



Monthly unit risk assessment checklist – months 7-11

This risk assessment provides you with a list of actions for your property for months 7–11. 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 7		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 8		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 9		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 10		Initials:		Role:		Membership no. (if applicable)	
Name of person(s) completing check in month 11		Initials:		Role:		Membership no. (if applicable)	

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<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</p> <p>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
	7	8	9	10	11		
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.							
<p>If the building has emergency lights have these been tested this month and any issues identified addressed?</p> <p>Is there enough light inside and outside to safely see what you're doing even when it's dark outside?</p> <p>Is everything in working order?</p> <p>Are all items stored at least 50cm away from lighting?</p> <p>Property A-Z Fire emergency lights</p>							
<p>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?</p> <p>If needed, are guards on equipment employees use directly in place and in good condition?</p> <p>Ensure there's no general storage in rooms dedicated to mechanical and associated electrical equipment.</p>							

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<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>							

Asbestos

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<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>							

Cuts and lacerations

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<p>Is general housekeeping of a good standard with no obvious hazards?</p>							
<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
	7	8	9	10	11		
<p>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?</p> <p>Property A-Z Electrics, residual current device</p>							

Environmental

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<p>Do any areas need securing if high winds are forecast?</p> <p>After an event, have you reviewed the building, external areas and trees to check they're still in a safe condition?</p> <p>Property A-Z Inclement weather</p>							

Falls from/working at height

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<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>							

Fire

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<p>Is everyone using the premises aware of the process for raising the fire alarm? Property A-Z Fire alarm and detection systems</p>							
<p>Is any work planned that might impact the fire alarm system? Property A-Z Contingency planning</p>							
<p>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 Fire alarm testing, Dorgards</p>							
<p>Are all emergency exit routes under your control, including stairwells:</p> <ul style="list-style-type: none"> Clearly marked, with unobstructed and easy-to-follow signage? Unobstructed and free from combustibles? <p>Property A-Z Travel distances, Signage and notices</p>							

Fire - continued

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
Are you doing an opening check each time the building is used to ensure all walkways and escape routes are clear?							
<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>							
Are you checking the fire extinguishers and fire hoses for damage and ensuring they're in the correct location and fully accessible?							
<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
	7	8	9	10	11		
<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
	7	8	9	10	11		
<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>							

Legionella

Local action required	Month					Any action required, including date identified If not applicable, put N/A	Date completed
	7	8	9	10	11		
<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 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>							

Review and update the annual unit risk assessment at the end of month 11. It should also be reviewed in the event of an incident or if there have been any significant changes..