

Buildings Safety

How many storeys does the building have?	3
Is all the glass in windows, doors, cabinets etc. made of a safety material or suitably protected to prevent persons being injured if it is accidental or otherwise broken?	(Completion Apr 04)
Does the premises have lifts?	NO
Does the premises have balconies?	NO
Does the construction design and materials of the building reduce risk?	YES
Is the Centre accessible by emergency service vehicles?	YES
Have highly flammable materials close enough to affect the Centre been removed?	YES
Is a risk from adjacent properties sufficiently controlled?	YES
Is boiler room constructed with fire resistant materials?	YES
Does workplace have oil or gas burning equipment?	YES
Are there portable LPG or electric heaters?	NO
Are there open fires?	NO
Is the condition of foam filled furniture sound?	YES
Is smoking prohibited?	YES

REMOVAL OF HAZARDS OR REDUCTION OF RISK

Can use of flammable and highly flammable materials be relocated or reduced?	YES
Are flammable and highly flammable materials stored in a fire resisting areas or can they be removed from the building?	YES
Has combustible waste been removed from inside the building?	YES
Is oil equipment adequately maintained?	N/A
Is gas equipment adequately maintained?	YES
Does the premises have a current gas safety certificate?	YES
Is electrical equipment adequately maintained?	YES
Are residual current devices provided to reduce risk?	YES
Are intumescent seals fitted to doors/frames?	NO

MEANS OF ESCAPE

Are there protected escape routes?	YES
Are there alternative escape routes?	YES
Are there sufficient exits leading to a place of safety?	YES
Are escape routes kept free of obstruction?	YES
Can fire doors easily open?	YES
Do all fire doors meet required specification?	YES
Are fire safety signs and exits notices positioned so they can clearly be seen?	YES
Are self closing devices on fire doors installed and operational?	YES
Is the fire assembly point located in a safe place?	YES
Is external lighting adequate to exit routes and at the fire assembly point?	YES

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FIRE FIGHTING EQUIPMENT

Is their sufficient fire fighting equipment of the right type?	YES
Is the equipment suitably located?	YES

FIRE ALARM

Is there a fire alarm system with suitably located call points?	YES
Can sounders be heard in all parts of the building?	YES
Is the alarm control visible to the fire brigade?	YES
Are the staff and Centre accommodation alarms interconnected?	YES
Is the system tested and serviced regularly?	YES

HEAT AND SMOKE DETECTORS

Are rooms heated to maintain a temperature of 18C or more in cold weather?	YES
Are heat and/or smoke detectors installed in all rooms?	YES
Are heat/smoke detectors provided in dormitories?	YES
Is the fire detection system tested and serviced regularly?	YES
Is the fire alarm system tested and serviced regularly?	YES

EMERGENCY LIGHTING

Is there an emergency lighting system that ensures that fire exits through to the assembly point are lit in case of fire?	YES
Is the emergency lighting tested and maintained regularly	YES

EVACUATION PROCEDURES

Is staff suitably trained to organise and/or assist with the evacuation of the building?	Group Leader responsible, Warden/Caretaker only part time
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SYSTEMS

Is a fire logbook kept up to date?	YES
Is there an adequate daily/nightly close down procedure relating to fire prevention and safety?	YES Group Leader responsible

HYGIENE ARRANGEMENTS

Is there a minimum ratio of one washbasin (with hot & cold water) per 10 residents reasonably close to the sleeping area?	YES
Is there a minimum ratio of one WC for every 10 residents with at least one overnight WC for each sex in close proximity to their sleeping area?	YES
Is there a minimum ratio of one shower or bath (with H&C water) for every 15 residents?	YES
Is the piped water supply treated, clean and safe for drinking?	YES WHERE INDICATED
Is each person supplied with freshly laundered linen?	YES

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BEDROOMS

Can rooms be used by families?	YES
Can a high proportion (25%+) of primary school children stay at this centre?	YES
Are all upper bunk beds fitted with side rails?	YES
Are all upper bunk beds fitted with ladders?	YES
Are the bunks sturdy enough for group use?	YES
Are notices displayed indicating young children under 7 years should not use upper bunks?	YES
Are upper bunks free from ceiling height hazards?	YES
Have room layout situations that create additional hazards if someone were to fall been removed?	N/A
Are floors carpeted?	YES
Is there adequate space around each bunk?	YES
Have room's adequate external ventilation?	YES
Are windows secured to prevent ingress or egress still allowing ventilation?	YES
Do bedrooms and washrooms have curtains or blinds etc. ?	YES
Are there locks on doors (with emergency exit from inside) to prevent unauthorised entry into children's room?	YES
If so are accompanying staff provided with a key for supervision and emergency purposes?	YES
Are there separate areas for each sex?	YES
Does the accompanying staff have separate accommodation and facilities reasonably near to young people so that they may supervise and be contactable?	YES
Is there provision for storing clothes and personal equipment?	YES

ELECTRICAL EQUIPMENT

Has the premises fixed electrical wiring been subject to a thorough safety inspection within the last five years and any faults rectified?	YES
If multi socket adapters in use is it possible to ensure that they are not overloading the socket?	N/A
Are any unprotected electrical points so located that water can be touched at the same time as the electrical equipment?	NO
Does the building have a Residual Current Device (RCD) fitted to distribution board?	YES

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FOOD SAFETY

Is the Centre supplied with mains water?	YES
Is the supply of drinking water to the catering area and wash hand basins fed direct from the mains?	YES
Are all food storage shelves situated above floor level?	YES
Are all food storage shelves in good repair and washable?	YES
Are all food storage shelves removable for cleaning?	YES
Is food stored in suitable containers?	SELF-CATERERS
Is all food stored covered (except fruit and vegetables) ?	SELF-CATERERS
Is frozen and chilled food put in freezers/fridges on arrival?	YES
Is there a colour coded preparation board system in use?	YES
Is there a daily cleaning schedule in operation?	YES (Group Leaders responsibility)
Are there sufficient hand wash facilities in the catering kitchen?	YES
Are there sufficient hand wash facilities in the member's kitchen?	N/A
Is there an identified toilet for staff use?	YES
Are there adequate storage facilities for catering whites?	SELF-CATERERS
Have all food handlers received food hygiene training?	SELF-CATERERS
Have all food handlers seen a copy of the safe catering document and understood their responsibilities?	YES (Group Leaders responsibility)
Are fly screens fitted to all exterior windows and doors of the catering area?	NO
Is there an insectocuter fitted?	YES
Are the premises regularly checked for pests?	YES
If so who checks?	Warden/Caretaker
Are walls in good condition?	YES
Are tiles in good condition?	YES
Are floors in good condition and sealed to the walls?	YES
Are high level pipes boxed in?	N/A
Is there a dish washing machine at the Centre?	NO
If food is cooked and then held in advance of meal times, how far in advance?	SELF-CATERERS
Is prepared food stored in refrigerator below 5degC or heated above 63deg C prior to being served?	SELF-CATERERS
Are meals served at one time?	AS AND WHEN COOKED
Are holding/warming cupboards used at this Centre?	NO
Are daily temperature checks taken of holding ovens/warming cupboards used for storage?	N/A
Is the temperature of food spot-checked with a probe thermometer?	SELF-CATERERS
Is there a system in place for ensuring the adequate and regular cleaning of member's kitchen and removal of waste?	YES
Is the kitchen subject to and receive inspection from the District Council Environmental Health Dept?	YES

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