

Haling Dene Centre
General Grounds

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
Are the boundary railings in good repair?				
Are signs in good repair? Is the wording clearly visible?				
Is the grass in need of cutting or unduly worn?				
Is there evidence of litter?				
Is there evidence of dog fouling?				
Are the litter bins full?				
Are the litter bins in a good state of repair?				
Is the seating in a good state of repair?				
Are there any overhanging trees need cutting back?				
Is the shrubbery in need of cutting?				

Haling Dene Centre
Building Outside

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
Is the outside of the building in good state of repair?				
Are all pathways level and even?				
Are there any overhanging obstructions on the pathways?				
Is the guttering clean and in good state of repair?				
Are the benches in good state of repair?				
Is the cycle stand in good state of repair?				
Are there any obvious hazards to staff and public?				
Are all steps in good state of repair?				

Haling Dene Centre

Car Park

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
Are the parking bays clearly marked for both disabled and able bodied users?				
Entrance/exit clearly marked?				
Car Park well lit?				
Skip/recycling/refuse collections takes place at times when hall not in use?				
Are the speed limits clearly displayed to users of the centre?				

Haling Dene Centre
Building Inside

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
Are entrances and exits clear of any obstructions?				
Are all emergency exits open and tested?				
Are all floors in a good state of repair?				
Are there any hanging obstructions i.e. cables				
Are all windows capable of being secured/locked?				
Are all corridors well illuminated?				
Are all exit signs clearly visible?				
Are all chairs and tables stacked correctly?				

Haling Dene Centre

Fire Equipment

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
Are any components missing?				
Are all items of equipment in a good state of repair?				
Are fixings stable? Are fixings worn?				
Are all Fire Extinguishers in place and regularly serviced?				

Haling Dene Centre
Fire Hazards

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
Any storage in corridors?				
Portable equipment checked for visual signs of damage before use?				
Has the full fire risk assessment been completed?				

Haling Dene Centre

Miscellaneous

Assessor:

Date:

Description of Risk	Yes	No	Action Required	Date Action Taken
Hazardous substances – are they kept securely stores away from the public? Are staff issued with rubber gloves?				
Electricity – are all fixed installations installed by a qualified electrician?				
Electricity – are all portable appliances checked regularly?				
Asbestos – Has any asbestos been located in the building?				
Changing of light bulbs etc. – Does anyone work at height? Have the appropriate stepladders/ladders been made available? Are staff aware of the 'safe use of stepladders' publication?				

All checks to be undertaken by the Caretaker at the beginning of each month and action required reported to the Parish Administrator