

Reopening Scout buildings

Before we open Scout buildings we need to consider the safety of a building that's been closed for a few months. This checklist has been produced to help you meet your legal and moral responsibilities. We understand that some of the items may not be relevant to all buildings, and these items should be considered, and if not relevant disregarded.

If in doubt about any of these checks please get advice from a professional. Guidance is also available from Scouts [here](#).

Details of the premises

Name and address of premises: _____

Date of inspection: _____

Inspection completed by: _____

Indoor

Fire

Has the alarm and/or smoke detectors been tested, and is it working effectively?

Have all the fire extinguishers been inspected within the past 12 months?

Are all the pressure dials on the fire extinguishers in the green zone, (if fitted)?

Are the fire evacuation signs present?

If emergency lighting is fitted, has the mains electricity been isolated to check the lights come on?

Have all the fire doors been opened and the escape routes been walked, to ensure the vegetation is not obstructing the route? (Routes should be the same width as the door.)

Do all fire doors fully shut, normally on a two-stage closure? As well as shutting properly, they need to be able to open correctly having been shut for a long period of time.

Has the fire risk assessment been reviewed to accommodate any alterations?

Water, (Avoiding the risk of Legionella)

To control water quality, drain down the cold water storage tank and refill, then ensure all cold water taps are opened for two minutes to flush all pipework.

If you have a hot water storage tank, turn on the boiler or immersion and allow it to heat up before flushing, hot water should be stored at 60°C. If you have instant water heating turn up the hot water temperature and allow hot water to flush through all taps, including showers for five minutes – this must be hot water (remember to turn temperature down after this task is complete).

If you have stored hot water or combi boilers, have you fitted Thermostatic Mixer Valves (TMVs) to hand wash basins, showers and baths? Have you checked the tap temperature to ensure the TMV is working correctly?

If the water is on a borehole or UV light in the system, check it is working correctly. Is the working time of the lamp within the maintenance schedule?

Vermin/insects

Is there any evidence of vermin/insects in the properties, droppings against walls, bodies, smells?

If so, seek advice from a professional to resolve the issues.

Electrical

Are all the sockets, switches, portable electrical equipment's plugs and leads in a good condition?

Have any RCD's on switches, plugs or boards been tested by the button being pressed, and working effectively?

Is PAT testing up to date?

Food

Are any fridges or freezers working correctly? Are the internal temperatures correct? (Fridges should be 0 to 4 degrees centigrade. Freezers should be about -18 degrees centigrade.)

Are any fridges and freezers clean and has old food been cleared out?

Cleaning chemicals

Has a COSHH assessment been undertaken and do you know what safety equipment to wear and how to deal with emergencies?

Are all cleaning products stored appropriately where they can't be accessed by anyone other than those trained and instructed to do so?

Ledges and surfaces

Have all ledges and surfaces been wiped over with a disinfectant? (Using 1:9 water and bleach is acceptable.) It's especially important to wipe down doors and handles, toilets, sinks and other surfaces where bodies and their fluids have been in contact with.

Floor

Has the floor been appropriately cleaned (vacuuming for carpeted floors and disinfected for non-carpeted floors)?

First aid equipment

Are first aid kits present, in the correct locations and contents in date?

Outdoor

General outdoor areas

Has the grass been cut and the ground surface been checked and unsmooth surfaces levelled?

Have any steps been checked and cleaned, including handrails?

Have you done a visual check of the environment to ensure that no animals or birds are nesting/living in the area which may be disturbed by future activities?

Footpaths

Is the vegetation clear of the footpaths and routes, are they are good to walk on?

Play areas

Is the vegetation cleared from the play area?

Have any play items been checked and cleaned?

Camp fire area

Has the campfire circle been checked and cleared of debris?

Trees

Have you done a visual inspection of any trees or overhanging on the site to identify suspect limbs and trees?

Fuel storage (including LPG, petrol, diesel)

Has all combustible material been removed from the storage area?

Are safety signs displayed to indicate the product? This includes visible signage indicating no smoking and no naked lights.