:Date to be completed: Date Completed:  |

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| **SCOUT HALL** | **EXTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **External Cladding** |
| **Timber** | Any sharp edges/ corners that might cause an injury / broken cladding? |  |  |  |  |
| **Brick** | Any rough or protruding areas that might cause an injury? |  |  |  |  |
| **Concrete Block** | Any broken or sharp areas? |  |  |  |  |
| **Steel** | Any sharp protruding areas that may cause an injury? |  |  |  |  |
| **Fibre Cement Sheeting** | Does the building have any external fibre cement sheeting? |  |  |  |  |
| **Eaves** | Describe the building eaves and construction material & method? Are there any broken or damaged fibre cement sheets? Are fibre cement sheets painted? |  |  |  |  |
| **Guttering** | Does the building have guttering?Is guttering clean and in good order with no leaks? |  |  |  |  |
| **Roofing** | Please note type of roofing material used in comments. Is the roofing in good order, with no visible leaks or damage? |  |  |  |  |
| **Asbestos** | Has asbestos been identified in the external construction of the Scout Hall? If so, is there an asbestos register and asbestos management plan? Is the asbestos in good, unbroken, painted order? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| Action to be taken:By Whom:Date to be completed: Date Completed:  |

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| **ACCESS TO FRONT DOOR** | **EXTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Concrete Drive or Path** | Any raised sections that might cause a trip hazard? |  |  |  |  |
| **Bitumen** | Any pot holes, trip or fall hazards? |  |  |  |  |
| **Gravel** | Any loose rubble, slip, fall hazard? |  |  |  |  |
| **Grass or Dirt** | Any loose rubble, uneven ground or potential fall areas? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **FRONT DOOR ENTRY** | **EXTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Lighting** | Is there a working light illuminating the front door access, path or steps? |  |  |  |  |
| **Steps** | Timber/Concrete any damaged or loose steps? If steps are over 1m above ground level is a handrail fitted? |  |  |  |  |
| **Ramps** | Are ramps in good order, with a railing if over 1m above ground level? |  |  |  |  |
| **Stair Case** | Are secure handrails installed, is a mid-stair rail fitted? Are the stairs an even height? |  |  |  |  |
| **Timber Deck** | Any raised or rotten floor boards? Is the deck over 1m high from ground level? Is a rail and mid rail fitted? |  |  |  |  |
| **Access Bridge** | Is there a secure handrail with toe board? Is handrail fitted with a Mid rail? Does handrail have infill mesh? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **DOORS** | **FRONT, BACK OR SIDE DOORS** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **Single Door** | Is the single door opening outwards? |  |  |  |  |
| **Double Door** | Are the double doors opening outwards? |  |  |  |  |
| **Panic Bars** | Are emergency exit doors fitted with Panic Bars? Are the Panic Bars in good operating order? |  |  |  |  |
| **Security** | Does the Group have a registered (master) security key system? |  |  |  |  |
| **Landing** | Is there a level landing area in front of the door? |  |  |  |  |
| **Hazard** | Does the door open directly over the steps creating a potential hazard? |  |  |  |  |
| **Door Catch** | Are holding hook catches fitted to prevent door/s from slamming shut? Are the hooks in working order? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| Action to be taken:By Whom:Date to be completed: Date Completed:  |
| **WINDOWS** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are window frames in good condition? |  |  |  |  |
|  | Are security grills fitted to windows? |  |  |  |  |
|  | Is any window glass cracked, broken or missing? |  |  |  |  |
|  | Does any window above a doorway not have toughened or shatterproof glass? |  |  |  |  |
|  | Are adequate locks fitted to all external windows? Are they working? |  |  |  |  |
|  | If any roll up shutter guards are fitted, do they operate properly or require repairs? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **FLOORS** | **INTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Is existing floor in good condition? |  |  |  |  |
|  | Is timber floor free from protruding nails, splinters, holes and loose boards? |  |  |  |  |
|  | Is concrete floor in good condition? |  |  |  |  |
|  | Are aisles and passageways kept clear of obstructions? |  |  |  |  |
|  | Are any floor coverings secured to the floor (carpet tiles/carpet)? |  |  |  |  |
| **SUB FLOORS** | Is there safe access to enter? Is this area clean and with no combustible materials? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **WALLS** | **INTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are all items securely fixed to walls? |  |  |  |  |
|  | Can any item fall from height? |  |  |  |  |
|  | Are existing walls in good condition? |  |  |  |  |
|  | Are there any items protruding from walls that might cause injury? Are these items padded or covered? |  |  |  |  |
|  | Are there any nails sticking out from walls? |  |  |  |  |
|  | Is there any evidence of damp or mould on internal walls? |  |  |  |  |
|  | Has asbestos been identified inside the Scout Hall? If so, is there an asbestos register and asbestos management plan? Is the asbestos in good, unbroken, painted order? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **KITCHEN** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Do appliances have short cords that don’t dangle over the bench top? |  |  |  |  |
|  | Are there any extension power boards in use? |  |  |  |  |
|  | Are the bench tops clean and in unbroken/undamaged condition? |  |  |  |  |
|  | Is the kitchen clean and tidy? |  |  |  |  |
|  | Is there a fire blanket fixed to the wall? |  |  |  |  |
|  | Is the kitchen floor in good condition and easy to keep clean? |  |  |  |  |
|  | Are all appliances easy to access and not positioned on high shelving? |  |  |  |  |
|  | Are kitchen utensils, pots, pans, crockery & cutlery in good order, undamaged and clean? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **ELECTRICAL** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Is there a safety switch installed? |  |  |  |  |
|  | Are all power points & light switches unbroken and in good condition? |  |  |  |  |
|  | Are all lights in good condition? |  |  |  |  |
|  | Is there safety exit lighting – tested and working? |  |  |  |  |
|  | Are smoke detectors installed? Test and change batteries. |  |  |  |  |
|  | Are all appliances, plugs and cords in good, undamaged condition? |  |  |  |  |
|  | Are cords of appliances dangling or strung across traffic areas or floors? |  |  |  |  |
|  | Are heaters and fans guarded? |  |  |  |  |
|  | Is the Hot Water Urn in good condition? |  |  |  |  |
|  | Electric power cords – inner wires not exposed through flex, external sheaths not damaged? Max. length 32 m. |  |  |  |  |
| **EXTERNAL ELECTRICITY** | Is the electrical meter box lockable using a local power authority lock? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **STORAGE** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are materials stored in racks or shelves? |  |  |  |  |
|  | Can any stored item potentially fall from height? |  |  |  |  |
|  | Storage layout designed to minimise lifting and over reaching? |  |  |  |  |
|  | Are heavy items stored at a low level? |  |  |  |  |
|  | Are floors around racks and shelves clear of rubbish? |  |  |  |  |
|  | Are storage areas kept free of tripping, fire, explosion and pest hazards? |  |  |  |  |
|  | Is there safe access to stored items above the head? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| **BATHROOM** |  | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
|  | Are bathrooms clean and tidy? |  |  |  |  |
|  | Are toilets in good working order, with correctly fitted seats and lids? |  |  |  |  |
|  | Is there a hand washing facility, basin or vanity unit adjacent to bathroom? |  |  |  |  |
|  | Are there showers fitted in the bathrooms? Are the taps and fittings in good working order? |  |  |  |  |
|  | Is the bathroom floor in good condition and easy to keep clean? |  |  |  |  |
|  | Is hot water temperature set to between 50-55 degrees centigrade? |  |  |  |  |
|  | Are all cleaning chemicals stored out of reach of children? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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**FIRE SAFETY**

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|  | **INTERNAL** | **YES** | **NO** | **N/A** | **COMMENTS - IF REQUIRES ACTION** |
| **FIRE SAFETY** | **VISUAL CHECKS ON FIRE EXTINGUISHERS / HOSE REELS / FIRE BLANKETS / SMOKE DETECTORS / EMERGENCY EXIT SIGNS** |  |  |  |  |
| **EXTINGUISHERS** | Are all fire extinguishers and signs clearly visible? |  |  |  |  |
|  | Are all fire extinguishers mounted on wall brackets? |  |  |  |  |
|  | Are any fire extinguishers missing? |  |  |  |  |
|  | Is the pressure gauge on each fire extinguisher in the GREEN zone? |  |  |  |  |
|  | Do all fire extinguishers have an inspection tag fitted (stamped yellow metal tag)? |  |  |  |  |
|  | Is there any damage to any part of the fire extinguisher? |  |  |  |  |
|  | Is there any fire extinguisher wall signs damaged or missing? |  |  |  |  |
|  | Is the correct Fire Extinguisher in the correct place? E.g. Powder in kitchen, water in hall? |  |  |  |  |
|  | Is the dry powder extinguisher located at or near the entrance to the kitchen? |  |  |  |  |
|  | If any fire extinguisher is empty or has been accidentally discharged, it must be recharged and tested by supplier. |  |  |  |  |
|  | Does the Scout Hall have an external sprinkler system if located in bushland? |  |  |  |  |
| **HOSE REEL** | Is hose & reel in good condition? |  |  |  |  |
|  | Is there clear access to the hose? |  |  |  |  |
|  | Is there water leakage from the hose fittings? |  |  |  |  |
|  | Is there a fire reel sign mounted above reel or indicating location? |  |  |  |  |
| **FIRE BLANKET** | Is there a fire blanket mounted on the wall of the kitchen? |  |  |  |  |
|  | Is there a sign above the fire blanket or indicating location? |  |  |  |  |
| **SMOKE DETECTORS** | Does the Scout hall have Smoke Detectors installed? |  |  |  |  |
|  | Are they Battery or Mains Operated? |  |  |  |  |
|  | If battery operated, battery must be replaced every 6 months. Indicate date replaced. |  |  |  |  |
|  | In the main hall are smoke detectors located too high for members to service battery changes? If so, contact service provider for maintenance. |  |  |  |  |
| **EMERGENCY EXIT SIGNS** | Does the hall have Emergency Exit Signs? |  |  |  |  |
|  | Are all signs illuminated and working? |  |  |  |  |
|  | If not working, qualified electrician to service. |  |  |  |  |
|  | Signs located in areas where there is a risk of damage should be caged. Has a protective guard been fitted? |  |  |  |  |
| **FIRE SAFETY CERTIFICATE** | Has a fire safety certificate been lodged with the LGA (council or shire)? |  |  |  |  |
|  | Is a copy of the Fire Safety Certificate on display at the hall? |  |  |  |  |
| **EMERGENCY EVACUATION PLAN** | Has the group developed an Emergency Evacuation Plan? |  |  |  |  |
|  | Is the Emergency Evacuation Plan on display at the hall? |  |  |  |  |
|  | Has one of the leaders from each section meeting been nominated as the Emergency Warden for meeting night? |  |  |  |  |
|  | Has one of the Committee Members been nominated as the Emergency Warden for Committee Meeting Nights? |  |  |  |  |
|  | Does the hall hire officer explain the emergency procedures at the time of hiring? |  |  |  |  |
|  | Does the Group carry out Evacuation Drills for each section at least once per year and review processes if necessary? |  |  |  |  |
| **POTENTIAL HAZARDS**  | Any potential hazards not mentioned? Add Below |  |  |  |  |
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| Action to be taken:By Whom:Date to be completed: Date Completed:  |

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| **ACTION** | **DATE** |
| Form Received by Region Office  |  |
| Region Property Spreadsheet updated |  |
| Region sends copy to State Property Department |  |
|  |  |
| **REGION COMMISSIONER COMMENTS ON CORRECTIVE ACTION TO BE TAKEN** |
|  |