


CHECKLIST FOR PROPERTIES OWNED AND/OR OPERATED BY THE SCOUT ASSOCIATION OF VICTORIA

The items listed in this checklist are common physical property deficiencies to be considered at each Scout Hall or Camp. Those members within the Scouts Association responsible for the operation and maintenance of these facilities should undertake regular (monthly) site inspections, to identify areas of risk around their property. These inspections may include items listed on this sample checklist or additional items as appropriate. The rear of this form should be used to note the action plan to address any deficiencies. A dated copy of this report should then be kept on file.

EXTERNAL ITEMS

- Boundary fences and gates (where provided) secured and in good state of repair.
 - Trip and fall hazards, i.e. surface of entrance paths clear, even and safe (consider wet and dry conditions, steps into building sound, adequate handrails provided, etc.
 - Access into sub-floor areas under buildings secured and locked. Highly flammable materials (i.e. fuel, gas or gas bottles) should not be stored under buildings.
 - External security lighting provided such that all outside areas are illuminated. Outside storage sheds securely padlocked.
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- No "large open fires" (i.e. burning off) within 5 metres of buildings.
 - External walls and roof of building in sound condition (i.e. no loose cladding, broken panels particularly if A/C sheet).
 - All windows secured (as necessary) with metal screens
 - Roofs, gutters and down pipes checked and found free of branches, leaves and other obstructions. Rusted sections repaired.
 - Building protected from rodents and birds (i.e. are there signs of bird nests, possum access)
 - Outside area of entrance doors and exits from building clear and free of storage
 - No combustible yard storage left around buildings. Grass kept trimmed and overhanging trees (over buildings and fences) cut back.
 - Adequate provision of car park spaces for the property. Good traffic management conditions (particularly consider peak movement periods).
 - Evidence of attempted forced entry into the property, investigated, reported and preventative action taken as necessary).

INTERNAL ITEMS

- Areas around internal fireplaces kept clear of combustibles. Metal screens should be provided (where necessary) and portable fire extinguishers installed.
- Exit doors and paths clear and readily accessible. Emergency lights and illuminated exit lights (where provided) operational.
- Emergency procedures posted. Clear access to gas meters, power boards, etc.
- House keeping, particularly around areas like electrical switchboards etc. which should be kept clear of combustible materials.
- Electrical wiring and outlets in good visual condition i.e. no cracked switches, plugs. Safety switches fitted.
- Portable fire extinguishers serviced and tagged on a six (6) monthly basis. Adequate distribution of extinguishers for the hazard. (Note: water type extinguishers should not be used on electrical fires).
- Batteries within local fire detectors changed within the last 12 months.
- Quantities of Dangerous Goods and hazardous materials (Kerosene, Patrol) kept to a minimum and stored remote from main building. Ignition sources (i.e. smoking) controlled, and firelighters, matches etc used in camping, kept to minimum quantities in a secure location (preferable outside shed).