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POTENTIAL HAZARDS - INTERNAL	Any potential internal hazards not mentioned? Add Below	YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
Action to be taken:		Date to be completed:			
By Whom:		Date Completed:			

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?				
GAS CYLINDERS	Are gas cylinders stored outside the building in open air or a well ventilated area?				
	Does the group maintain gas bottle test records?				
NB: Gas bottles over 10 years old must be replaced.	What date was the gas bottle tested or replaced?				
POTENTIAL HAZARDS – STORAGE AREAS	Any potential hazards not mentioned? Add Below				
Action to be taken:		Date to be completed:			
By Whom:		Date Completed:			

MISCELLANEOUS	MAINTENANCE	YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
Boat Ramps	Ramp Condition? Any slippery areas?				
Water Tank	First Flush device cleaned, inline filter replaced				
External Flag Pole	Is the Pole in good condition/ flag hoisting rope secured back to pole when not in use.				
Access Bridges	General condition of bridge. Can anyone fall through or between the handrail opening.				
POTENTIAL HAZARDS – MISCELLANEOUS	Any potential hazards not mentioned? Add Below				
Action to be taken:		Date to be completed:			
By Whom:		Date Completed:			

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
ANNUAL FIRE SAFETY STATEMENT	Is the Annual Fire Safety Statement current?				
	Is a copy of the current Annual Fire Safety Statement displayed near the front door of the hall?				
	Has a copy of the Annual Fire Safety Statement been sent to both the Council and the Region Office?				
EXTINGUISHERS	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?				
HOSE REEL	Is hose & reel in good condition?				
	Is there clear access to the hose?				
	Has the fire hose been inspected and tagged as current?				
FIRE BLANKET	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?				
SMOKE DETECTORS	Does the Scout Hall have Smoke Detectors installed?				
	Have the batteries been replaced in the smoke detector every 12 months?				
EMERGENCY EXIT SIGNS	Are Emergency Exit Signs illuminated and working?				

FIRE SAFETY cont'd		YES	NO	N/A	COMMENTS - IF REQUIRES ACTION
EMERGENCY EVACUATION PLAN	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?				
POTENTIAL HAZARDS	Any potential fire safety hazards not mentioned? Add Below				
Action to be taken:			Date to be completed:		
By Whom:			Date Completed:		

OFFICE USE	
Form Received by Region Office	
Region Property Spread sheet updated	
Region sends a copy to State Property Department	
REGION COMMISSIONER COMMENTS	

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