



Scheme Safety Checklist

Scheme Name: _____ Date: ____/____/____

Person Conducting Inspection: _____

Signature: _____

Inspection Checklist

Ref	Checklist Question	Yes	No	N/A
1	Housekeeping			
1.1	Are internal and external communal areas clean and tidy?			
1.2	Are there any hazards internally and externally that pose a risk to employees/tenants/contractors/visitors?			
2	Fire Safety			
2.1	Does the scheme have an 'up to date' fire risk assessment?			
2.2	Are there any outstanding actions in the fire risk assessment?			
2.3	Are fire exits suitably identified?			
2.4	Are all internal and external escape routes clear?			
2.5	Do all fire doors operate correctly?			
2.6	Are fire extinguishers stored in correct identified locations?			
2.7	Are fire log books 'up to date'?			
2.8	Are assembly points identified and visible?			
2.9	Have all fire incidents and alarm activations been reported to the Health & Safety manager?			
3	Lighting			
3.1	Are internal and external lights working correctly?			
3.2	Is lighting adequate and 'fit for purpose'?			
4	Equipment			
4.1	Is all equipment within the communal areas subject to inspections?			
4.2	Is electrical equipment within the communal areas within PAT?			
5	Legionella Management			
5.1	Weekly flushing conducted?			

5.2	Monthly temperatures recorded?			
5.3	Are temperatures within safe parameters? • Cold – < 20 Degrees Celsius • Hot – > 50 Degrees Celsius			
6	First Aid			
6.1	First aid kits replenished?			
7	Asbestos			
7.1	Asbestos Containing Material (ACM) in good condition?			

Any issues identified whilst conducting the checklist must be followed up using the action plan below.

Action plan

Ref	Issues/Defects	Action Required	Priority (H,M,L)	Action Taken (By Person Conducting Inspection)

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Priority Explanation

High – Remedial work to be conducted immediately < 14 days.

Medium – Remedial work to be conducted within the medium term – 14 days to 6 months.

Low – Remedial work is of low priority > 6 months.

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