

Gradbach Scout Camp



Building Risk Health & Safety Checklist- Cottage

This form has been completed for each building to ensure we are providing suitable residential accommodation all visitors & staff. Once completed the original should be kept on the Health & Safety file at Gradbach Scout Camp and be available for inspection by users of the accommodation.

INDIVIDUAL COMPLETING REVIEW Mark Rushworth

DATE OF REVIEW 1st March 2010

PREMISES DETAILS

Gradbach Scout Camp, Old Hall Farm, Gradbach, Quarnford, Buxton SK17 0SU

Premises/building information		
What is the address of your Local Authority who will enforce Health and Safety on the premises?	Staffordshire Moorlands District Council, Moorlands House Leek Staffs	
Who is responsible for Health & Safety ?	Mark Rushworth - Camp Warden	
Provision of Information	Yes/no/na	Remedial actions required
Is Fire Evacuation information displayed prominently throughout the building?	Yes	
Does each room have its own fire instructions?	Yes	
Are "Mind your Head" signs displayed where necessary?	Yes	Stairs
Fire Hazards	Yes/no/na	Remedial actions required
Does the building have a completed Fire Risk Assessment and an Action Plan?	Yes	Completed by 31 st Oct 2006 and fire audit carried out by Staffs Fire & Rescue in Feb 2007- Reviewed 1st March 2010
Are all gas appliances regularly maintained & on a contract??	Yes	Annual contract in place. Last check Dec 09
Have all the fire fighting equipment / fire blankets been checked within the last 12 months?	Yes	Annual contract in place. Last check July 09
Is fire fighting equipment readily accessible and sensibly located throughout the premises?	Yes	
Is the fire exit free from combustibles?	Yes	
Can you see a fire exit sign (with a running man) from everywhere within the building?	Yes	
Are all the fire exit routes unlocked and clear from obstructions?	Yes	
Are all fire doors kept closed?	Yes	
Are Chimneys swept at regular intervals	Yes	Last carried out Dec 09. Annual contract in place

Are all combustibles stored away from ignition sources?	Yes	
Are Fire guards (in good condition) supplied for open fires	Yes	
Emergency Procedures	Yes/no/na	Remedial actions required
Is information on evacuation clearly understood by all residents on arrival	Yes	Briefing sheet provided for leaders use on arrival.
Is the Fire Alarm tested regularly?	Yes	A Fire Alarm system meeting British Standards is fitted in the building. Annual contract in place and serviced twice yearly. Tested weekly by camp staff & recorded
Do you have sufficient first aid cover?	N/A	Requirement for Unit Leaders to be trained to at least 'first response level' Camp Warden attended 'Appointed Persons' First Aid training in October 2009.
Do you have suitable first aid supplies that are in date?	Yes	Requirement for Groups to bring their own First Aid Kits 4 x First Aid kits held in Camp HQ
Is there a landline phone on site in case of emergency?	Yes	
Is there Mobile Phone reception? Which Networks?	Yes	T Mobile, O2, Orange & Vodafone
Do you have access to Gradbach Scout Camp accident / near miss reports?	Yes	
Emergency Lighting	Yes/no/na	Remedial actions required
Is the emergency lighting operable in all bedrooms / stairs / corridors	Yes	Upgrade carried out in Spring 2006 and now maintained by on an annual contract (6 monthly intervals). Monthly checks carried out by camp staff.
Electrical safety and work equipment	Yes/no/na	Remedial actions required
Is all electrical equipment checked on a regular basis?	Yes	All portable electrical equipment tested Oct 2009. Annual contract in place
Storage	Yes/no/na	Remedial actions required
Has suitable storage been provided for any dangerous chemical substances (cleaning materials, etc)?	Yes	Store cupboard in corridor

Comfort	Yes/no/na	Remedial actions required
Is the temperature of the building comfortable for most people?	Yes	
Health matters and welfare	Yes/no/na	Remedial actions required
Are toilet / washing facilities clean & well maintained?	Yes	
Is an adequate supply of fresh drinking water provided?	Yes	Water tested an annual basis by Staffs Moorlands District Council
Is the building regularly inspected for Slips / Trips & falls	Yes	Checked weekly during Fire Alarm checks
Training	Yes/no/na	Remedial actions required
Have all staff received a basic level of health and safety training?	Yes	
Have all staff required to complete risk assessments attended adequate health and safety training?	Yes	Mark Rushworth qualified – CertOSH (Certificate in Occupational Safety & Health) Feb 2007
Have all staff who have specific Health and Safety responsibilities attended a Health and Safety Training course?	Yes	Mark Rushworth qualified – CertOSH (Certificate in Occupational Safety & Health) Feb 2007
Sleeping Arrangements	Yes/no/na	Remedial actions required
Do all Bunk Beds have sides extending above mattress level to prevent falls?	Yes	
Are the sleeping quarters laid out so that males & females have privacy?	Yes	
Are bed mattresses comfortable & in a suitable state?	Yes	New ones purchased 2005
Miscellaneous	Yes/no/na	Remedial actions required
Is the Gradbach Scout Camp Health and Safety Policy statement readily available to all staff & users?	Yes	

SIGNATURE

M Rushworth

1st March 2010