

Unit name:				
Date of Rounds:		Time:		
Conducted by:		Rank/Role:		
Notes: Items in RED TEXT indicate a mandatory legal requirement before the unit can be used, e.g. must be in place and up to date.				
Item	Y	N	N/A	Comments/Actions
1. Fire Safety				
Fire extinguishers – in correct place, operational? E.g. Current inspection and test certificate?				
Fire alarms and smoke detectors – tested and working?				
Fire alarms and smoke detectors – Inspection up to date e.g. 6 monthly				
Emergency lighting – tested & working?				
All fire exits / routes - clear from obstruction, safe to use?				
Are fire doors working correctly & in good condition?				
Are flammable liquids stored correctly & secured?				
Are all appropriate fire signs in place & visible?				
ADDITIONAL COMMENTS				

Item	Y	N	N/A	Comments/Actions
2. General Housekeeping				
Are floors & passageways free from obstructions?				
Are floors in good repair, no slip / trip hazards?				
Are classrooms kept clean & tidy?				
Are storerooms kept clean and tidy?				
Is all equipment stored away correctly & safely?				
Is all lighting adequate & working correctly?				
Is all waste - disposed of correctly? Bins in place?				
Are toilets / ablutions – kept clean & hygienic?				
ADDITIONAL COMMENTS				

Item	Y	N	N/A	Comments/Actions
3. Building and Grounds				
Building in good repair subject to maintenance plan?				
Is the heating system working correctly?				
Is there a current gas safety certificate in place?				
Are all security measures in place & work correctly?				
All glazing in good condition?				
Are pathways & open areas – free from slips/trips?				
Is vegetation overgrown – subject to maintenance plan?				
Are hazardous areas taped off (warning signs etc)?				
Legionella flush undertaken?				
Are defects reported and managed correctly?				
Is portable electrical equipment testing in date & no signs of damage?				
Area all sockets & switches in good condition & no sign of damage or overheating?				
Is there a current electrical fixed wiring inspection certificate in force.				

ADDITIONAL COMMENTS (Section 3)				
Item	Y	N	N/A	Comments/Actions
4. Kitchen				
Are all food preparation areas clean & tidy?				
Are fridge / freezer/s - working correctly & clean & tidy?				
Fridge / freezer/s – is food in date for consumption?				
Is all waste disposal managed correctly?				
Is all catering equipment washed & stored correctly?				
Are staff food handling certificates in date?				
No evidence of vermin?				
ADDITIONAL COMMENTS				

Item	Y	N	N/A	Comments/Actions
5. First Aid Arrangements				
Are first aid kits appropriately stocked and in date?				
Are there sufficient First Aid qualified staff?				
Incident reports raised for all injuries, non-injuries & near hits?				
ADDITIONAL COMMENTS				
6. Overall Comments				

7. Approval level

Level	Approved by Comd	Date Approved
Access to staff/volunteers – required for inspection and works to ready the unit for activities		
Access to contractors to undertake mandatory work		
Access to the unit for all unit activities		

