Property risk assessment

You should complete this risk assessment at the start of your year and then review every 12 months, or earlier if there are any significant changes. It should also be reviewed after an accident or incident has taken place.

This risk assessment incorporates the summary fire and legionella risk assessments.

People potentially at risk: all employees, volunteers, young members, visitors, members of the public and anyone else who may be impacted by any activities on the property.

Where hazards may be encountered: throughout the premises including external areas.

General facilities issues

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Failure to complete actions from a previous check	Previous actions on last risk assessment and checklist are reviewed and brought forward if not completed.	Review last risk assessment and checklist and ensure all actions recorded have been completed. If not, list actions still required against the relevant section.		
Design and condition of the building, fixtures, fittings and equipment	• Material alterations to the building are undertaken in accordance with building regulations. The condition of the building structure is monitored, and repairs are undertaken as needed. • New equipment is assessed, and appropriate controls introduced **Continued overleaf.**	• Inspect the property for any damage to equipment or the structure that might impact safety. Examples could be damaged or missing ceiling tiles, drain covers, potholes, flooring, bunk rails or ladders, window restrictors or barriers on high-level walkways or balconies, or damage to play equipment. **Continued overleaf**		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Design and condition of the building, fixtures, fittings and equipment	• Material alterations to the building are undertaken in accordance with building regulations. The condition of the building structure is monitored, and repairs are undertaken as needed. • New equipment is assessed, and appropriate controls introduced. • Equipment is maintained in line with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Competent people do periodic checks and tests and examination reports are reviewed and acted upon. • Staff and volunteers involved in managing the property visually check for defects before using any equipment. Defective fixtures, fittings and equipment are reported and removed from use until repaired or discarded.	• Inspect the property for any damage to equipment or the structure that might impact safety. Examples could be damaged or missing ceiling tiles, drain covers, potholes, flooring, bunk rails or ladders, window restrictors or barriers on high-level walkways or balconies, or damage to play equipment. • Ensure suitable safety signage is put in place pending repair or replacement. • Are staff and volunteers involved in managing the property aware of the need to visually check equipment for defects before use? And that if they find defects, equipment must not be used, and faults fixed? • Check any interlocks are fully functional. • Property A-Z Interlocks • Check emergency stop buttons/cut-offs are in good condition and guards are all intact and in place. Property A-Z Building regulations Property A-Z British standards Lifting Equipment Regulations 1998 (LOLER) Provision and Use of Work Equipment Regulations 1998 (PUWER)		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Design and condition of playground equipment and specialist adventure equipment	Play equipment is subject to a separate inspection. Specialist adventure equipment is inspected, tested and maintained in accordance with specific legislative requirements, manufacturers' instructions and best practice.	If you have play equipment, have you done an inspection based on Royal Society for the Prevention of Accidents (ROSPA) standards in the last 12 months, and undertaken any remedial work needed? www.rospa.com/play-safety/advice/inspection-maintenance Is specialist adventure equipment inspected, tested and maintained in accordance with specific legislative requirements, manufacturers' instructions and best practice?		
Disability access audit	Our buildings are as far as possible accessible to disabled people and we endeavour to provide appropriate facilities.	Have you done a disabled access survey and reviewed the accessibility of the building as far as possible, addressing issues identified? Property A–Z Disabled access		
External areas	Areas where leaves, algae, rubbish, bird droppings or dust can accumulate and present a slipping/tripping hazard are regularly reviewed and appropriate remedial action is taken. During any local building activity, particular attention is paid to dust control.	Are all external areas in good condition, and free of leaves, algae, rubbish, bird droppings and dust that can accumulate and present a slipping/tripping hazard? If not, what action are you taking? If there's local building activity, are you paying particular attention to dust control?		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Trees' location, age and condition	Trees are maintained with low branches pruned and obviously dead or decaying trees/branches removed.	Review all the trees on your property and consider specialist inspections for those considered high risk due to location, age and or condition. Ensure any obviously dead or decaying trees/branches are removed. Be aware that some trees may have protection orders and you may need to seek permission to remove them and/or undertake work on them. Property A-Z Tree management		
Provision and maintenance of lighting, particularly in health and safety-sensitive areas like staircases, slopes, corridors and at workstations	Lighting, including emergency lighting, is provided, tested and maintained throughout the premises as necessary, particularly in high-risk areas like staircases. Regular checks, including an annual discharge test, are undertaken to ensure the lights are working. Any faults found are addressed. Emergency lights are provided on escape routes where there is no daylight or lights (at night-time) available through windows to illuminate the route.	Is there enough light generally inside and outside to safely see what you're doing even when it's dark outside? Is everything in working order? Are all items stored at least 50cm away from lighting? If the building requires emergency lights are these provided and maintained appropriately, with any issues identified addressed? They should be tested monthly and maintained annually, including a discharge test. This would generally be for 3 hours, although in small, low-risk premises without a public entertainment licence a 1-hour test may be considered sufficient. After the test the system will be at its most vulnerable as the batteries need time to fully charge. So avoid any lettings for at least 24 hours to allow them to recharge properly. Property A-Z Fire emergency lights		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed

Unauthorised access to or failure to adequately guard machinery, equipment and areas of the premises (where appropriate)
 	
Safety information/ warning signage, for example for use of equipment or unprotected edges
	• Rooms dedicated to mechanical and associated electrical equipment, electrical substations and switch rooms are:
	  – Kept locked
	  – Not used for general storage
	
	• Where appropriate, interlocked, fixed guards or padlocks are provided.
	
	• Contractors review the guarding on mechanical and associated electrical equipment during service visits and bring defects to the attention of premises management.
	
	• Premises management review the guarding on equipment employees use directly.
	
	• As far as practical, manufacturers' warning labels are left in-situ.
		• Are doors to all rooms dedicated to mechanical and associated electrical equipment kept locked? Are the doors also kept locked to areas where there is access to dangerous machinery or chemicals, plus rooms with any electrical panel fitted to a wall?
		
		• If needed, are guards on equipment employees use directly in place and in good condition?
		
		• Ensure there's no general storage in rooms dedicated to mechanical and associated electrical equipment.		

Suitability and competence of staff and volunteers involved in managing the property, including: • Incomplete recruitment and vetting process, if required **Continued overleaf**	• Volunteers involved in managing the property undergo a recruitment and vetting process relating to the activities they perform. If they're involved directly with Girlguiding, this includes Girlguiding disclosure checks and an expectation that they will follow the volunteer code of conduct and do a safe space training. **Continued overleaf**	• Have all volunteers involved in managing the property got an up-to-date disclosure check if required? If they don't, make sure they're supervised while doing any regulated activity. • Have they completed the right training for any planned activities? **Continued overleaf**		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
• Out-of-date Girlguiding disclosure checks if required • Inadequate training and awareness	• Training requirements for those involved with Girlguiding are checked via GO. • If staff or volunteers aren't Girlguiding members, the management committee considers what checks and training are needed.	• Has any of their training expired? • If they don't have the right training, make sure they're supervised. • Prompt volunteers to sign up for any training they need. Recruitment and vetting policy Volunteer code of conduct		
Fitness/ability of employees, volunteers and others involved in managing the property	• Individual risk assessments are done for staff and encouraged for others. These include assessments for pregnant individuals, and adjustment or wellbeing action plans for anyone with additional needs. • A personal emergency evacuation plan (PEEP) is part of the adjustment or wellbeing action plan and should be activated when needed. • People are asked to report any condition that might impact on their ability to do an activity safely. This includes allergies to food, animals, insect bites, latex, pollen and other allergens.	• Are individual risk assessments, and adjustment and wellbeing action plans in place and current for anyone who is pregnant or who has additional needs? Making reasonable adjustments Personal emergency evacuation plan Pregnancy risk assessment • Have you considered allergies or other issues in relation to the activities you have planned?		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Reporting of incidents, accidents and near misses, and post-incident support	Premises management report the following accidents or incidents and near misses to Girlguiding headquarters: • Those caused by the venue • Damage to the venue • Potential insurance claims Any incidents involving aggression from a Girlguiding member or volunteer are also reported to headquarters.	Have the following incidents been reported to Girlguiding headquarters? • Those caused by the venue • Damage to the venue • Potential insurance claims • Any incidents involving aggression from a Girlguiding member or volunteer Reports should include details of the investigation and any action undertaken to stop it happening again. Emergency file Accident notification form		
Provision of emergency first aid	First aid cover is considered when and where people are employed and or volunteers come under the control of premises management.	• Have you reviewed the requirements for first aid provision? • If provided, have you checked your first aid box contents are complete and in-date? Using a sticker with the next expiry date on the seal of the box means you'll only need to check the contents if the seal is broken. First aid training for guiding 1st response training Property A-Z First aid provision Property A-Z Waste		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Communication and information on safety issues with premises users	• Girlguiding headquarters consults with volunteers who are members of Girlguiding when developing policies. Guidance and changes to processes and requirements are regularly communicated. • Property management provides safety notices and signage where appropriate. • There is regular contact between property management and premises users.	• Are the correct notices/signs on display on the notice boards and around the premises? • Do you have regular communication with the premises users? Is there anything you need to communicate? • Have you let all users know where the gas shut-off, electric mains switch and water stopcock are, and how to use them? Property A-Z Signage and notices		
Provision and wearing of suitable clothing, footwear and personal protective equipment (PPE) (where a risk assessment identifies it's needed)	PPE, if required by a risk assessment, is provided for anyone involved in the activity to use. For example, protective gloves for use when cleaning.	• Is any protective equipment needed for activities on the premises? • Is there PPE available for use? • Are those carrying out the activity wearing PPE when needed? • Is the PPE in good condition and fit for purpose? Property A-Z PPE		

General facilities issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Lone working/ volunteering (This doesn't mean being totally alone. It's rather any situation where someone is doing a volunteering activity where visual or verbal contact with other volunteers or members is likely to be infrequent AND where accidents or incidents may prevent them from being able to raise an alarm.)	When lone working/volunteering, Girlguiding members follow section 10 of our health, safety and welfare procedure. This document also offers a guide for non-Girlguiding members to follow. Lone working/volunteering is not permitted when working at height or in a roof void - loft or attic.	If lone working/volunteering is likely to happen, have you read the relevant section of Girlguiding's procedure? Do you have suitable arrangements in place? Think about whether you'll be lone working/volunteering when opening and closing the premises. Health, safety and welfare procedure		
Construction and maintenance work	The requirements of the Construction Design and Management Regulations 2015 are followed at all times.	Review the Property A- Z Construction Design and Management Regulations 2015 (CDM) and ensure you're fully compliant with the requirements.		

General property management issues

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Management of contractors and visitors to the premises	• Only authorised, competent contractors are permitted to work in the premises. The approval process includes a review of their processes for managing risk assessments, training and sub- contracting. They're required to complete a contractor competency assessment. • Visitors and contractors are required to sign in declaring they're fit to work. • Those unfamiliar with the premises are given relevant site-specific information on fire evacuation and shown round before being left on their own. • Permits to work are issued locally, with a new permit issued each day and for each job.	• Have all contractors been taken through the approved contractor process? Property A-Z Managing contractors • Is the signing-in book and permit to work system being used? Check the last contractor you know visited the site. Signing-in book • Note a self-employed caretaker, for example, would be a contractor.		
Contractors bringing hazardous chemicals to site	Any chemicals contractors bring in are removed from site by the contractor after use or kept in a locked room/cupboard.	Have all chemicals used by contractors been removed from the premises or stored in a locked cupboard?		
Contingency planning	Contingency plans are in place that can be enacted if there's flooding, or fire system, gas, electric, water supply or lift failure. Additional checks of areas that are not usually seen on a regular basis are done.	Contingency plans should be produced, reviewed, and enacted should the system or equipment fail. Property A-Z Contingency planning		

General property management issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Insurance	See Girlguiding headquarters guidance on insurance requirements.	Do you have all the appropriate insurance cover in place? Insurance		
Grounds maintenance	Suitably competent people do ground maintenance using appropriate equipment that is properly maintained.	Review Property A-Z Ground maintenance		
Fluorinated gases (Fgas) (found in larger air conditioning systems and refrigeration)	Where there are larger air conditioning systems and/or refrigeration that contain Fgas, a register is maintained, and the system is checked for leakage annually. Only registered Fgas contractors are used to maintain the equipment.	Do you have a large air conditioning system and/or refrigeration that contain Fgas? Do you have a register in place and have you checked the system within the last 12 months for leakage? Is the system maintained by a registered contractor? Property A-Z Fluorinated gases (Fgas)		
Mobile phone signal or landline availability in case of emergency	A mobile phone signal or landline is available on-site or no more than a 3-5 minute walk away.	If it's not available what contingency arrangements are in place to raise the alarm if there's an emergency?		
WiFi	WiFi systems have appropriate monitoring and filtering in place in accordance with Department for Education guidance 'where a building is let to youth organisations'.	Review your WiFi system and ensure the appropriate monitoring and filtering options are switched on. Property A-Z WiFi		

General property management issues - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
The number of people in the building at any one time	Maximum occupancy levels are determined and not exceeded.	Determine the limit on the number of people using the property and make sure this is not exceeded particularly when more than 1 group is using the building at the same time. [Property A-Z Max occupancy capacity of a building](#)		

Asbestos

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Type, location and condition of asbestos	• Any property built before 2000 should have an appropriate asbestos survey in place. • The property is identified as either 'Green No asbestos present', 'Amber Possibility that due to age, asbestos may be present, but none detected by survey' and 'Red Asbestos is present'. **Continued overleaf**	• If the property was built before 2000, has an appropriate asbestos survey been done and any actions identified completed? • If asbestos is present, is it in good condition, appropriately labelled and undamaged? • If not, what remedial action (sealing, encapsulating or removing) have you taken? In the short term is there a need to secure the area by fencing it off to make it safe? **Continued overleaf**		

Asbestos - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Type, location and condition of asbestos	• The contractors signing in book highlights the status of the property to contractors and, if asbestos is known to be present, includes details of where it is. Any suspected asbestos material discovered is investigated further. Known asbestos is appropriately labelled, and its condition reviewed periodically. • Any works involving major structural alterations, where there is a possibility of asbestos being present, are preceded by an HSG 264 Refurbishment and Demolition survey by a competent surveyor.	Property A-Z Asbestos Property A-Z Managing contractors Signing-in book		

Biohazards (including infectious diseases)

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Exposure to vermin droppings/excrement Bites or stings from animals including dogs, cats, birds, rats, mice and insects	· Areas susceptible to infestation are made vermin-proof. · Approved contractors manage any infestations identified.	Check for evidence of pests, for example droppings or markings, and take appropriate action if identified. Property A-Z Pest control		
Blocked, defective and overflowing drains	Defective drains and sewers are repaired as a priority and the areas affected are deep cleaned.	Take appropriate action if this issue arises.		
Managing the spread of infectious diseases	• Individuals who are unwell are asked not to use the building. • Soiled items like tissues are disposed of appropriately. Hands are washed regularly and thoroughly. • These requirements, as well as any local ventilation requirements, are covered in general safety information provided to property users. • Anti-bacterial hand gel or soap is made available. • Particular attention is paid to contact surfaces during routine cleaning.	• Have all the buildings' users been provided with general safety information including ventilation requirements, for example details of windows that need to be opened? • Are waste bins regularly emptied? • Is anti-bacterial gel or soap available for building users? • Are contact surfaces covered in the cleaning schedules?		

Biohazards (including infectious diseases) - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Managing the spread of infectious diseases, including those spread by respiratory, faecal, oral and contact routes	Ventilation is reviewed and measures taken as appropriate.	Has a local review of ventilation been done, and the findings been implemented? Property A-Z Ventilation		
Sewage pump/septic tank	Regular inspection and maintenance regimes are in place and septic tanks are cleaned out occasionally (usually by contractors). This is classed as a confined space and requires a permit to work (safe system), so that it's done safely. Confined spaces - HSE	What controls are in place?		
Local environment issues including: • Blue-green algae • Weil's disease • Lyme disease • *E. coli* • Myxomatosis • Accesibility of farm animals, particularly where food is eaten	Known environmental biohazards are brought to the attention of users and suitable controls are in place, for example fencing and handwashing facilities.	Review the Property A-Z Biohazards and local environment issues. Is any action needed?		

Burns and scalds

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Hot water and hot surfaces	Hot water and hot surfaces are reviewed and where appropriate action is taken to reduce the risk.	• Review the temperature of hot water and any hot surfaces using a calibrated thermometer. • Are they at an appropriate temperature? And/or adequately guarded? Record where and when the test was done. • Radiators should be no more than 43ºC at the surface to avoid burns. Hot water in the system needs to be above 50ºC to prevent legionella but water temperatures above 44ºC can scald a child. • Radiator covers, mixer taps and thermostatically-controlled valves can help to reduce risk as can notices highlighting any issues.		

Collision with a stationary object

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Lack of highlighting of and/or protection protrusions such as low headroom heights	Warning signage, and where appropriate, protection, is provided for areas where there are low headroom/features, for example pipes.	Are all areas where there is low headroom and/or protrusions adequately protected?		

Cuts and lacerations

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
• Poor housekeeping or storage • Unstable items that could fall • Protruding items that people could walk into • Sharp objects on the floor that people could step on or trip over	General good housekeeping is maintained, and routine checks are carried out.	Is general housekeeping of a good standard with no obvious hazards?		
Structural glass – windows, glass panels and doors, in critical locations	All structural glass is reviewed periodically, and any defects are adequately protected pending repair or replacement.	Check all structural glass for damage, chips and sharp edges. Are you happy that it's safe and in good condition? Property A-Z Glazing		
	• New and replacement structural glass is to the appropriate British standard. • Any large areas of glass that are close to exits, on exit doors and/or extend to floor level, are either laminated and or filmed. These should also be highlighted so they're visible (with posters or markings at eye level, for example).	Have you reviewed any structural glass in critical locations? Is it to the appropriate British standard, filmed or laminated and suitably highlighted? Property A-Z Glazing		

Drowning

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Accessibility of any pond, river, stream, ditch or other area of open water that could present a risk of drowning	Suitable fencing/signage, access to buoyancy aids and/or supervision is provided at all times. Swimming pools are subject to separate risk assessment.	What controls are in place to prevent access and potential drowning?		

Display screen equipment

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Lack of eyesight screening and insufficient breaks for users of display screen equipment (computers, laptops and CCTV screens)	A 'user': • Is an employee who regularly uses display screen equipment for 1 hour a day, more than 1 day a week • Is entitled to eyesight screening once every 2 years • Needs to use middle-distance eyesight to read the screen, which deteriorates with age and is not generally used for other everyday activities **Continued overleaf**	Do you have any display screen equipment users working for you? If you do you'll need to provide eyesight screening and encourage them to take regular breaks.		

	Display screens don't cause eyesight problems. However, depending on how they're set up, users may suffer from eye strain. Users should be encouraged to take regular breaks from the screen, looking at something other than screen for example paperwork is sufficient.			
Standard hardware, display screens, keyboards, mice, software, furniture and equipment provided for display screen equipment, for example computers, laptops and CCTV screens	Display screen equipment workstations are assessed against the Health and Safety Executive requirements on set-up and after any significant change.	Have all workstations been reviewed against the checklist? Property A-Z Display screen equipment Are all chairs in good condition?		

Electric shock

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Use of fire extinguishers, including use of water extinguishers near to electrical equipment	Staff and volunteers involved in managing the property are given instructions on which extinguishers are appropriate for which fires.	Have any new staff or volunteers involved in managing the property been provided with a safety briefing covering which extinguishers are appropriate for which fires? Property A-Z Fire extinguishers including fire hoses		

Electric shock - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed

Use of electrical appliances and extension leads	• The use of battery-powered electrical items is preferable.
	
	• Where there's not a battery-powered alternative, electrical items are used close to the socket to avoid trailing leads.
	
	• Pre-use checks of the area are carried out to make sure there are no issues with using electrical equipment, for example the area is wet.
	
	• Checks are made on the condition of items to be used, looking for exposed wires and damage to plugs.
	
	• Any defective equipment is removed from use.
	
	• Only fully unwound, fused extension leads with clearly visible on and off lights are recommended.
	
	• Extension leads are never plugged one into another.
		• Consider only allowing people to use equipment provided and discourage them from bringing items in from home.
		
		Before using any portable device, visually check:
		  – There are no bare wires.
		  – The plug is in good condition with no splits or cracks.
		  – No parts of the plug are loose.
		  – The lead isn't cut or frayed.
		  – The appliance isn't damaged.
		
		• If you have any concerns about the condition of equipment, take the item out of use until it can be repaired or replaced.
		
		• Check and record the condition of electrical equipment at least annually. This could be a portable appliance test (PAT), but legally it only needs to be a documented visual check and doesn't have to be carried out by a contractor. If people are bringing items in from home then include them in this check.
		
		• Are extension leads fully unwound and fused with a clearly visible on/off light?
		
		• Single-block multi-plug adaptors are not unsafe, but the weight of the plugs and leads can pull the adaptor out of the wall socket, leading to resistance heating and increasing the risk of a fire.
		
		• Extension leads should NEVER be plugged into one another.
		
		Property A-Z Electrics		

Electric shock - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Defective fixed electrical installation and equipment	• All electrical wiring and fittings conform to IEEE standards. • 5-year electrical inspections for commercial buildings aren't required by law. However, it's a good way of ensuring your property is safe.	Have you done a check of the electrical system in the last 5 years and acted upon any significant issues found? Sometimes you may decide, or an electrical report may advise, a retest sooner than 5 years. If this is the case please detail here and follow this requirement. Property A-Z Electrics		
Residual current device (RCD) testing	Electrical socket outlets incorporating an RCD or plug-in RCD adaptors are provided where the system isn't adequately protected against earth leakage.	Do you have or need an electrical socket outlet incorporating an RCD, or a plug? If you do, have these been tested this month? Property A-Z Electrics		

Environmental

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Excessive noise levels	The premises are reviewed for noise issues. Equipment is subject to maintenance and servicing, as required. It's unlikely there would be permanent excessive noise. However, there may be areas (such as generator rooms) that should be designated 'noise control areas' where hearing protection should be provided and worn when entering in case the equipment starts up.	Are the noise levels from equipment acceptable or are repairs or additional controls needed? For example, should ear defenders be available outside any generator room? Check the manufacturer guidance for details of noise levels and if you have any concerns take appropriate action. Property A-Z Noise		
Noise nuisance	Consideration is given to the impact of activities in relation to noise nuisance on others. Where necessary, noise limiters are fitted and appropriate steps are taken to prevent noise nuisance to local residents.	Consider the impact of your activities in relation to noise nuisance on others. Where necessary take appropriate steps to reduce any noise nuisance. Property A-Z Noise		
Inadequate heating	• Heating is provided, as far as reasonably practical, to achieve a temperature at or above 16°C after the first hour. • There is no legal maximum temperature. • Provision is made for suitable protective clothing, rest breaks and warm drinks for employees and volunteers to warm themselves when working outside. **Continued overleaf**	• When the premises are in use is the temperature adequate? • Is the heating/air conditioning system subject to planned preventative maintenance and inspection?		

Environmental - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
	Heating systems are subject to planned preventative maintenance and inspection. It's best practice to service and reset any heating and/or air conditioning systems at the start and end of each heating season. Portable heaters are permitted at the discretion of the premises management.			
Inadequate ventilation	Suitable and sufficient ventilation is provided to all parts of the premises - see biohazard controls. Note: portable fans don't provide ventilation or even cool air, they just move air around providing a cooling effect.	If electric fans are provided are they safe with no danger of overloading sockets and/or tripping on trailing cables?		
Disposal of waste	A legally licensed waste disposal service is used with waste transfer certification in place for each classification of waste disposed of, for example waste contaminated with bodily fluids is classed as hazardous.	• Is waste regularly collected by a licensed carrier? • Property A-Z WasteAre current waste transfer certificates in place? https://www.gov.uk/dispose-business-commercial-waste		

Environmental - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Ground pump maintenance (used to control flooding where there's a high-water table	If a ground pump is provided, it is regularly serviced to reduce the risk of flooding.	If you have a ground pump is there a suitable service contract in place?		
Flood defences	Where flooding is likely, suitable flood defences are put in place.	Do you have a requirement for flood defences to protect your own or neighbouring properties? Are these in place and in good condition?		
Inclement weather - snow and ice	Gritting of car parks and entrances is considered and an appropriate gritting plan is in place.	Have you got a gritting plan in place? Is this being followed? Property A-Z Inclement weather		
Inclement weather – wind	Consideration is given to the building, external storage and any temporary structures in relation to potential wind damage.	Have you reviewed the building in relation to high winds? • Do any areas need securing if these are forecast? • After an event have you reviewed the building's external areas and trees to check they're still in a safe condition?		

Explosion

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Pressure vessel insurance examination and written scheme. This relates to larger non-domestic boilers but also things like pressurised coffee machines and pneumatic rams on some smoke vents.	Where these are present there is a written scheme in place with 6-26 monthly inspection requirements depending on equipment and scheme.	• If you have any items with a pressure valve do you have a written scheme in place? • Have these items been inspected in accordance with the written scheme? Property A-Z Pressure vessel insurance examination and written scheme		
Gas safety check	A registered gas safe engineer does a gas safety check annually wherever we are a domestic landlord or where the premises has people staying overnight. It's also best practice to do this wherever gas is used.	• Do you rent out a domestic premises or have sleepovers on the premises with gas appliances present? • Have they been inspected by a gas safe registered engineer in the last 12 months? https://www.hsforexampleov.uk/gas/landlords/safetycheckswho.htm		

Falls from height/working at height

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Working at height below 3m, doing short-duration activities such as window cleaning, retrieving items from storage in a loft, or putting items on a wall	• We review all our activities and try to reduce working at height wherever possible. • Items difficult for 1 person to handle because of their size or weight are located so that it's easy for 2 people to access together, and steps aren't needed. • Items above 7kg aren't stored where accessing them requires stretching above head height. An item of up to 15kg can be waist height in relation to the individual when 1 person is accessing it from steps as long as it's not too awkward or bulky to handle. • During work at height the surrounding area should be kept clear and as far as possible tools secured to stop them falling onto people below.	Review activities and consider whether working at height can be eliminated. If required, is there appropriate equipment in good condition available and are the controls being adhered to?		

Falls from height/working at height - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
High-level work, for example accessing signage outside or over stairwells Short- or long-duration activities including maintenance of ceilings up to 3m–5m	Only competent individuals/contractors do this work using appropriate equipment, using a separate risk assessment and ensuring the area is appropriately cordoned off.	• Have you got any activity planned involving high-level work, for example accessing signage outside or over stairwells? Or short- or long-duration activities such as maintenance of ceilings up to 3m–5m? • Are the people involved competent to undertake the task? Is a separate risk assessment in place? Property A-Z Working at height		
Roof work	Any work on the roof is done by contractors with specialist equipment properly cordoned off, for example mobile platforms, gantries, cherry pickers, scissor lifts and scaffold towers. The contractor produces a risk assessment and method statement before undertaking the work.	• Have you got any activity planned on the roof? • Are the people involved competent contractors with specialist equipment properly cordoned off? • Is a separate risk assessment and method statement (RAMS) in place? Property A–Z RAMS guidance		
Goods, lifts and hoists	Where these are present, there is a written scheme in place with an inspection at least every 12 months depending on the equipment and scheme.	• If you have any lifting equipment used for goods only do you have a written scheme in place? • Have these items been inspected in accordance with the written scheme? https://www.hse.gov.uk/work-equipment- machinery/loler.htm		

Falls from height/working at height - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Passenger lifts including disabled hoists and scissor lifts used to move people	Where these are present, there is a written scheme in place with an inspection at least every 6 months depending on the equipment and scheme.	• If you have any lifting equipment used for passengers do you have a written scheme in place? • Have these items been inspected in accordance with the written scheme?		
Eyebolts, harnesses and/or other roof access equipment	Where regular roof access is required, edge protection or harnesses and bolts or other roof access equipment is provided and maintained, inspected and where appropriate tested at least annually.	• If you need regular roof access consider if edge protection or harnesses and eyebolts are required. • If eyebolts, harnesses and/or other roof access equipment is provided, is it being maintained, inspected and where appropriate tested at least annually?		
Stair lifts	Where these are present they're inspected at least every 12 months.	If there is a stairlift present? Has it been inspected in the last 12 months?		
Falls from bunks - safety rails and ladders	Where bunks are present and in use the safety rails and ladders are inspected at least monthly as part of the routine monthly property check.	• If present, are safety rails and ladders in good condition? Bunk beds should have guard rails on both sides and a gap of 11.8 inches (30cm) to allow access to the bed. There should be no gaps of more than 2.95 inches (7.5cm) around the sleeping surface. There should be no gaps of less than 2.6 inches (6cm) or more than 2.95 inches (7.5cm) in the bed's structure.		

Falls from height/working at height - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Falls from windows, balconies and walkways at height	There are window restrictors provided on windows at height and barriers on high-level walkways and balconies, as appropriate. These are checked as part of the routine monthly property check.	Where required, are window restrictors and barriers on walkways and balconies in place and in good condition?		

Fire – Fire risk management

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Fire risk assessment	There is a site-specific fire risk assessment in place for the premises.	Has the premises had a site-specific fire risk assessment undertaken containing specialist information on building construction and systems required if any? Property A-Z Fire risk assessment		
Safety of emergency services, particularly Fire Service personnel attending a fire	The design and construction of the premises and nature of the operations is such that there should be no surprises for local authority fire- fighters attending a fire at the premises. They shouldn't be confronted by fire situations their training hasn't prepared them for.	Check the validity of the statement to the left.		

Fire – Fire risk management - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Emergency evacuation, including fire evacuation and training	Emergency evacuation practices are organised annually. Details of the premises-specific emergency evacuation plans are reviewed annually and are on display in the premises.	· Is your premises emergency evacuation plan up-to-date and on display? · Have you held a premises evacuation practice in the past 12 months? Record details here of any planned and unplanned evacuations including date, time and any lessons learnt. Property A-Z Fire, Emergency evacuation		
Evacuation of disabled people	Where any equipment has been provided to raise the alarm for or help with the evacuation of disabled people, suitable training is given, and it is regularly tested and maintained. Equipment could include devices to alert people who are blind and/or deaf, and evac chairs or slides to help evacuate people with walking difficulties.	· Based on your risk assessment, do you need any equipment to raise the alarm or help with evacuation? Has this been provided? · Has it been tested? · Has it been maintained? · Do you have enough trained people to help with its use? Property A-Z Fire, Evacuation of disabled people		

Fire – ignition sources, materials and accelerants

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Arson, including issues around rubbish and waste storage and collection	• Unsecured areas around the premises are kept clear of combustible materials. • Waste skips and/or wheelie bins are stored in a designated area.	Look at waste storage and disposal arrangements on your site. Bins should preferably be stored at least 5m from the building, although this isn't always practical. If they're stored in a public place or area, they should be locked to stop unauthorised access. Look at the storage location and check that it doesn't interfere with, block or otherwise obstruct safe evacuation from the building to the evacuation points. Is waste regularly collected?		
Smoking	Smoking isn't permitted on the premises. There is no requirement to provide a smoking area, but if there is one, it's in a suitable location away from the premises. If it's in an area under our control, a suitable bin is provided and regularly emptied.	Have you chosen to provide a smoking area and are all premises' users aware where to go? If this is in an area under your control, have you provided a suitable bin and is this regularly emptied? Property A-Z Smoking		
Fire pit/wood storage	Fire pit and wood storage is away from the building with suitable fire extinguishing equipment readily accessible.	Review the location of any fire pit or wood storage – is it at least 10m away from the building. Is suitable fire extinguishing kit available? If it isn't 10m away what mitigating controls are in place?		

Fire – ignition sources, materials and accelerants - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Storage of liquid petroleum gas (LPG)	• Bulk storage of LPG is designed at installation to comply with the current regulations and is regularly inspected and maintained by the supplier. • The storage area is regularly checked to ensure adequate ventilation is maintained. • Where small amounts of bottled gas and/or cartridges are held on site, suitable storage arrangements are provided and maintained. • Details of the arrangements are included in the local fire risk assessment.	• Review the location of any LPG storage against the appropriate guidance and ensure appropriate controls are in place. • Are all the details covered in your local fire risk assessment? Property A-Z LPG		
Lightning conductor checks	Lightning conductors are inspected every 14 months. Lightning protection isn't a legal requirement in the UK unless your building is at a much higher risk of getting struck by lightning because of its location and/or height and the insurance company requires it.	Do you have a lightning conductor on the building? Has it been inspected in the last 14 months?		
Battery storage and charging	Batteries are stored and charged appropriately.	Check all batteries, including any installed in equipment, are stored and charged appropriately.		

Fire – ignition sources, materials and accelerants - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Flammability of furnishings	Curtains and furnishings are of the appropriate standard.	Review curtains and furnishings – are they all of the appropriate standard? [Property A- Z Flammability of furnishings](#)		
Storage of liquid petroleum gas (LPG)	• Bulk storage of LPG is designed at installation to comply with the current regulations and is regularly inspected and maintained by the supplier. • The storage area is regularly checked to ensure adequate ventilation is maintained. • Where small amounts of bottled gas and/or cartridges are held on site, suitable storage arrangements are provided and maintained. • Details of the arrangements are included in the local fire risk assessment.	• Review the location of any LPG storage against the appropriate guidance and ensure appropriate controls are in place. • Are all the details covered in your local fire risk assessment? [Property A-Z LPG](#)		

Fire – detection and warning systems

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Fire alarm and detection system	• The premises is reviewed and if necessary a fire alarm is installed incorporating manual call points, automatic detectors and sounders. • All wiring to the fire alarm system is fire-resistant. Performance cabling complies with standards at the time of installation. • The premises are set up so that if the alarm is raised it's fully audible throughout the premises, either because people can easily be heard shouting or there's an audible bell/siren/klaxon. • In the event of a fire the premises is evacuated and the person in charge phones the emergency services to confirm a fire.	Is everyone using the premises aware of the process for raising a fire alarm? Property A-Z Detection systems and warning systems		
	If an alarm system is fitted, it's serviced and maintained by specialist contractors every 6 months.	Has the fire alarm system been serviced in the last 6 months?		

Fire – detection and warning systems - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Unavailability of fire alarm during maintenance	Contractors are asked to inform premises managers if the system is unavailable during maintenance work and/or if the system fails, at which point contingency arrangements are put in place.	Is any work planned that might impact the system? Property A-Z Contingency planning		
Manual call points (if applicable)	• There are manual break-glass call points at all fire exits linked to the alarm system. • These are kept clear, and checks are undertaken to ensure they're available for use. • They're tested periodically with all checks and tests recorded. Premises users operate these in an emergency. • The alarm can be heard in all areas of the premises.	• Where manual call points are provided, are they kept clear and available for use? • If you don't have a fire alarm fitted, are you satisfied that if an alarm was raised it could be heard throughout the premises? • Where applicable, have you tested a different call point each week, using the test key in the base of the call point, to check the alarm sounds and can be heard? • If a Dorgard or similar automatic device is fitted to fire doors, does it **release when the alarm is raised?** Property A-Z Devices to hold doors open including Dorgards		

Fire – means of escape and building design in relation to fire spread

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Compartmentation • A building is divided up into fire compartments to stop a fire spreading unchecked throughout the building. • The compartment boundaries consist of walls, doors, floors and ceilings that enclose an area. They not only stop but should also resist the spread of fire for a set time. Typically, this can be for 1, 2 or 4 hours.	Compartmentation is in place as appropriate.	Check appropriate compartmentation is in place. [Property A–Z guidance Compartmentation](#)		
Number of fire exits and identification of evacuation routes	• Travel distances to final exits would have been calculated when the premises were built. They are reviewed when the site-specific fire risk assessment is undertaken based on the layout at that time. They are recalculated if/when there are material alterations. • Directional signage is located throughout the premises indicating preferred escape routes leading to final exit points. • All signs comply with approved standards.	Are all emergency exit routes under your control, including stairwells: • Clearly marked, with unobstructed and easy-to-follow signage? • Unobstructed and free from combustibles? [Property A–Z Travel distances, Signage and notices, Fire directional signage](#)		

Fire – means of escape and building design in relation to fire spread - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Movement through the premises	Walkways and escape routes are kept clear for ease of access.	Are you doing an opening check each time the building is used to ensure all walkways and escape routes are clear?		
Suitability of fire doors	A door needs to be a fire door when it's on a 'protected route', such as on a stairwell or corridors that lead to a final exit fire door. All rooms, such as offices leading onto the protected route must be fitted with a fire door.	Have you risk assessed which internal doors need to be fire doors and which doors are need to be final exit doors? Property A-Z Fire doors		
	• All internal fire doors are fitted with a self-closing device and door seals (expansion strips) which are either designed to hold back cold smoke or hot smoke. • They must not be propped open. • All fire doors are closed when the building is unoccupied. • All fire doors can be opened from the inside without a key, even when locked. • The availability of fire exit doors is checked daily, and they're fully opened monthly when their condition is reviewed, and any defects addressed immediately.	• Are all internal fire doors fitted with door seals that are in good condition? • Do they have a working self-closer? • Are all internal fire doors kept shut and not left propped open, or fitted with a suitable hold-open device like a Dorgard or device linked to the fire alarm? • Have you opened the final exit doors:* are they all secure, free from obstructions and openable from the inside without a key? Property A-Z Fire doors		

Fire – means of escape and building design in relation to fire spread - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
	All internal fire doors are marked 'Fire door - keep shut'. Final exit doors have an illuminated sign above them with 'Keep clear' signage on the back of the door.	Are all fire doors marked appropriately with: • 'Fire door - keep shut' signage? • A clear, 'Fire exit' sign above the final exit, illuminated with an emergency light if there's insufficient light to illuminate in an emergency? • 'Fire door - keep clear' signage on the back of final exit doors? • Any signage necessary to instruct the user? For example, 'push bar to open' Property A–Z Fire doors		
Access to and from inner Rooms	• Inner rooms are those accessed only via another room (the access room). This doesn't include rooms directly off fire escape corridors. • Inner rooms used as accommodation space generally have a vision panel of wired glass fitted in the wall or door to help assess any fire within the room. Alternatively, there can be automatic fire detection within the room. A cupboard wouldn't normally have a vision panel. • Furniture and items in access rooms are arranged to allow for safe passage.	Are all fire-rated glass panels in fire doors left uncovered so you can see into the room? Property A–Z Fire - inner rooms		

Fire – means of escape and building design in relation to fire spread - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Smoke extraction system	Details of any smoke extraction system are included in the fire risk assessment. The system is regularly serviced and the intakes kept clear at all times.	If you have a smoke extraction system are the details included in your fire risk assessment? Are the air intakes kept clear? Is there a service contract in place? Property A-Z Smoke extraction system		
Smoke vents	Details of any smoke vents are included in the fire risk assessment. Any automatic vents operating using a pneumatic ram are tested annually in accordance with the pressure vessel insurance examination and written scheme.	If you have any smoke vents are the details included in your fire risk assessment? Property A-Z Guidance - smoke vents		

Fire – firefighting equipment

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Fire-fighting provision, including fire extinguishers to help with escape	Water (class A), carbon dioxide (CO2) (class B) and dry powder (class C) fire extinguishers or P50 fire extinguishers and/or fire hoses are provided, with their location determined by risk assessment.	Have you risk assessed the location of fire extinguishers? Property A-Z Fire extinguishers		

Fire – firefighting equipment - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
	Water (class A), carbon dioxide (CO2) (class B) and dry powder (class C) fire extinguishers and/or fire hoses are maintained annually and repaired or replaced if they become defective. P50 fire extinguishers are refilled after 10 years and replaced after 20, or repaired or replaced if they become defective.	Have you got a suitable maintenance contract in place? Property A-Z Fire extinguishers		
	All fire extinguishers and/or fire hoses provided are checked monthly.	Are you checking the fire extinguishers and fire hoses for damage and ensuring they're in the correct location and fully accessible?		
Sprinkler systems	Sprinkler systems are installed in large complex buildings as mitigation and as part of a fire engineered solution when they cannot meet the basic means of escape. Any sprinkler system fittedis subject to testing and maintenance. If provided, sprinkler systems are accessible at all times.	• If you have sprinklers, have you tested them this month? • Have the sprinklers been serviced in the last 6 months? Property A-Z Sprinkler systems		
Fire hydrants	Private fire hydrants are regularly tested and maintained.	• Is any fire hydrant on the premises clearly marked and readily accessible? • If it's a private hydrant, do you have a testing and maintenance programme in place? Property A-Z Fire hydrants		

Food safety

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Storage and cooking of food products for consumption	Where people are permitted to store, prepare and cook food on the premises, suitable facilities are provided and checks undertaken to ensure any fridges, freezers and cookers are working at the appropriate temperatures.	If you allow people to store, prepare and cook food on the premises you need to undertake regular checks to ensure: • The facilities are suitable for the preparation of food, and kept clean, in good condition and readily cleansable. • Any freezers are running at -18°C and any fridges between 0 and 5°C. • Any ovens provided are reaching the temperature indicated on the equipment.		
Private water supply	Suitable treatments and/or testing regimes are in place, with signage indicating potability or otherwise of water and its fitness or otherwise for human consumption.	What controls are in place to ensure water is potable and/or not consumed? Guide for private supply owners/users - Drinking Water Inspectorate (dwi.gov.uk) http://www.mygov.scot/test-private-water-supply		

Hazardous chemicals (control of substances hazardous to health [COSHH])

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Incorrect storage and handling of chemicals, including first aid response needed	COSHH assessments are undertaken of chemicals used by employees and volunteers helping manage the building.	Have you assessed any chemicals (any item labelled with a hazardous warning sign) used? For example, glues, aerosols or cleaning chemicals? Property A-Z Hazardous chemicals (Control of substances hazardous to health (COSHH))		

Legionella

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Site-specific risk assessment	Some larger, non-domestic systems have a risk assessment undertaken by an external company of legionella specialists. For smaller, less complex premises this document should be sufficient.	• If you have a large, complex building or don't feel you're competent to undertake the risk assessment yourself have you had a legionella risk assessment done for the premises? • Have any actions identified been completed? Property A-Z Legionella		

Legionella - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Details of named responsible person(s), their competency and training	The property management group identifies the named responsible person(s).	In the local controls section, provide details of the named competent person(s) and their responsibilities. Property A-Z Legionella		
Design and construction of system, including dead legs (pipework that doesn't go anywhere) Stagnant water	• This is considered when the building is acquired and/or any work undertaken. • A review of the existing systems is undertaken on the introduction of this document	Review your water system: • Include a description of the system. • Consider water storage and how often the system is used. • Is there a risk of stagnant water? • Are there any dead legs - these can occur where equipment or facilities have been removed? • Do you have equipment capable of producing aerosols like shower heads, garden sprinklers or hose heads? If so list and mark these on a site plan. Property A-Z Legionella		
Stagnant water/production of aerosols	Unused equipment capable of producing an aerosol, such as taps and shower heads, are flushed through monthly.	Has any unused equipment capable of producing aerosols (taps or shower heads) been identified and have they been flushed through this month? Property A-Z Legionella Include details of equipment identified and flushed through.		

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Cold water temperature	The temperature of cold water at inlet and stored in the system is maintained below 20ºC.	Check the temperature of incoming and stored water and ensure it remains at a temperature of less than 20ºC. If necessary, site storage tank in a cool place and provide insulation. Property A-Z Legionella		
Hot water temperature	Hot water is stored above 60ºC.	Check the temperature of any stored hot water is above 60ºC. Property A-Z Legionella		
Water temperature, nearest and furthest tap	The temperature of hot water at the nearest and furthest tap from the boiler/storage tank should be no less than 50ºC after 1 minute. The temperature of cold water should be below 20ºC after running for 2 minutes. You can test this by testing the water coming out of the taps. Or if a temperature-controlled mixer valve is fitted, you can check the temperature of the inlet pipes.	Check the temperature of the nearest and furthest tap from the boiler/storage tank using a calibrated thermometer. Property A-Z Legionella		
Build-up of limescale/production of aerosols	In hard water areas, shower heads or spray heads fitted to sinks are descaled or replaced annually or more frequently if determined by risk assessment.	If you're in a hard water area, have shower heads or spray heads fitted to sinks been descaled or replaced within the last 12 months? Property A-Z Legionella		

Manual handling

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Lifting and handling: • Dropping heavy items • Overloading • Trapping • Size and weight of items • Condition and texture • Repetitive movement • Twisting and turning • Frequency and timing	There's guidance on manual handling in our health, safety and welfare procedure (drafted and in consultation). People ask for help if required and don't carry out repetitive tasks.	If you employ staff, ensure they know to follow the guidance when undertaking any manual handling tasks. Health, safety and welfare procedure (drafted and in consultation)		
Appropriate furniture suited to age and physical condition of users	Members and volunteers are able to handle furniture without injuring themselves.	• Check the furniture is suitable and consider storage arrangements for this equipment. • If items are over-stacked they can be difficult to access and become unstable.		

Mental health

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Verbal abuse, bullying, harassment and acts of violence or aggression	Girlguiding has anti-bullying and harassment and whistleblowing policies in place and provides guidance on managing challenging behaviour.	For information only. You only need to take action if issues are identified. Anti-bullying and harassment policy Managing challenging behaviour Whistleblowing		
Mental health difficulties and stress	Resources are available to help volunteers identify signs of stress and mental health difficulties in themselves and others and offer appropriate help or make reasonable adjustments.	You should review Girlguiding's resources - do you need to take any action locally? Mental health and inclusion Mental health and Girlguiding		
Any lift malfunction requiring rescue	Only trained individuals deal with faults and in compliance with written safe operating procedure. Built-in alarm and intercom within the lift are tested weekly.	Do you have contingency plans in place to deal with an emergency breakdown?		
Means of raising an alarm and/or speaking to occupants in passenger lifts	Where a passenger lift is present the means of raising an alarm and/or speaking to occupants is tested every 6 months and any issues identified are addressed.	If you have any lifts used for passengers, have you tested the means of raising an alarm and/or speaking to occupants - and addressed any issues found - in the last 6 months?		

Security

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Physical security of building	The property has an appropriate level of security. This will vary from place to place, but could include boundary fencing, gates at access points, CCTV and security alarms.	Make sure that the building and/or rooms can be secured from the inside without compromising quick escape in case of emergency. Do you need to provide training to building users on turning the alarm on or off?		
Provision of security alarm	If an alarm is provided it's regularly serviced.	If you have a security alarm, has it been serviced in the last 12 months?		
Opening and closing the premises	• Everyone who opens and closes the premises is aware of what to do. Checks are done to make sure nobody is left inside. • Individuals are vigilant of suspicious vehicles or people in the surrounding areas and know to contact the police if necessary. • When the unit meeting place is closed with no-one inside, all doors are secured.	• Is everyone involved in opening and closing the premises aware of what to do? • Are they following these procedures? Health, safety and welfare procedure (drafted and in consultation)		
Terrorism, including bomb threats	• The level of control is dependent on the location and capacity of the building. • Where appropriate, invacuation and evacuation plans are in place together with suspicious package procedures. • All staff and volunteers involved in managing the building have access to Run Hide Tell information.	Is your premises a qualifying building with a capacity above 100? If so, you'll need to complete a separate review and determine the level of response needed. Property A-Z Violence and terrorism		

Security - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
CCTV	• Where there is CCTV this is serviced annually. • Data protection requirements are followed, and footage only provided on written request for legitimate purposes, including investigation of crime and/or health and safety matters.	• Do you have CCTV? • Has it been serviced in the last 12 months? • Do you have a process in place for releasing footage? • Do you have appropriate signage in place?		

Slips, trips and falls

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Cabling	Cables are routed away from walkways and areas where they could present a trip hazard. With cable ties and conduits used to minimise the risk.	Is all the cabling for IT equipment and power, in good condition and routed away from walkways?		
Provision of mats near entrances	Mats are provided at entrances to capture water on entry and reduce the risk of slips.	Do you have sufficient mats in good condition at entrances to reduce slip hazards?		

Slips, trips and falls - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Staircases and steps	All staircases and steps are designed to comply with building regulations at the time of installation, with appropriate handrails where required. Adequate illumination is provided. Where appropriate, nosing strips of different colours and/or signage are provided. The condition of all steps and stairs is checked as part of the periodic inspections.	• Are there any issues with the stairs or steps in the premises, including loose or defective handrails? • Are changes in the floor adequately highlighted? Is illumination in place where required? On stairs and steps, are nosing strips in good condition, firmly attached to the edge and signage in place if considered appropriate? • Where stairs or steps are greater than 2m wide consider fitting a handrail.		
Objects on the floor, wet slippery floors, untied shoelaces, breakages and spillages	• Employees and volunteers are encouraged to dynamically assess the property before activities start. • Temporary signs are used to alert people to any risks while they're being addressed. • Breakages and spills are dealt with as soon as they happen or are noticed. If necessary, the area is supervised or cordoned off. • Cleaning equipment to clear spillages is available. • As far as possible surfaces are left dry and free from debris.	Is there sufficient and adequate cleaning equipment and signs available?		

Slips, trips and falls - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Routine cleaning method/treatments used on floor surface	Cleaning schedules and specifications are in place and standards reviewed.	• Is there a cleaning schedule and specification in place? • Is the standard of cleaning achieved acceptable?		
Ongoing issues with slippery floors that can't be resolved	Where there are issues identified in a particular location that cannot be resolved locally then consideration is given to slip testing and specialist advice being sought.	Review Slips index		

Struck by a moving object

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Moving windows, doors, gates, shutters or barriers	• Where windows should and have been put into doors including fire doors is kept under review. • Fixtures and fittings are designed to comply with the current British standards on installation, and have all the appropriate guards, including brush guards where there are finger traps. • Windows, doors, gates, shutters or barriers that could swing in the wind are fixed with hooks or another means of restraint and thepremisesusers and staff are instructed in their use.	• Have there been any changes that might require additional controls like vision panels, hooks or other means of restraint? • If a hook or restraint is fitted, has everyone who needs to be instructed in its use been properly briefed? [Property A-Z Moving windows, doors, gates, shutters or barriers](#)		
Unstable equipment, including filing cabinets	• Filing cabinets have restrictors on the drawers so only 1 can be opened at a time. • Stability can be improved by weighting equipment down and loading heavier items at the bottom. • Fixtures and fittings (shelves, mirrors) are secured to the wall to stop them falling. • Stacks of tables and chairs are stable.	• Does only 1 drawer open at a time on your filing cabinets? • Are all fixtures and fittings secured back to the wall so they can't fall? • Are stacks of chairs and tables stable? Do you need to restrict the maximum number per stack?		

Struck by a moving object - continued

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Finger traps	Consideration is given to providing finger guards on doors where children may be left alone.	Are there any doors, for example on toilet cubicles, where finger guards are needed?		
Mechanised doors and shutters	Automatic doors and shutters are regularly serviced and maintained.	Do you have a service/maintenance contract in place for any mechanised doors and shutters?		
Moving vehicles during drop-off and collection and when making deliveries	• Speed limits • One-way systems • Clearly defined car-parking spaces • Pedestrian walkways • Suitable signage Are all considered and provided as and when appropriate.	Review vehicle movements outside the building and/or in any car park - are these all appropriately controlled?		

Welfare

Factors contributing to risk	Control measures What is, should or could be put in place to control the risk?	Local action needed	Confirm controls in place, or actions being taken and who is taking them If not applicable, insert N/A	Date completed
Provision of welfare facilities	Facilities to get drinking water and make hot drinks are provided so employees and volunteers can warm themselves during cold weather. Toilets and washing facilities are available and readily accessible to meet the needs of the people using them at any 1 time. This includes provision of disabled facilities. The facilities are well maintained, there is: • Adequate supply of toilet paper • Suitable and sufficient supply of soap • Hot and cold or warm water provided to the basins	Are adequate facilities provided?		

Name of unit risk assessment completed for:	
Address of meeting place covered by the risk assessment:	
Name of person completing risk assessment:	
Role:	Membership number:
Date review initially completed:	Signature*:

Review history		
Date	Signature	Summary of changes (if any)

* Both electronic and wet ink signatures are acceptable.