



Scouts Australia NSW  
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**You need to Open this form in Adobe Reader, do not complete inside a web browser**

## SCOUT HALL INSPECTION CHECKLIST

Please complete all details and submit via email using the buttons at the end of this document. The Group must retain a copy on file and action all repairs and maintenance required.

Formation Name:	Date of Inspection:
Inspected by:	GL                      Leader                      Supporter
Property Address:	

### INSPECTION/CONDITION CHECKLIST

PROPERTY	DESCRIPTION	YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>Grounds</b>	Any trip, stumble or fall areas?				
<b>Steps</b>	Any steps loose or in poor condition?				
<b>Guard Rails and Handrails</b>	Any sections not secured or any broken or rotting rails?				
<b>Drains</b>	1. Any open drains?				
	2. Are drain covers in place or missing?				
<b>Trees</b>	1. Any dead branches, any over hanging building, any branches at eye level?				
	2. Any diseased trees?				
<b>Lighting</b>	All external lights working /serviceable?				
<b>Access Road or Driveway</b>	Is Road/Driveway in Good Condition?				
	Any slip or fall areas due to uneven surfaces ?				
	Any pot holes?				
<b>Fences</b>	Any damaged or vandalized sections. Are gates lockable?				
	Are locks in good working order and easy to operate?				
<b>Pest Inspections</b>	Have the buildings had a pest inspection in the past 12 months?				<i>12 monthly visual inspections are recommended.</i>

PROPERTY	DESCRIPTION	YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>Paths</b>	Are pathways in good order and free from hazards?				
<b>POTENTIAL HAZARDS</b>	Any potential hazards not mentioned? Add Below				
Action to be taken:			Date to be completed:		
By Whom:			Date Completed:		

### SCOUT HALL

EXTERNAL CLADDING		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>Timber</b>	Any sharp edges/ corners / broken cladding that might cause an injury?				
<b>Brick</b>	Any rough or protruding areas that might cause an injury?				
<b>Concrete Block</b>	Any broken or sharp areas?				
<b>Steel</b>	Any sharp protruding areas that may cause an injury?				
<b>External Appearance</b>	Is the paintwork on the hall in good condition?				
	Is there any graffiti on external surfaces?				

**ROOF – Note** - Roof is a high risk area. Any repairs to roof must be done by a contractor with an appropriate high risk work licence.

CONDITION	Good	Fair	Poor	Needs Replacing
<b>ROOF</b>				
<b>Roof Damage</b>	Any Water Leak Areas, if so, where?			
<b>Gutters</b>	Any sections rusted out or missing?			
<b>Leaf Litter</b>	Are gutters blocked?			
	Are there leaves built up on roof area?			

FRONT DOOR ENTRY		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>Lighting</b>	Is there a working light illuminating the front door access, path or steps?				
<b>Stair Case</b>	Is handrail still in place and in good condition?				
<b>Disability Access</b>	Is any disabled access provision in good condition?				

BACK AND SIDE DOORS		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>Doors</b>	Do the doors open outwards?				
<b>Panic Bars</b>	Are emergency exit doors fitted with Panic Bars?				
	Are the Panic Bars in good operating order?				
<b>Holding Hook</b>	Are there holding hooks fitted externally to prevent doors slamming shut?				

WINDOWS		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>Glass</b>	Is any window glass cracked, broken or missing?				
<b>Frames</b>	Are the window frames in good condition and fully operational?				
<b>Window Locks</b>	Are window locks fitted and do they work correctly?				

POTENTIAL HAZARDS - EXTERNAL	Any potential hazards not mentioned? Add Below	YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
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INTERNAL		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>FLOORS</b>	Is existing floor in good condition?				
<b>TIMBER</b>	Is any timber floor free from protruding nails, splinters, holes and loose boards?				
<b>CONCRETE</b>	Are any concrete floors free from holes and trip hazards?				
<b>GENERAL</b>	Are aisles and passage ways kept clear of obstructions?				
<b>GENERAL</b>	Are all floor coverings adequately secured and not presenting a trip hazard?				

INTERNAL cont'd		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>SUB FLOORS</b>	Is there safe access to enter?				
	Is this area clean and with no combustible materials stored under the building?				
<b>WALLS</b>	Are all items securely fixed to the walls?				
	Can any item potentially fall from height?				
	Are existing walls in good condition?				
	Are there any nails or other hazards sticking out from the walls?				

KITCHEN		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
	Is the kitchen in a clean and tidy state?				
	Do any power outlets need replacing due to cracks or damages?				
	Are there enough power outlets to prevent power boards and double adapters being used?				
	Are all appliances easy to access and not mounted above shoulder height ?				
	Are power outlets at least 300mm from a water supply?				

ELECTRICAL		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
	Is there a safety switch/RCD installed in the meter box.?				
	Are all power points & light switches unbroken and in good condition?				
	Are all lights in good condition?				
	Are all appliances, plugs and cords in good condition?				
	Have appliances been tested and tagged?				
	Electrical power leads – are there any damaged areas exposing wiring?				

POTENTIAL HAZARDS - INTERNAL	Any potential internal hazards not mentioned? Add Below	YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
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### STORAGE AREAS

STORAGE		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
	Are materials stored in racks or on shelves?				
	Are storage areas kept free of tripping, fire, explosion and pest hazards?				
	Are heavy items stored at low levels?				
	Is any gear stored on the floor?				
<b>GAS CYLINDERS</b>	Are gas cylinders stored outside the building in open air or a well ventilated area?				
	Does the group maintain gas bottle test records?				
<b>NB: Gas bottles over 10 years old must be replaced.</b>	What date was the gas bottle tested or replaced?				
<b>POTENTIAL HAZARDS – STORAGE AREAS</b>	Any potential hazards not mentioned? Add Below				
Action to be taken:		Date to be completed:			
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MISCELLANEOUS	MAINTENANCE	YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>Boat Ramps</b>	Ramp Condition? Any slippery areas?				
<b>Water Tank</b>	First Flush device cleaned, inline filter replaced				
<b>External Flag Pole</b>	Is the Pole in good condition/ flag hoisting rope secured back to pole when not in use.				
<b>Access Bridges</b>	General condition of bridge. Can anyone fall through or between the handrail opening.				
<b>POTENTIAL HAZARDS – MISCELLANEOUS</b>	Any potential hazards not mentioned? Add Below				
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### FIRE SAFETY

VISUAL CHECKS ON FIRE EXTINGUISHERS / HOSE REELS/ FIRE BLANKETS / SMOKE DETECTORS / EMERGENCY EXIT SIGNS					
FIRE SAFETY		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>FIRE SAFETY CERTIFICATE</b>	Is the fire safety certificate current?				
	Is a copy of the current Fire Safety Certificate displayed near the front door of the hall?				
	Has a copy of the Fire Safety Certificate been sent to both the Council and the Region Office?				
<b>EXTINGUISHERS</b>	Are all fire extinguishers and signs clearly visible?				
	Are all fire extinguishers mounted on wall brackets?				
	Are there any fire extinguisher wall signs missing or damaged?				

FIRE SAFETY cont'd		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
	Do all fire extinguishers have an inspection tag fitted (stamped yellow metal tag)?				
	Are there any missing fire extinguishers (signage but no extinguisher present)?				
	Have the fire extinguishers been checked every 6 months in accordance with AS1851-2012?				
	Is the correct Fire Extinguisher in the correct place? Eg. Powder in kitchen, water in hall?				
	Is the dry powder extinguisher located at or near the entrance to the kitchen?				
	Are there any empty fire extinguishers that need to be recharged?				
<b>HOSE REEL</b>	Is hose & reel in good condition?				
	Is there clear access to the hose?				
	Has the fire hose been inspected and tagged as current?				
<b>FIRE BLANKET</b>	Is there a fire blanket mounted on the wall of the kitchen?				
	Has the fire blanket been inspected and tagged as current?				
	Is there signage indicating the location of the fire blanket?				
<b>SMOKE DETECTORS</b>	Does the Scout Hall have Smoke Detectors installed?				
	Have the batteries been replaced in the smoke detector every 12 months?				
<b>EMERGENCY EXIT SIGNS</b>	Are Emergency Exit Signs illuminated and working?				

FIRE SAFETY cont'd		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
<b>EMERGENCY EVACUATION PLAN</b>	Has the group developed an Emergency Evacuation Plan?				
	Is the Emergency Evacuation Plan on display at the hall?				
	Has the Group practiced evacuations with each of the sections?				
<b>POTENTIAL HAZARDS</b>	Any potential fire safety hazards not mentioned? Add Below				
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<b>OFFICE USE</b>	
Form Received by Region Office	
Region Property Spread sheet updated	
Region sends a copy to State Property Department	
<b>REGION COMMISSIONER COMMENTS</b>	

E-mail your Region Office by Clicking on the button