

Health and Safety – Annual buildings checklist	
Date Carried Out:	Next inspection due:
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## Admin offices including visitor centre and shop area

This checklist must be used in conjunction with Appendix D of the Health and Safety Policy.

Please give details if questions are answered 'no'

### General

	Yes	No
1(a). How do you hold the building? <b>Leasehold</b>		
(b). If you do not hold the freehold, are all the conditions of any lease or other agreement being fulfilled?	✓	
2(a). Is any part of the premises sub-leased or let for exclusive use by any body other than the Organisation?		
(b). If 'Yes', are all the conditions of any lease or other agreement being fulfilled		
(c). Do all hirers of the building comply with the conditions of hire (see Room Hire Policy)?		
3. Are there any rights of way, light or air to be preserved? (see appendix)		✓
4(a). Tick which of the following licences or other permissions are in force for the building or the organisation: (see Community Matters "Summary of Licences and Permissions")		
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		✓
PRS for Music Licence	✓	
Phonographic Performance Ltd (PPL) licence (public use of sound recordings)	✓	
Minibus licence		✓
Club Premises Certificate (Licensing Act 2003)		✓
(b). Where such licences exist, are all the conditions of the licence being met?	✓	
(c). Have all licences been renewed as necessary?	✓	
(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?		
5. Are there any outstanding matters from last year's inspection report which have not received attention?		

## Building – Admin offices including visitor centre and shop area

Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
<b>General Structure</b>			
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>			
<b>C. External Areas</b>			
1. Are the surrounding grounds generally in good order?			
2. Are any 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>			
<b>D. Roof and Coverings</b>			
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>			
<b>E. Rainwater Disposal System</b>			
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?			

Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
<i>Please list here all items that require attention:</i>			
<b>F. External Doors and Windows</b> <i>(If UPVC, maintenance should be as specified in Appendix Two).</i>			
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>			
<b>G. External Paintwork</b>			
1. Is external paintwork in good condition?			
2. When was external painting last undertaken? Date: part done Nov 2011			
<b>H. Internal Partitions, Ceilings, Walls and Doors</b>			
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>			
<b>I. Floors and Stairs</b>			
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?			

Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
4. Are the balustrades designed so that small children cannot fall through?			
<i>Please list here all items that require attention:</i>			
<b>J. Heating System and Other Gas Installations</b>			
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>			
<b>K. Electrical Installation and Appliances</b>			
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>			
<b>L. Sanitary and Kitchen Facilities</b>			
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?			

Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken
<i>Please list here all items that require attention:</i>			
<b>M. Facilities for Disabled People</b>			
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>			
<b>N. Security</b>			
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>			
Padlock on external meter cupboard			
<b>O. Asbestos</b>			
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>			

Enter a tick, cross or N/A as appropriate	Satisfactory	Action needed	Action taken

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

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

**Inspection carried out by:**

Signature .....

Name

Position: .

Signature .....

Name

Position:

Signature .....

## **Appendix 1 - Rights of Way, Light and Air**

1. A right of way - for example, the right to have access to a community building by passing over land adjacent to the site of the building itself - will normally exist either through a formal agreement with the neighbouring landowner, or because of long use that has not been contested (usually, for at least 20 years).
2. A right to light is the right for the windows of a building to continue to receive light. It is acquired after 20 years, and this may then prevent an adjoining landowner from putting up an obstruction to that light.
3. A right of air is the right of a landowner or tenant to prevent occupation by someone else of the airspace above a site. The most common breach of this right is caused by growth of a tree over the site boundary. A physical construction that protrudes over the boundary would similarly be a breach of this right.
4. Where it is believed that any of these rights has been breached, steps should be taken to ensure continuance of the right. If this cannot be achieved by discussion with the neighbour concerned then legal advice should be obtained.

## **Appendix 2 - Taking care of UPVC (plastic) window frames**

### **1. Cleaning**

Cleaning of windows and frames should be carried out with warm soapy water. On no account should patent window cleaners or abrasive cleaners be used: these will scratch and damage both the frames and the glass.

### **2. No painting or staining**

The window frames will not need painting or any other treatment. Regular cleaning with warm soapy water is all that is needed to keep the windows in good condition.

### **3. Curtains and nets**

Curtain tracks or wires for hanging net curtains should be fixed either -

- to a strip of wood fixed above the window; or
- directly to the wall above the window; or
- inside the window recess.

Curtain tracks or hanging wires must not be fixed directly to the window frames, as this will damage the frames.

### **4. Ventilation**

Some UPVC windows have small vents which, when open, allow a small amount of air into the room. This helps keep air fresh and prevent condensation. Where permanent vents are fitted to provide ventilation for gas fires or boilers, these must not be blocked up or sealed.

### **5. Re-glazing of windows**

The glass is fixed into the window frames by special glazing strips. If a glazing panel needs replacing, contact a professional glazier.



