**Day One – Checklist – What should be in Place last updated 15-08-22**

**Not all of this checklist will be relevant to your building and organisation, the list hopefully prompts you to find out and clarify.**

|  |  |  |
| --- | --- | --- |
| **Fire Safety** |  | **Status/ Comment** |
| Fire Risk Assessment |  |
| Evacuation Plan |  |
| Fire Safety Training including Fire Marshalls |  |
| Fire Fighting Equipment checks up to date |  |
| Schedule for fire equipment checks and fire drills |  |
|  |  |
| **Health and Safety** |  |  |
| Asbestos register up to date and available to view |  |
| Accident and incident recording method in place and RIDDOR awareness |  |
| Appropriate first aid kit, checked and in accessible location |  |
| Do you have an appointed first aider, do you require trained first aiders for the size of your organisation and activities? Is body fluid disposal training required? |  |
| COSSH – risk assessment for all chemicals used and management plan |  |
| Legionella – water risk assessment and management plan |  |
| Do you have all relevant safety information displayed |  |
| Do you have provision for the appropriate PPE required to run the building and activities that you are delivering? |  |
| Risk AssessmentsA building may need a risk assessment for the following* Access and Egress
* Manual Handling
* Chemical safety
* Lone Working
* Display Screen Equipment
* Steps and Ladders
* Changing light bulbs
* Gas safety
* Electrical safety
* Asbestos
* Accidents and First Aid
* Information to employees and training
* General work environment
* Contractors

Plus other site specific and activity specific assessments  |  |
| **Statutory Checks** |  |  |
| Do you know what statutory checks are relevant to your building and the frequency you should carry them out? |  |
| Have you checked when the last checks were done, you may want to consider;* Portable Appliance Testing for equipment
* Current electrical certificate
* Fire alarm panel/points
* Emergency lighting
* Gas boiler and appliances
* Fire fighting equipment
* Legionella
* Asbestos
 |  |
| A way of recording what checks have been carried out and when next due |  |
| **Insurance** |  |  |
| Public liability  |  |
| Employers Liability |  |
| Building and Contents |  |
| There may be other insurances relevant to your group and activities  |  |
| Is your current insurance certificate displayed |  |
| **Licensing** |  |  |
| May not need them in place on day one but need to think about what the building is being used for and which if any you will need and by when.  |  |
| Music licence/Premises licence/Public Entertainments Licence/Lottery registration |  |
| **Food Hygiene** |  |  |
| All systems should be in place from when you start offering food and if relevant, registration with your local authority 28 days before becoming operational. Kitchen compliance manual compiled. |  |
| **Security and access arrangements** |  |  |
| Do you have an agreed arrangement if there is an emergency situation like a break in, leak, explosion in and out of hours? |  |
| Who has keys, how do staff and users get access? |  |
| Is there a security alarm? Have you reset the alarm code? |  |
| **Maintenance** |  |  |
| Do you have a procedure and recording mechanism for repairs and maintenance? |  |
| Service schedule |  |
| **Procedures Manual** |  |  |
| Nice to have on day one, might evolve as you get used to managing the building. |  |
| **Building Manual** |  |  |
| Quite often a building will have a manual which explains how various aspects like the boiler, ventilation, lighting etc function and perhaps with layout plans. If you were not given one on handover it is a good idea to start to compile one. |  |
| **Utilities** |  |  |
| You are clear how to isolate/turn off water/gas/electricity in the property |  |
| Do you know who supplies your electricity and gas? Did you submit the last reading before you started occupancy of the building?  |  |
| Do you know who supplies your water? As a charity you may be exempt from water and sewerage charges. As a charity/business you also get to choose your licenced provider for your water supply, based on your needs. |  |
| **ICT** |  |  |
| Do you need a functioning broadband connection for day one? If there is no line into the building currently, access to broadband can sometimes have a long lead in time.  |  |
| **Contracts** |  |  |
| Have you set up all of the contracts for the building, utilities, security, landline/broadband |  |
| **Employees** |  |  |
| If you have staff based on site, have they been taken through all relevant safety procedures and do they have the relevant necessary training for their roles. Do they know how the building operates? |  |
| **Record Keeping** |  |  |
| Do you have a system set up to record and monitor all checks/inspections/requirements to run the building? |  |
| **Lone working** |  |  |
| Do you have a process in place to manage the risks of lone working |  |
| **Display Screen Equipment set up** |  |  |
| Have you carried out the necessary display screen equipment assessment for those staff using DSE? |  |
| **Workplace welfare including stress Awareness** |  |  |
| Are you aware of your responsibilities as an employer to protect workers from stress at work?  |  |
| **Contractor** |  |  |
| Are you aware of what your obligations are for any contractor that comes on site? |  |
| **Hire agreements** |  |  |
| Check the insurance cover for all tenants/hiring individuals and groups and make them aware of their responsibilities. This should be reflected in your hire agreements. |  |

**This checklist is provided in summary form and is made available for general information purposes only. It has not been prepared with your specific needs in mind and is not intended to be comprehensive.**