Building Responsibilities - Self Assessment Tool

This is a self-assessment tool designed to identify areas of health and safety working practices that volunteers or staff working at a community centre may need to think about when running a multi-use community facility. There is a lot of legislation and rules that apply to public buildings; more information can be found on the LBWF website:

[www.walthamforest.gov.uk/content/building-responsibilities](http://www.walthamforest.gov.uk/content/building-responsibilities)

There are many health and safety responsibilities that come with running a building and the council as your landlord need to be sure you aware of. Even if they are not directly your responsibility it is useful for you to know the full range of building responsibilities. The self-assessment tool is designed to be used in conjunction with the guidance found in the booklet Building Responsibilities. *This will provide the context for all these questions. Please refer to the booklet throughout the check list.*

Please note that most buildings will find this a useful check list. It is designed principally for buildings that hold fewer than 300 people and where there are under 5 people employed.

The best person to complete this form is someone who is responsible for health and safety. It is useful to ask who is making decisions, or who controls a budget. Sometimes this is a paid member of staff, but it could be volunteers on the management committee.

Once completed share and review your findings with committee members and staff, making any additional changes required in a fixed timescale. If you are unsure about anything seek advice from the Council.

*This checklist is not exhaustive and further steps are necessary to ensure that you comply with current UK legislation. This guide may not set out all your legal responsibilities, it does cover some good working practices that you may wish to adopt. Always check current regulations which may change from time to time.*

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Part One: Key Certificates

These are documents you are usually legally required to have or strongly advised to hold. Work down the list recording the status of each area. Status should usually be ‘complete’ or ‘not applicable’. Record who completed the report, undertook the risk assessment or the company you used.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Status\*** | **Date completed** | **Author / company** |
| Fire Risk Assessment? |  |  |  |
| Electrical Instillation Condition Report (EICR) (5 yearly) |  |  |  |
| Portable Appliance Test (PAT) |  |  |  |
| Gas safety certificate (CP15) |  |  |  |
| Management Asbestos Survey |  |  |  |
| Legionella / Water hygiene Report |  |  |  |
| Covid-19 Risk Assessment? |  |  |  |
| Premises Risk Assessment |  |  |  |
| Adequate Insurance |  |  | Not Applicable |

\* If not completed say, in progress or not applicable .Part Two

This section has useful prompts for you to consider. Even if you answer yes to all questions you may still require further action to meet necessary legislation. However these questions may indicate if there are any areas that require your urgent attention. The questions are prompts, and you may need to undertake further research into your responsibilities.

|  |  |  |
| --- | --- | --- |
| **Fire Safety** | **Status** | **Notes** |
| Are there regular checks of the emergency lighting? |  |  |
| Are fire alarm call points regularly checked? |  |  |
| Are extinguishers regularly serviced |  |  |
| Is there a regular maintenance of control panel and detectors |  |  |
| Are fire drills carried out regularly |  |  |
| Is all furniture known to be fire retardant? |  |  |
| Are visitors and hirers instructed and aware of your fire safety plan? |  |  |
| Is the evacuation procedure on display in each room? |  |  |
| Is there a safe assembly point? |  |  |

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| --- | --- | --- |
| **Utilities Gas, Water and Electricity** | **Status** | **Notes** |
| Is there a Legionnaires / Water Hygiene report in last two years |  |  |
| Are there checks and procedures in place to manage water hygiene |  |  |
| Has there been an EICR carried out in the last 5 years |  |  |
| Has there been a PAT Test carried out in last year? |  |  |
| Has there been a gas safety check of gas appliances in last year? |  |  |
| Can gas, water and electricity be easily turned off in an emergency |  |  |

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| **Your Building** | **Status** | **Notes** |
| Is there a risk from manual handling |  |  |
| Is there a risk from working at heights |  |  |
| Are there enough health & safety resources (hazard tape, cones etc) |  |  |
| Are chemicals locked away |  |  |
| Can the building be properly secured |  |  |
| Do you have the right signs and notices on display? |  |  |
| Are there regular checks on alarm pull cords, grab rails, baby changers etc |  |  |
| Is furniture, tools and equipment regularly checked (ladders, chairs, trollies, etc) |  |  |
| Is there an accident book |  |  |
| Is there a first aid kit |  |  |

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| **Covid Safety** | **Status** | **Notes** |
| Are regular checks on current Covid rules being carried out? |  |  |
| Premises registered for Test and Trace |  |  |
| Are hand washings facilities available? |  |  |
| Are appropriate Covid-19 signs in place? |  |  |
| Do staff and volunteers receive an individual risk assessment if they need one? |  |  |
| Is the building Covid Secure? |  |  |

It is best practices to record your findings and any actions taken, even if this isn’t required by law. Some paperwork needs to be kept for a period of time set down in law.