Community Ownership Support Service
Development Trusts Association Scotland

Day One Checklist - What should be in place

		Status / Comment
Fire Safety	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?	

Health and Safety cont	Risk Assessments A 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	
Statuatory 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 Hygine	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.