Community Ownership Support Service
Development Trusts Association Scotland

Facilities Management Health Check

Development Trust Name - **Date -**

Building -

		Status / Comment	Action required
Fire Safety	Fire Risk Assessment https://www.hse.gov.uk/fireandexplosion/fire-safety.htm		
	Evacuation Plan		
	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 https://www.hse.gov.uk/asbestos/duty/index.htm		
	Accident and incident recording method in place and RIDDOR awareness (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) https://www.hse.gov.uk/riddor/how-to-report.htm#online		
	Appropriate first aid kit, checked and in accessible location https://www.hse.gov.uk/firstaid/		
	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?		

Health and Safety cont.	COSSH (Control of Substances Hazardous to Health) https://www.hse.gov.uk/coshh/ – risk assessment for all chemicals used and management plan		
	Legionella https://www.hse.gov.uk/pubns/books/l8.htm – water risk assessment and management plan		
	Do you have all relevant safety information displayed		
	Do you have provision for the appropriate PPE (Personal Protective Equipment) required to run the building and activities that you are delivering?		
	Relevant Risk Assessments https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm		
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(PAT) • 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		
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?		
Maintenance	Do you have a procedure and recording mechanism for repairs and maintenance?		
	Service schedule		
Procedures Manual/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		
Record Keeping	Do you have a system set up to record and monitor all checks/inspections/requirements to run the building?		
Conclusions			