**WHS 17.2 FORM – Inspection checklist**

**For ACTIVITY CENTRES and CAMPSITES**

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| **YOUR INSPECTION** |

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| **Name of Activity Centre:** | **Date of inspection:** |
| **Areas / buildings inspected:** | |
| **Name of person doing the inspection(please print):**  If the person doing the inspection is not the site manager or warden, a copy of this report must be given the site manager or warden. | |
| **Others consulted in this inspection (please print)** | |
| **Name of site Manager / Site warden: (please print)**  **Site Managers comments:**  It is the site manager/warden’s responsibility to ensure that corrective action are assigned and completed within a reasonable timeframe.  Copies of completed inspection checklists may be sent to Head of Risk, State Office for retention. | |

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| **GENERAL** |
| Hints to increase the effectiveness of your inspections to maximise guest comfort and safety:   * Always print the latest version of this checklist from the Scouts NSW web site, not from files saved elsewhere. * Obtain a copy of the previous inspection so you can check that actions are closed out * Refer to the current guest induction material and information provided at time of booking, and see if any changes are needed * Obtain information relating to the status of asbestos at this site (see section 2) * Have print outs of ***WHS FORM 24.1 Record of Visual inspection of electrical items***, to conduct a sample of visual inspections on electrical items of your choice at the same time. * For CSP, BPSc and Alpine, site manager must update the WHS Action Plan. * Some campsites may not have buildings so only need to complete relevant sections. |

**SECTION 1. Grounds**

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| **DESCRIPTION**  **Look out for things like:** | **Checked?**  **Yes No / NA** | | **Record any action taken or action required** |
| **FENCES, GATES, STAR PICKETS**  Missing panels, sharp edges, broken locks. If adults or youths are *likely* to sit, lean or walk along the fence, does it seem sufficiently sturdy? Uncapped star pickets or redundant start pickets |  |  |  |
| **VEGETATION**  General maintenance – length of grass, (especially in snake-prone areas), excessive weeds or shrubbery. Rubbish and abandoned items etc posing a trip hazard, or hazards in high winds. Dead branches, overhanging building or tent sites, branches at eye level. Diseased trees. |  |  |  |
| **PATHWAYS**  Trip, stumble or fall areas, including in low light. Excess rubble, especially on gradients. Permanent man-built hazards should be identified somehow if relevant eg with white or yellow paint, better lighting etc. Leaf litter or tree fruit that may cause a trip or slip hazard |  |  |  |
| **STEPS**  Loose steps, poor condition, visible even in darkness. |  |  |  |
| **DRAINS**  Open drains. Drain covers broken or missing |  |  |  |
| **LIGHTING**  All external lights working /serviceable? Check in low light if possible. |  |  |  |
| **FLAG POLE & POLE STORAGE**  Pole in good condition, flag hoisting rope secured to pole when not in use? Secure foundations |  |  |  |
| **WATER SUPPLY**  Town water? If not town water, is there a water quality monitoring plan and if not, are supplies marked ‘non potable’? |  |  |  |
| **GUARD RAILS & HANDRAILS**  Fitted where appropriate, sections not secured, rotten timber logs or rails, sharp rusted edges, protruding nails |  |  |  |
| **ACCESS ROAD OR DRIVEWAY**  Uneven surfaces, pot holes, hazardous drains of unprotected edges. Collision points. |  |  |  |
| **INFORMATION PROVIDED TO USERS**  Compare what you see, with the information that is provided to guests at the time of booking. Is the information useful and accurate? |  |  |  |
| **SIGNAGE**  Appropriate messaging. Speed limits appropriate? Helpful directions. Signs above (or well below) head height. Securely fixed. |  |  |  |
| **CARPARK**  Appropriate speed limits and directions. Car spaces are accessible and lines (if present) are visible. Specific hazards and car spaces are identified to alert drivers eg with white or yellow paint. |  |  |  |
| **REDUNDANT / DUMPED ITEMS**  Unused items should be removed. They give a poor impression, can pose trip or impalement hazards and may encourage snakes etc. |  |  |  |
| **UNRESOLVED HAZARDS**  Any areas that have been cordoned off or identified previously but remain unresolved. Should have action plans to address properly. |  |  |  |
| **Other** |  |  |  |

**SECTION 2. External of building**

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| **DESCRIPTION**  **Look out for things like:** | **Checked?**  **Yes No / NA** | | **Record any action taken or action required** |
| **WALLS**  Sharp, protruding or rusted areas. Broken cladding. Signs of rot or termites. Loose bricks that might fall. If youth games are conducted here, issues could pose an elevated risk |  |  |  |
| **CONCRETE BLOCK** Broken, slimy or sharp surfaces. If youth games are conducted here, issues could pose an elevated risk |  |  |  |
| **EAVES & GUTTERING** Describe the building eaves and construction material & method. Are there any broken or damaged fibre cement sheets? Are fibre cement sheets painted?  Missing, rusted guttering sith signs of leakage or blockage eg leaves |  |  |  |
| **ROOFING (inspect from ground level)**  Sign of leaks or damage. Record the roofing material |  |  |  |
| **WINDOWS**  General condition of window frames- rot, breakage, faulty Cracked, broken or missing glass. Excessive spiders webs/ dust etc  Condition of security grills, or shutter guards (if fitted). Any windows above a doorway should have toughened or shatterproof glass |  |  |  |
| **Front/back entry** | | | |
| **LIGHTING**  Is there a working light illuminating the front door access, path or steps? |  |  |  |
| **STEPS or RAMPS, ACCESS BRIDGES** Timber/Concrete, damaged or loose steps. If steps are over 1m above ground level is a handrail fitted? Entrapment hazards. Is there a secure handrail with toe board? Is handrail fitted with a Mid rail? Does handrail have infill mesh? |  |  |  |
| **TIMBER DECK / PATIO**  Raised or rotten floor boards? Is the deck over 1m high from ground level? Is a rail and mid rail fitted? Entrapment hazards |  |  |  |
| **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 fire exit door handles 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? 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? |  |  |  |
| **OTHER** |  |  |  |

**SECTION 3. Inside the building (if relevant)**

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| **DESCRIPTION**  **Look out for things like:** | **Checked?**  **Yes No / NA** | | **Record any action taken or action required** |
| **STEPS or RAMPS** Timber/Concrete, damaged or loose steps. If steps are over 1m above ground level is a handrail fitted? Entrapment hazards |  |  |  |
| **FLOORS & WALLS**  Protruding nails, splinters, holes and loose boards, Excessively slippery, Aisles and passageways kept clear of obstructions, Carpet, tiles etc secured to the floor. Mats that pose a trip hazard. Bear in mind the use of the room you are inspecting eg is it used for youth games? |  |  |  |
| **SUB FLOORS**  Only inspect if safe to do so. Presence of combustible materials. Signs of vermin, termites. Appropriately protected from unauthorised or unintentional entry. |  |  |  |
| **WINDOW FITTINGS**  Window locks are working (if fitted). Are window locks required? Condition of blinds / curtains (if fitted), Windows actually to function |  |  |  |
| **REDUNDANT ITEMS** Evidence of redundant, faulty equipment that is no longer used should be disposed of. |  |  |  |
| **BATHROOMS** | | | |
| **BATHROOMS**  Appearance – tidiness and cleanliness of toilets, basins and floors. |  |  |  |
| Are the bathrooms appropriately designed as male / female? Are they sufficiently private / segregated considering the anticipated users? |  |  |  |
| **TOILETS**  Toilets – check that they flush and do not leak. Condition of toilet seats and lids – presence of cracks etc |  |  |  |
| **HAND WASHING FACILITIES**  Hand washing facilities – sufficient and adjacent to bathroom. Adequacy of soap dispensers or soap holders. Condition of paper towels and towel dispensers (if provided). Cloth hand towels are **not** acceptable due to hygiene issues. Basins are clean and plugs are supplied (if relevant) |  |  |  |
| **SHOWERS**  Showers - taps and fittings work and do not leak. Shower head /rose functions correctly. Condition of soap holders. Broken fittings or sharp surfaces. |  |  |  |
| **BATHROOM FLOOR**  Is the bathroom floor in good condition and easy to keep clean? |  |  |  |
| **WATER SUPPLY**  Is hot water temperature set to between 50-55 degrees centigrade? |  |  |  |
| **CHEMICALS**  Cleaning chemicals stored out of reach of children. Safety Data Sheets made available for hazardous materials. |  |  |  |

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| **DESCRIPTION**  **Look out for things like:** | **Checked?**  **Yes No / NA** | | **Record any action taken or action required** |
| **KITCHENS** | | | |
| **SINK**  Taps work, signs of leakage, including under sink |  |  |  |
| **FLOOR**  Floor surface in good condition, able to be cleaned eg no peeled vinyl |  |  |  |
| **URN**  Urn or hot water taps works |  |  |  |
| **ELECTRICAL EQUIPMENT**  Proximity to water sources – is it sufficiently separated? Look for signs of melted cords on sandwich maker. |  |  |  |
| **LAYOUT**  Is the layout functional? Is there a walkway through the kitchen – how is this managed safely? |  |  |  |
| **HAND WASHING**  Hand washing facilities adequate. Does the soap dispenser contain soap? Check for soap dispensers that spill onto the floor casing a slip hazard. For commercial kitchens – is there a protocol for ensuring the dispenser is refilled when required? |  |  |  |
| **COMMERCIAL KITCHENS**  Is the kitchen classed as commercial kitchen? |  |  |  |
| **FIRE FIGHTING – mandated for commercial kitchens** Presence of first blanket and fire extinguisher Tested and tagged |  |  |  |
| **SEGREGATION of WORK AREAS - important for commercial kitchens**  Hot works area is sufficiently separated from other work areas. Caterers’ work area is sufficiently separated from guests / serving areas. There is appropriate signage / identification / roped off etc |  |  |  |
| **VERMIN CONTROL**  Adequate, appropriate and up to date vermin control. |  |  |  |
| **FRIDGES – commercial kitchens**  Fridge and freezer temperature control and gauges |  |  |  |
| **CHEMICALS (Commercial kitchens)** Safety Data Sheets available for all chemicals. All containers labelled correctly. Stored appropriately - keeping in mind possible accessibility by young children. Chemicals not stored on top of hot water service. |  |  |  |
| **CLEANING EQUIPMENT**  Stored close to where used. Equipment is segregated appropriately ie bathroom equipment not used for kitchen. |  |  |  |
| **FOOD STORAGE**  Containers clean, sealed and appropriately labelled. Expiry dates are current (where relevant). Food protected from direct sun or heat. |  |  |  |
| **KITCHEN SHELVING** Shelving/overhead cupboards sturdy. Breakable, heavier items stored only down low and lighter, non-breakable stored up higher. Safe access to stored items above the head. Any ladders present are in good condition and kept away from unauthorised use |  |  |  |
| **LPG**  LPG tanks must not be stored inside commercial kitchens or other kitchen with ignition source |  |  |  |
| **OTHER** |  |  |  |

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| **DESCRIPTION**  **Look out for things like:** | | **Checked ?**  **Yes No**  **/ NA** | | **Record any action taken or action required** |
| ELECTRICAL | | | | |
| **RCD** | Is an RCD (residual Current Device) installed? Has it been tested:  Push button test every 6 months  Trip time test: every 2 years  Reference: ***WHS PRO24 Electrical Safety*** |  |  |  |
| **POWER POINTS ETC** | **POWER POINTS, LIGHT SWITCHES AND POWER BOARD, CORDS AND APPLIANCES**  Has the equipment been tested and tagged as per the frequencies shown in ***WHS PRO24 Electrical Safety?***  Perform an annual sample of visual inspections and completed ***WHS Form 24.1 Record of Visual inspection of electrical items***. |  |  |  |
| **EXTENSION CORDS** | Trip hazards from extension cords. Extension cords that are unnecessarily long. Condition of plug and cords. |  |  |  |
| **LIGHT FITTINGS** | Light fittings are secure and fit for purpose |  |  |  |
| **APPLIANCES** | Look for any damaged or redundant appliances. Refer to Disposal of electrical items in ***WHS PRO24 Electrical Safety*** |  |  |  |
| **HEATERS, FANS** | Lock for evidence of non-compliance with the guest policy regarding heaters (if any).  Adequate guarding of heaters and fans |  |  |  |
| **METER BOX** | Electrical meter box lockable using a local power authority lock |  |  |  |
| **OUTDOOR EQUIPMENT** | Is there evidence of electrical equipment being use outdoors? If so, is a portable RCD used? Reference: ***WHS PRO24 Electrical Safety*** |  |  |  |
| **TERMITES?WHITE ANTS** | Has a pest inspection been carried out (if relevant)? |  |  |  |
| **OTHER** |  |  |  |  |

**Section 4. Fire safety**

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| **DESCRIPTION**  **Look out for things like:** | **Checked ?**  **Yes No / NA** | | **Record any action taken or action required** |
| **Extinguishers**  Extinguishers and signs clearly visible, Extinguishers mounted on wall brackets, Any missing fire extinguishers  Do all fire extinguishers have an inspection tag fitted (stamped yellow metal tag)? And tested within the past year.  Do the extinguisher class appear to be an appropriate choice for the location (read the signage regarding what type of fire the extinguisher is for) Is the correct Fire Extinguisher hanging in the correct place?  If any fire extinguisher is empty or has been accidentally discharged, it must be recharged and tested by supplier. |  |  |  |
| **Hose reel**  Condition of hose reel. Is the hose stored neatly.. Any leakage  Clear, unobstructed access.  Is there a fire reel sign mounted above reel 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. If the smoke detectors are positioned too high for members to service battery changes safely contact service provider for maintenance. |  |  |  |
| **Sprinklers**  Does the Activity Centre have an external sprinkler system if located in bushland? |  |  |  |
| **Fire blanket**  Is there a fire blanket mounted on the wall of the kitchen? Has it been tested and tagged? |  |  |  |
| **Emergency exit signs**  Does the hall have Emergency Exit Signs? Are they illuminated? 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?  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 site?  Is the Emergency Evacuation Plan on display? Are the names of the emergency warden and first aiders included? |  |  |  |
| Does the site manager (or delegate) 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? |  |  |  |
| OTHER: |  |  |  |

**Section 5. Site specific features**

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| **DESCRIPTION**  **Look out for things like:** | **Checked ?**  **Y N / NA** | | **Record any action taken or action required** |
| **Boat Ramp**  Excessively slimy or slippery areas. Damaged surfaces, protruding nails |  |  |  |
| **Pool**  Adequate fencing. Gate lock functions properly.  Visually clean, with records of maintenance and water testing. Surfaces in good condition.   Current resuscitation signs (check for current version on-line).  Procedures in place for responding to contamination by vomit, human faeces. |  |  |  |
| **Store rooms / Equipment stores / Filing rooms**  Adequate security and protocol for managing access to authorised people / securing when not in use. W  Where personal files are kept, must be secure. Staff are aware of mandatory reporting in case of security breach. Do not keep personal files unless essential.  Items labelled /located in an orderly fashion. Equipment usage log is kept for activity equipment. |  |  |  |

**SECTION 6. Asbestos**

If you are unaware of the status of the asbestos, check with the site manager. If you ***are*** the site manager, refer to the ***WHS Procedure 25 Management of Asbestos*** for information on the requirements for managing the health and safety hazards of asbestos in buildings or contaminated soil.

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| **DESCRIPTION**  **Look out for things like:** | **Checked ?**  **Y N** | | **Record any action taken or action required** |
| **ASBESTOS REGISTER**  If asbestos is present or assumed in the building or the soli, is there an asbestos register available on site (eg inside the meter box)? |  |  |  |
| **SIGNAGE / LABELS** Are asbestos labels used to indicate the presence of asbestos? |  |  |  |
| **CONDITION OF ASBESTOS** Is the asbestos material in good, unbroken, painted order?  *NB: Only observe the asbestos if it is safely accessible and do not scrape the material or paint.*  *Report issues immediately to the site manager or camp warden.* |  |  |  |