


Health and Safety Policy

Version 1	
Review Date	Aug 2021
This document has been approved by the board and signed by the Managing Director.	
Signed (Name)	 Damien Brown
Date	08/11/2020

1 Purpose of policy

- A. Arc Community Space CIC (The Arc) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises.
- B. This policy is intended to help The Arc achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
- C. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by The Arc in its absolute discretion. The Arc will review this policy at regular intervals to ensure that it is achieving its aims effectively.

2 Definitions

Managing Director: Damien Brown

Health and Safety Lead: Cler Lewis

First Aider: Susan Smith

Facilities Manager: Susan Smith

Operations Lead: Sophia Pettit

Board of Directors: Sersha Godfrey (Chair), Nigel Lloyd, Daniel Torres

3 Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of Arc Community Space CIC.

Our statement of general policy is to:

- 1. Prevent accidents and cases of work-related ill health by managing health and safety risks in the workplace
- 2. Provide clear instructions and information, and adequate training, to ensure employees and volunteers are competent to do their work
- 3. Engage and consult with employees and volunteers on day to day health and safety conditions
- 4. Implement emergency procedures- evacuation in case of fire or other significant incident
- 5. Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage /use of substances
- 6. Review and revise this policy as necessary at regular intervals.

4 Responsibilities

Overall and final responsibility for health and safety is that of the Managing Director of The Arc.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Health and Safety Lead.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

1. Health and Safety Lead: Responsible for the users contracts and upkeeping health and safety regulations and that incidents are reported to the Managing Director.
2. Facilities Manager: Responsible for upkeep and maintenance of health and safety equipment, facilities, cleaning supplies, fire safety equipment and posters.
3. Managing Director: Responsible for ensuring health and safety requirements are monitored and implemented, and that incidents are dealt with according to the policy.

All employees must:

1. cooperate on health and safety matters;
2. not interfere with anything provided to safeguard their health and safety;
3. take reasonable care of their own health and safety; and
4. report all health and safety concerns to an appropriate person (as detailed in this policy statement).

5 Health and safety risks arising from our work activities

1. Risk assessments will be undertaken by third party professional organisations.
2. The findings of the risk assessments will be reported to the Managing Director.
3. Action required to remove/control risks will be approved by the Managing Director or in their absence the Operations Lead.
4. The Managing Director will be responsible for ensuring the action required is implemented.
5. Health and safety risks and significant incidents will be reported regularly to The Board of Directors.
6. Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

6 Employer responsibilities

1. The Arc is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of staff, people affected by The Arc's business activities and of people visiting its premises;
 - b. identifying health and safety risks and finding ways to manage or overcome them;
 - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
 - d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing;
 - e. providing safe arrangements for the use, handling, storage and transport of articles and

- substances;
 - f. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Arc will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
 - g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
 - h. providing a health and safety induction and appropriate safety training to your role, including:
 - i. manual handling;
 - ii. electrical safety;
 - iii. the use of personal protective equipment (PPE);
 - i. promoting effective communication and consultation between The Arc and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
 - j. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection; and
 - k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
2. The Managing Director has overall responsibility for health and safety and has appointed Cler Lewis as the Health and Safety Lead with day-to-day responsibility for health and safety matters.
 3. Any concerns about health and safety matters should be notified to the Health and Safety Lead.

7 Responsibilities of all staff

General staff responsibilities

1. All staff must:

- a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
- b. co-operate with the Health and Safety Lead and The Arc generally to enable compliance with health and safety duties and requirements;
- c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
- d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
- e. keep the workplace tidy and hazard-free;

- f. report all health and safety concerns to the Health and Safety Lead promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- g. co-operate in The Arc's investigation of any incident or accident which either has led to injury or which could have led to injury, in The Arc's opinion.

Staff responsibilities relating to equipment

2. All staff must:

- a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
- b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to The Health and Safety Lead, who is responsible for maintenance and safety of equipment;
- c. ensure that health and safety equipment is not interfered with; and
- d. not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

3. All staff must:

- a. promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Lead so that details can be recorded in the Accident Book and cooperate in any associated investigation;
- b. familiarise themselves with the details of first aid facilities and trained first aiders, which are available from the H& S Lead ;
- c. if an accident occurs ask for the duty first aider, giving name, location and brief details of the problem.
- d. The Health and Safety Lead is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences

8 Safe equipment

1. The Managing Director will have overall responsibility for identifying all equipment needing maintenance.
2. The Managing Director will be responsible for ensuring effective maintenance procedures are drawn up.
3. The Managing Director will be responsible for ensuring that all identified maintenance is implemented.
4. Any problems found with equipment should be reported to the Managing Director or in their absence the Operations Lead or most senior member of staff available immediately.
5. The Managing Director will have responsibility for ensuring that new equipment meets health and safety standards before it is purchased.

9 Safe handling and use of substances

The Managing Director will have overall responsibility for checking that new substances can be used safely before they are purchased. The Arc does not currently use or store any substances which need a COSHH assessment.

10 Safe use of VDU equipment

The Managing Director will have overall responsibility for ensuring that use of work stations is analysed and risks reduced including putting controls in place, providing information and training to staff and volunteers, ensuring that eye and eyesight tests and special spectacles are provided if needed to regular users of VDUs who use the equipment for more than an hour continuously. The Managing Director will ensure that VDU risk assessments are completed as necessary.

11 Manual handling

The Managing Director has responsibility for ensuring that hazardous manual handling operations are avoided so far as is reasonably practicable. When necessary tasks will be redesigned to avoid moving the load or by automating or mechanising the process. An assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided will be made and any risk of injury from those operations will be reduced so far as is reasonably practicable. Where possible, mechanical assistance, for example, a sack trolley or hoist, will be provided. Where this is not reasonably practicable changes to the task, the load and the working environment will be explored.

12 Information, instruction and supervision

1. The Health and Safety Law poster is displayed in the hallway.
2. Health and safety advice is available from your line manager.
3. Arrangements for supervision of young workers/trainees will be agreed with and monitored by the Managing Director
4. The Managing Director is responsible for ensuring that our employees and volunteers working at locations under the control of other employers are given relevant health and safety information.

13 Competency for tasks and training

1. Induction training will be provided for all employees and volunteers. The training will be arranged by The Operations Lead.
2. Training records, including health and safety training, are kept by line managers
3. Training will be identified, arranged and monitored by line managers. The Managing Director is responsible for maintaining an overview of training undertaken and reporting on this to Board of Directors.

14 Accidents, first aid and work-related ill health

1. The first aid boxes are kept in the kitchen at The Arc and Food Bank.
2. The appointed first aider is Susan Smith.

3. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the kitchen.
4. The Managing Director is responsible for ensuring reporting of relevant accidents, diseases and dangerous occurrences to relevant external agencies and to the Board of Directors.

15 Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will

1. Carry out inspections and spot checks
2. Investigate any accidents or sickness absences that occur.
3. The Managing Director is responsible for ensuring accidents are investigated
4. The Managing Director is responsible for ensuring work-related causes of sickness absence are investigated
5. The Managing Director is responsible for ensuring action is taken on investigation findings to prevent a recurrence and the Board of Directors are kept informed and consulted about action taken.

16 Emergency procedures – fire and evacuation

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, on leaving, their time of departure.

1. The Managing Director is responsible for ensuring a fire risk assessment is undertaken, implemented and regularly reviewed
2. Escape routes are checked regularly by The Facilities Manager.
3. Fire extinguishers are maintained and checked by The Facilities Manager every year.
4. Alarms are tested by The Facilities Manager every week.
5. Emergency evacuation drills are the responsibility of the Facilities Manager and will be organised on a regular basis
6. Fire Drill Procedure
 - a. A Fire Drill Procedure is carried out periodically and the procedure is on display, situated at the entrance.
 - b. The evacuation assembly point is at Union Square.

17 Processes to ensure Safety for Hirers

All hirers are issued with a contract to confirm the booking which outlines the following Health and Safety guidance:

1. Covid instructions are outlined and signed as read and agreed before the hire begins and are reiterated verbally at the start of the first session.
2. Fire information and processes are given at the start of the initial hire session.

3. Capacity for each space is outlined in the booking form and contract.
4. DBS checks are collected from all tutors/ hirers delivering activities involving children.
5. Tutors delivering activities for The Arc are also required to provide references and qualifications, if needed for the specific activity, including public liability certificates for fitness or movement instructors. These documents are put on file by the Health and Safety Lead.

18 Food Safety

1. When handling or preparing food there are specific hygiene requirements:
 - a. Regularly wash hands before and during food preparation and always after using the toilet;
 - b. Tell your supervisor or Volunteer Lead of any skin, nose, throat or bowel problem;
 - c. Ensure cuts or sores are covered with waterproof dressings;
 - d. Keep yourself clean and wear clean clothing;
 - e. Remember that smoking in a food room, and other enclosed spaces, is illegal;
 - f. Never cough or sneeze over food;
 - g. Clean as you go. Keep all equipment and surfaces clean;
 - h. Prepare raw and cooked food in separate areas. Keep perishable food covered and either refrigerated (less than 8°C) or piping hot (above 63°C);
 - i. Ensure waste food is disposed of properly. Keep the lid on the rubbish bin and wash your hands after putting waste in it;
 - j. Avoid handling food as far as possible;
 - k. Tell your supervisor if you cannot follow the rules;
 - l. Advise your supervisor of any defects or concerns regarding the facilities - e.g. uncleanness, refrigeration malfunction or cracked food preparation surfaces
2. Alcohol, Drugs and Tobacco
 - a. Smoking within the premises and the use of drugs (except under medical supervision) on the premises are prohibited at all times.
 - b. The use of intoxicants is prohibited during working hours and no employee may undertake his/her duties if under the influence of alcohol or drugs, except under medical supervision

19 Staff responsibilities relating to Coronavirus (COVID-19)

1. Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimise the risk of infection. We will review these guidelines regularly to ensure they are kept up-to-date with government guidance. Please see the section below on returning to work in light of Coronavirus (COVID-19) for further details.

20 Staff returning to work - Coronavirus (COVID-19)

2. Ensure you familiarise yourself with the guidelines provided here alongside the government guidance.
3. All staff must work from home where possible.
4. If your role is considered a critical role (as defined by the government guidance), you will be informed of such and we will make arrangements for your return to the physical office or work location.

21 Social distancing

5. Where you are required to return to the physical office or work location, you will be required to maintain social distancing wherever possible. To achieve this, you must stay 2 metres away from other individuals, while at work and when travelling between sites (eg from different office locations).
6. Social distancing must be followed at all times, including in common areas, break rooms, canteens, meeting rooms and reception areas. If individuals are found to not be following social distancing rules or if the space does not allow for social distancing, we will implement staggered breaks or other measures to maintain social distancing.
7. We may change your arrival and departure times in the office or work location to reduce crowding into and out of the workplace and will ensure that we discuss this with you first to accommodate your needs as far as possible.
8. We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This means we will ensure our measures do not adversely affect one group over another.
9. We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared and may use floor tape, paint or signs to mark areas to help you keep a 2 metre distance.
10. Where social distancing guidelines cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue.
11. In the event of an accident or emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.

22 Travelling to and from work

We recommend that staff minimise travel. If staff must travel, we urge staff to avoid using public transport where possible. We also recommend staff that the number of people travelling together in any one vehicle is restricted to only those necessary.

23 Hygiene practices at work

1. Staff must follow all hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitising workstations and desks.
2. We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.
3. We encourage staff to bring their own food if required and to use their own utensils and drinking containers.
4. We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.
5. Staff are expected to wipe down surfaces at their desk regularly. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and we will make sure there are adequate disposal arrangements.

24 Meeting rooms

1. Where possible, staff are expected to stay 2 metres apart in meetings and to not face directly opposite each other.
2. Meetings should be restricted to a maximum of 2 participants, or only those who are strictly necessary.

25 Protective clothing and face coverings

1. Where you are already using PPE in your work activity to protect against non-Coronavirus (COVID-19) risks, you should continue to do so.
2. In line with government guidance, we recommend against the precautionary use of extra PPE to protect against Coronavirus (COVID-19) outside clinical settings or when responding to a suspected or confirmed case of Coronavirus (COVID-19).
3. We may require staff to wear a face covering as a precautionary measure to protect others. If you do wear a face cover, it must cover your mouth and nose. However a face covering is not a substitute or replacement for general hygiene practices.
4. If you choose to wear a face covering, we encourage the following steps:
 - a. Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it.
 - b. Avoid touching your face or face covering to prevent contamination.
 - c. Change and wash your face covering daily if it is washable or dispose of it responsibly.

26 Mental health whilst working during Coronavirus (COVID-19)

1. We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
2. If you are working remotely from home or returning to the workplace, we encourage staff to:
 - i. Connect with their fellow colleagues for informal chats or video calls;
 - ii. Get regular exercise and sunlight outdoors;
 - iii. Take regular breaks away from their workstation; and
 - iv. Ensure they are drinking sufficient water and eating properly.

27 Non-compliance with health and safety rules

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with The Arc's disciplinary policy, up to and including immediate dismissal.

28 Risk assessments

1. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Arc will assess any risks and consider measures to best minimise any risk. The Arc will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Health and Safety Lead is responsible for workplace risk assessments and any measures to control risks.
2. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.

29 The Arc Risk Assessment Policy and Process

1. The risk assessment process includes:
 - a. Checking for hazards and risks indoors and outside, and in all activities and procedures.
 - b. An assessment covers both adults and children.
 - c. Deciding which areas need attention.
 - d. Developing an action plan which specifies the action required the timescales for action and the person responsible for the action.
2. The Arc maintains lists of health and safety checks which have been completed.
 - a. Risk assessments take place:
 - i. Daily before each session begins.
 - ii. Weekly.
 - iii. Quarterly - when a full risk assessment is carried out.
 - b. Within each risk assessment the following must be taken into account:

- i. the type of activity
 - ii. the age/competence/fitness/usual standard of behaviour of the Children/ Young adults
 - iii. any special educational/medical needs
 - iv. Children/ Young adults ratios
 - v. the competence/experience/qualifications/ Dbs checks of the activity tutor s/ facilitators
 - vi. emergency procedures.
 - c. Insurance cover is provided by ? .
3. Generic risk assessments should consider the risks inherent in the activities to be undertaken and will involve an examination of issues outlined above, identifying the precautions necessary to ensure that risks to health are minimised.

30 Policy Review

The policy will be reviewed by the Board of Directors on a yearly basis.

Appendix A – Risk Assessment Tables

Location	Name of assessor	Date of assessment	Review Date
			Daily Review

Compliance With The Following Main Legislation / Procedures:	Persons covered in the assessment
Health and Safety at Work Act 1974 Management of health and safety at work 1999 Work place (Health, Safety & Welfare) 1992 The health and safety First aid 1981 Early Years Foundation Stage Welfare Requirements 2008	Members of the public (Children) Members of staff

PSR (Potential Severity Rating)									PLR (Probable Likelihood Rating)	Total Risk Rating																																																																																	
<table border="1"> <thead> <tr> <th>Ref</th> <th>Hazard to be assessed</th> <th>How might be affected and how</th> <th>Existing measures in place</th> <th>PSR</th> <th>PLR</th> <th>TRR</th> <th>Control Measures To Be Implemented To Reduce Risk Further</th> <th>Timeframe (if ongoing then state this)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>									Ref	Hazard to be assessed	How might be affected and how	Existing measures in place	PSR	PLR	TRR	Control Measures To Be Implemented To Reduce Risk Further	Timeframe (if ongoing then state this)																																																																									1 = Highly Improbable.	PSR x PLR = Risk Rating 1-6 Low Risk 12-15 High Risk 7-11 Medium Risk 16-36 Very High Risk
Ref	Hazard to be assessed	How might be affected and how	Existing measures in place	PSR	PLR	TRR	Control Measures To Be Implemented To Reduce Risk Further	Timeframe (if ongoing then state this)																																																																																			
1 = Negligible Injuries									2 = Remotely Possible.																																																																																		
2 = Minor Injuries (First aid required)									3 = Occasionally.																																																																																		
3 = Major Injuries (HSE Reportable)									4 = Fairly Frequent.																																																																																		
4 = Fatal Injury (to one person)									5 = Frequent.																																																																																		
5 = Multiple Fatalities									6 = Almost a certainty.																																																																																		
6 = Catastrophic																																																																																											

Annual Health & Safety Building Inspections

This should be conducted annual by the Managing Director and presented to the Board for inspection.

When no longer required for this purpose, the form should be filed in the building logbook. As required action is taken, the responsible person should initial the form in the appropriate box to indicate it has been completed.

Building Health and Safety Checklist

Name of Organisation / Centre:

Address:

Date of Inspection: 20.....

A. General Enquiries
1(a). How do you hold the building? (Please tick one box) • Freehold • Leasehold • Other (Please specify)
(b). If you do not hold the freehold, are all the conditions of any lease or other agreement being fulfilled? • Yes • No (Please detail):
2(a). Is any part of the premises sub-leased or let for exclusive use by anybody other than the Organisation? • Yes (Please detail) • No
(b). If 'Yes', are all the conditions of any lease or other agreement being fulfilled? • Yes • No (Please detail).....
(c). Do all hirers of the building comply with the conditions of hire? • Yes • No (Please detail).....
3. Are there any rights of way, light or air to be preserved? • Yes (Please detail) • No
4(a). Tick which of the following licences or other permissions are in force for the building or the

<p>organisation: (see Community Matters “Summary of Licences and Permissions”)</p> <ul style="list-style-type: none"> • Premises Licence (Licensing Act 2003) • Food hygiene registration • Data protection registration (records of information on individuals) • Film and/or video licence • Gaming and lotteries licences • Combined PRS for Music Licence (performance of copyright music, plays, for making recordings of musical or literary works, etc.)and Phonographic Performance Ltd (PPL) licence (public use of sound recordings) • Minibus licence • Club Premises Certificate (Licensing Act 2003)
<p>(b). Where such licences exist, are all the conditions of the licence being met?</p> <ul style="list-style-type: none"> • Yes • No (Please detail)
<p>(c). Have all licences been renewed as necessary?</p> <ul style="list-style-type: none"> • Yes <input type="checkbox"/> No (Please detail).....
<p>(d). Have there been any changes in the past year in the way the building has been used or are there other reasons why any new licences need to be obtained, or an existing licence needs to be modified?</p> <ul style="list-style-type: none"> • Yes (Please detail) • No
<p>5. Are there any outstanding matters from last year’s inspection report which have not received attention?</p> <ul style="list-style-type: none"> • Yes (Please detail)..... • No
<p>6. Does all work carried out by the organisation with children, young people under the age of 16 years and vulnerable adults comply with the Protection of Freedoms Act 2012 and/or the Home Office Code of Practice Safe from Harm? (See Community Matters guidance note: ‘Safeguarding Children and Young People’).</p> <ul style="list-style-type: none"> • Yes • No (Please detail).....
<p>7. Have the Association’s accounts been audited or independently examined for the last financial year, and have the requirements of the Charity Commission regarding their receipt of accounts and an annual report been complied with?</p> <ul style="list-style-type: none"> • Yes • No (Please detail)

Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
B. General Structure of the Building			
1. Are the external walls satisfactory?			
2. Are there any indications of damp penetration?			
3. Is the external ground level at least 150mm (6") below damp proof course level?			
4. Are all air-bricks clear and undamaged?			
5. Are all flues and combustion vents free from obstruction?			
6. Is there any damage due to vandalism, etc.?			
<i>Please list here all items that require attention:</i>			
C. External Areas			
1. Are the grounds generally in good order?			
2. Are notice boards in good order and the information up to date?			
3. Are external walls/fences/hedges in good order?			
<i>Please list here all items that require attention:</i>			

D. Roof and Coverings			
1. Are slates, tiles or felt coverings in need of attention?			
2. Are all flashings sound?			
3. Are there any signs of water penetration into the roof space?			
4. Are ridges straight and horizontal and all roof surfaces free of sagging?			
5. Is roof-space insulation in place?			
6. Are tanks in the roof space insulated?			
7. Is all roof insulation in good order?			
8. Is anything stored in the roof space? <i>(If so, it should be removed to alternative storage, to overcome any fire hazard and the possibility of accident from climbing or falling).</i>			
<i>Please list here all items that require attention:</i>			
E. Rainwater Disposal System			
1. Have all the gutters been cleaned out in the last twelve months? Are all downpipes satisfactory? Are all gullies and gratings clear?			
2. Are all roof and ground surfaces adequately drained and free from puddles in wet weather?			
<i>Please list here all items that require attention:</i>			

F. External Doors and Windows.			
1. Are all external doors satisfactory?			
2. Is there any defective glass in doors or windows?			
3. Are all window frames in good condition?			
4. Have door and window hinges and mechanisms been cleaned and maintained in the last twelve months?			
5. Are windows cleaned regularly?			
6. Is window cleaning done by experienced contractors?			
7. If there are window guards, are they satisfactory?			
<i>Please list here all items that require attention:</i>			
G. External Paintwork			
1. Is external paintwork in good condition?			
2. When was external painting last undertaken? Date...			
<i>Please list here all items that require attention:</i>			

H. Internal Partitions, Ceilings, Walls and Doors			
1. Are internal doors in satisfactory condition?			
2. Are ceilings satisfactory?			
3. Are partitions and walls satisfactory?			
4. Is there any timber decay?			
5. Is there any dampness?			
<i>Please list here all items that require attention:</i>			
I. Floors and Stairs			
1. Are the floor coverings in good order?			
2. Are any stairs or steps in good order?			
3. Are handrails and balustrades in good condition?			
4. Are the balustrades designed so that small children cannot fall through?			
<i>Please list here all items that require attention:</i>			

J. Heating System and Other Gas Installations			
1. Is the main heating system in good working order?			
2. Has the boiler been inspected and serviced by a qualified person in the last twelve months?			
3. Are any supplementary heaters in good working order?			
4. Have supplementary heaters been inspected and serviced by a qualified person in the last twelve months?			
5. Are any other gas installations satisfactory?			
6. Have all gas installations been inspected and serviced by a Gas Safe registered person in the last twelve months?			
<i>Please list here all items that require attention:</i>			
K. Electrical Installation and Appliances			
1. Is the electrical installation satisfactory?			
2. Is there a current electrical safety certificate?			
3. Has an inspection of the electrical system been made by a qualified inspector in the past twelve months?			
4. Are there any defective light switches, power points, etc.?			

5. Are all lights (internal and external) in working order?			
6. Have electrical appliances been examined in the past twelve months by a qualified person?			
<i>Please list here all items that require attention:</i>			
L. Sanitary and Kitchen Facilities			
1. Are the kitchen facilities in good order?			
2. Do food preparation areas comply with requirements of the council's Environmental Health Department?			
3. Are the toilet facilities in good order?			
<i>Please list here all items that require attention:</i>			
M. Facilities for Disabled People			
1. Is there adequate wheelchair access into the building?			
2. Is there a 2m x 1.5m (6'8" x 5'2") toilet for wheelchair users?			
3. Is wheelchair access possible throughout the premises?			
4. Is there an induction loop system in any part of the building?			

5. If so, are groups using the premises instructed in its use?			
6. Is lift/stair-lift access available to upper or lower floors?			
<i>Please list here all items that require attention:</i>			
N. Security			
1. Is there an intruder alarm fitted?			
2. Are there any security lights?			
3. Are there any special locks or other security devices?			
4. Are security features tested regularly, serviced as necessary and kept in good order?			
<i>Please list here all items that require attention:</i>			
O. Asbestos			
1. Has an assessment been made to determine whether asbestos is present in the building?			
2. Has there been any significant change to the building, or is there any other reason to review the assessment?			
3. Have the conclusions of the assessment been recorded?			
4. Has a risk assessment been prepared, specifying steps to			

be taken to manage any risk arising from the presence of asbestos?			
5. Is the management plan available for inspection and has it been recently reviewed?			
<i>Please list here all items that require attention:</i>			
(Empty space for listing items requiring attention)			

P. Other Matters	
Are there any other matters that require attention?	
<i>If so, please record them here.</i>	
<i>Matters requiring attention</i>	<i>Action needed</i>

Q. Action Priorities			
<i>Now re-read your responses to all questions and note the points that need urgent action.</i>			
<i>List these actions below in priority order and note by whom and by what date action is to be taken.</i>			
Priority No.	Action	Action by whom	Action by when
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Inspection carried out by:

Signature
.....

Name

Position:

Signature
.....

Name

Position:

Signature
.....

Names

Position: