



Monthly unit risk assessment checklist – months 1-6

This risk assessment provides you with a list of actions for your property for months 1-6. The person responsible for monthly inspections should be checking the property for the items in this checklist. Insert a Y (yes), N (no) or N/A 'not applicable' and initial against each month to confirm local controls are in place as per your risk assessment. If you put N (no) in any of the monthly columns, note down actions required. If a cell is greyed out, you don't need to do the check that month.

Name of the premises risk assessment checklist completed for:							
Address:							
Name of person(s) completing check in month 1		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 2		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 3		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 4		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 5		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 6		Initials:		Role:		Membership no. (if applicable)	

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Make sure all actions from the previous month have been completed.</p> <p>If these are on a separate sheet, list uncompleted actions against the relevant sections.</p>								
<p>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.</p> <p>Ensure suitable safety signage is put in place pending repair or replacement.</p> <p>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?</p> <p>Check any interlocks are fully functional.</p> <p>Property A-Z Interlocks Check emergency stop buttons/cut-offs are in good condition and guards are all intact and in place.</p>								

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
Are all external areas in good condition, free of leaves, algae, rubbish, bird droppings and dust that can accumulate and present a slipping/tripping hazard? During any local building activity, particular attention should be paid to dust control.								
Is there generally enough light 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 has emergency lights have these been tested this month and any issues identified addressed? Property A-Z Fire emergency lights								
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.								

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Are individual risk assessments, and adjustment and wellbeing action plans in place and current for anyone who is pregnant or who has additional needs?</p> <p>Making reasonable adjustments</p> <p>Personal emergency evacuation plan</p> <p>Pregnancy risk assessment</p> <p>Have you considered allergies or other issues in relation to the activities you have planned?</p>								
<p>Have the following incidents been reported to Girlguiding headquarters?</p> <ul style="list-style-type: none"> • Those caused by the venue • Damage to the venue • Potential insurance claims • Any incidents involving aggression from a Girlguiding member or volunteer <p>Reports should include details of the investigation and any action undertaken to stop it happening again.</p> <p>Emergency file</p> <p>Accident notification form</p>								

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>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.</p> <p>Have they completed the right training for any planned activities?</p> <p>Has any of their training expired?</p> <p>If they don't have the right training, make sure they're supervised.</p> <p>Prompt volunteers to sign up for any training they need.</p> <p>Recruitment and vetting policy</p> <p>Volunteer code of conduct</p>								
<p>Are the correct notices/signs on display on the notice boards and around the premises?</p> <p>Do you have regular communication with the premises' users? Is there anything you need to communicate?</p> <p>Property A-Z Notices/signage</p>								

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Is any personal protective equipment (PPE) needed for activities on the premises?</p> <p>Is there PPE available for use?</p> <p>Are those carrying out the activity wearing PPE when needed?</p> <p>Is the PPE in good condition and fit for purpose?</p> <p>Property A-Z PPE</p>								
<p>If provided, have you checked your first aid box contents are complete and in-date?</p> <p>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.</p> <p>First aid training for guiding</p> <p>1st response training</p> <p>Property A-Z First aid provision</p>								
<p>Have all contractors been taken through the approved contractor process?</p> <p>Property A-Z Managing contractors</p> <p>Is the signing-in book and permit to work system being used?</p> <p>Check the last contractor you know visited the site.</p> <p>Signing-in book</p> <p>Note: a self-employed caretaker, for example, would be a contractor.</p>								

Asbestos

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>If asbestos is present, is it in good condition, appropriately labelled and undamaged?</p> <p>If not, what 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?</p> <p>Property A-Z Asbestos</p> <p>Property A-Z Managing contractors</p> <p>Signing-in book</p>								

Biohazards

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Check for evidence of pests, for example droppings or markings, and take appropriate action if identified.</p> <p>Property A-Z Pest control</p>								

Burns and scalds

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Review the temperature of hot water and any hot surfaces using a calibrated thermometer.</p> <p>Are they at an appropriate temperature? And/or adequately guarded? Record where and when the test was done.</p> <p>Radiators should be no more than 43°C at the surface to avoid burns. Hot water in the system needs to be above 50°C to prevent legionella but water temperatures above 44°C can scald a child.</p> <p>Radiator covers, mixer taps and thermostatically-controlled valves can help to reduce risk as can notices highlighting any issues.</p>								

Cuts and lacerations

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
Is general housekeeping of a good standard with no obvious hazards?								
<p>Check all structural glass for damage, chips and sharp edges.</p> <p>Are you happy that it's safe and in good condition?</p> <p>Property A-Z Glazing</p>								

Electric shock

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
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								
Do you have or need an electrical socket outlet incorporating a residual current device, or a plug? If you do, have these been tested this month? Property A-Z Electrics, residual current device								

Environmental

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
Do any areas need securing if high winds are forecast? After an event, have you reviewed the building, external areas and trees to check they're still in a safe condition? Property A-Z Inclement weather								

Falls from/working at height

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>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?</p> <p>Are the people involved competent to undertake the task? Is a separate risk assessment in place?</p>								
<p>Have you got any activity planned on the roof?</p> <p>Are the people involved competent contractors with specialist equipment, for example mobile platforms, gantries, cherry pickers, scissor lifts and scaffold towers, properly cordoned off?</p> <p>Is a separate risk assessment and method statement in place?</p>								
<p>Are you satisfied that items difficult for 1 person to handle due to their dimensions or weight are located so they're easy for 2 people to access together, and steps aren't needed?</p> <p>Items above 7kg shouldn't be 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.</p> <p>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.</p>								

Falls from/working at height - continued

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>If you have any lifting equipment used to move people, including lifts, disabled hoists and scissor lifts, do you have a written scheme in place?</p> <p>Have these items been inspected in accordance with the written scheme?</p>								

Fire

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Is everyone using the premises aware of the process for raising the fire alarm?</p> <p>Property A-Z Fire alarm and detection systems</p>								
<p>Is any work planned that might impact the fire alarm system?</p> <p>Property A-Z Contingency planning</p>								
<p>Has the fire alarm system been serviced in the last 6 months?</p>								

Fire - continued

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Where manual call points are provided, are they kept clear and available for use?</p> <p>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?</p> <p>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?</p> <p>If a Dorgard or similar automatic device is fitted to fire doors, does it release when the alarm is raised?</p> <p>Property A-Z Fire alarm testing, Dorgards</p>								
<p>Are all emergency exit routes under your control, including stairwells:</p> <p>Clearly marked, with unobstructed and easy-to-follow signage?</p> <p>Unobstructed and free from combustibles?</p> <p>Property A-Z Travel distances, Signage and notices</p>								
<p>Are you doing an opening check each time the building is used to ensure all walkways and escape routes are clear?</p>								

Fire - continued

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Are all internal fire doors fitted with door seals that are in good condition?</p> <p>Do they have a working self-closer?</p> <p>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?</p> <p>Are the final exit doors all secure, free from obstructions and openable from the inside without a key?</p> <p>Property A-Z Fire doors</p>								
<p>Are all fire doors marked appropriately with:</p> <ul style="list-style-type: none"> • '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' <p>Property A-Z Fire doors</p>								

Fire - continued

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Are all fire-rated glass panels in fire doors left uncovered so you can see into the room?</p> <p>Property A-Z Fire - inner rooms</p>								
<p>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?</p> <p>Property A-Z Smoke extraction system</p>								
<p>Are you checking the fire extinguishers and fire hoses for damage and ensuring they're in the correct location and fully accessible?</p>								
<p>If you have sprinklers, have you tested them this month?</p> <p>Have the sprinklers been serviced in the last 6 months?</p> <p>Property A-Z Sprinkler systems</p>								

Food safety

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>If you allow people to store, prepare and cook food on the premises you need to undertake regular checks to ensure:</p> <ul style="list-style-type: none"> • 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. 								

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

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Are any staff or volunteers planning to use any hazardous chemicals (any item labelled with a hazardous warning sign). For example, glues, aerosols or cleaning chemicals?</p> <p>Has the chemical been properly risk assessed?</p> <p>Property A-Z Hazardous chemicals (control of substances hazardous to health (COSHH))</p>								
<p>Have all chemicals used by contractors been removed from the premises or stored in a locked cupboard?</p>								

Legionella

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
<p>Has any unused equipment capable of producing aerosols (taps or shower heads) been identified and have they been flushed through this month?</p> <p>Property A-Z Legionella</p> <p>Include details of equipment identified and flushed through.</p>								
<p>Check the temperature of the nearest and furthest tap from the boiler/storage tank using a calibrated thermometer.</p> <p>Property A-Z Legionella</p> <p>Include details of temperatures recorded. The temperature of hot water should be no less than 50°C after 1 minute. The temperature of cold water should be below 20°C 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.</p>								
<p>Check the temperature of incoming and stored water and ensure it remains at a temperature of less than 20°C. If necessary, situate storage tank in a cool place and provide insulation.</p> <p>Property A-Z Legionella</p>								

Legionella - continued

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
Check the temperature of any stored hot water is above 60°C. Property A-Z Legionella								

Manual handling

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
If you employ staff, ensure they know to follow guidance when undertaking any manual handling tasks. Health, safety and welfare procedure								

Mental health and stress

Local action required	Month						Any action required, including date identified If not applicable, put N/A	Date completed
	1	2	3	4	5	6		
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?								

This checklist provides you with a list of actions to consider for your property for the first 6 months. This should be followed by the monthly unit risk assessment checklist 7–11.