



## **4<sup>th</sup> Worcester Park Scout Group**

### **Information Manual**

***Appendices have not been checked in this review***

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# 1. General Policy

## The Group

The 4<sup>th</sup> Worcester Park (Cheam Common) Scout Group was founded in 1933 and is registered with the Scout Association (Reg. No. 16073). The Group fully adopts the policies of the Scout Association as defined in their Policy Organisation and Rules.

The Group is also a registered charity (Reg No. 303853 ).

The Group consists of three Beaver Colonies, three Cub Packs, two Scout Troops and a Scout Active Support Unit. A District Explorer Scout Unit is accommodated by agreement with the District, and meets on the Group's premises.

The Group Colours are Purple and Silver.

The Group is led by the Group Scout Leader (GSL) who is responsible for the maintenance of standards. The GSL will chair a monthly meeting of all leaders and nominated SAS members to assist in the maintenance of these standards.

The Administration of the Group is led by the Group Chairman and exercised through the Group Executive Committee. The Executive Committee will consist of the Group Chairman, Treasurer, Secretary, GSL, all AGSL's, all section leaders, the SAS manager, Chairman of the Sub-Committees, Group Quartermaster and any persons nominated by the GSL or co-opted by the Committee. A Quorum for the committee shall be two officers, the GSL or AGSL and three other members. The nomination of members will be done in accordance to POR and Charity commissioner guidelines.

The Executive Committee will set a membership fee for all members for each year. For young people this will be payable each term.

The Group will maintain a good set of records in the form of minutes of meetings from the AGM, Executive, Sub-Committees and Scouters' meetings.

A basic record giving name, address, telephone number, date of birth and any special medical condition will be maintained for each young person in the Group. This record will be kept on a computer. No information contained on the computer will be given to any other body outside of Scouting. All members, parents and guardians will be informed of this and will be given an opportunity to object.

The Group owns the land and the buildings on it. The land is held in trust with The Scout Association as the trustees.

The Group owns all equipment held by the Group and its sections. This equipment is primarily for Group use. Equipment can only be loaned with the permission of the Group Quartermaster or GSL. Where equipment is loaned out a reasonable donation will be expected.

## **Aims**

The aim of the Group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities. The method of achieving the Aim is by providing an enjoyable and attractive scheme of progressive training and activities based on the Scout association Promises and Laws and guided by adult leadership team and POR.

The Group aims to ensure that no young person is excluded from Scouting activities on financial grounds, when we have the ability to assist them.

The Group aims to minimise the cost of direct scouting to parents and guardians by indirect fundraising activities that encourage companionship and enjoyment for its supporters.

The Group aims to encourage future leadership from within its own group membership and provides all essential leader training at no cost to the individual. Adventurous Activity and further training will be assessed on an individual basis in consultation with the district.

The Group aims to maintain all its facilities and equipment in the best possible condition and to strive to improve them where possible.

The Group considers all parents to be part of the Group and expects parents to participate and support the aims. The Group expects parents to support the key events of the year including the AGM, Scouts' Own Services and Fundraising Events.

The Group aims, through the Group Executive, to ensure the continued financial security of the Group, its buildings and its facilities, both in the short term and the long term.

The Group aims to support children with special needs where possible, subject to the availability of trained leaders and applicable equipment and facilities.

## **Membership**

The Group is an 'Open Scout Group' i.e. not related to any other organisation and having a policy of unrestricted recruitment.

Various sections of The Group are open to both male and female membership.

## 2. Specific Policies

### Policy for use of Group Headquarters

#### Overall

The Group Headquarters is to be used principally for activities directly connected with the Group. The use of the HQ for other purposes must be agreed by the Group Executive or in an emergency by the GSL.

Where possible use of the premises should cease by 11pm and in **all** circumstances there must be **no noise** after 11.30pm unless previously agreed by the Executive Committee

All activities must be organised to provide minimum disturbance to our neighbours.

All activities must be organised and run in accordance with Scout Association POR and properly risk assessed.

The HQ must be used with care and any activities avoided which might cause damage. Examples might be football in the hall and the uncontrolled use of BB Guns etc.

Use of the premises at times which conflict with regular section meetings are to be avoided where possible.

Where possible members should avoid being on the premises on their own.

The section or group of members using the HQ are responsible for ensuring the headquarters is properly locked when vacated, all lights and heaters switched off and the premises including the field and kitchen left in a clean and tidy state.

Any keys to the premises must be returned when any person relinquishes their post with the Group.

Any damage to the premises should be reported as soon as possible to the AGSL - HQ.

No rubbish, including unwanted wood, is to be dumped on the site. The burning of any rubbish is to be avoided as far as possible. Rubbish must be placed in the bins provided.

No smoking is allowed in any of the buildings, a designated outdoor smoking area is provided and this is the only area smoking is permitted by persons of 18 years of age or more.

The use of television sets on the premises is permitted as the Group Executive maintains the relevant licence.

The Group provides Internet access on site which will be protected against inappropriate website access and supervised by leaders.

#### Section Use

The section using the main hall for their weekly meeting can assume they have use of the whole premises with the exception of the Explorer Scout Den and Scout Active Support Den. This includes use of the field and the kitchen. Any other section or group of members wishing to use all or part of the premises must obtain the agreement of the relevant section leader. In the event of any inability to reach agreement the GSL will decide.

Members under 18 years of age **must** not be on the premises without a leader or adult present.

The Explorer Scout den is primarily for their use and should only be used by others with the permission of the Explorer Scout Leader.

Other than for regular and pre-planned meetings, the Scout Active Support Den should only be used by agreement with the GSASM and co-ordinators.

The facilities contained in the 'Print Room' are for Group use. Sections may use either machine to copy section material. Use of the print machine should be restricted to those trained to use it and for copies of more than 30 pages. All usage of the print machine must be recorded in the book provided. Any faults to the copier's should be reported to the GSL.

## **POLICY FOR THE CONTROL OF EXPENDITURE**

### **Group Executive Committee**

The Group Executive Committee is responsible for the control of **all** Group expenditure (including that by sections) and the propriety with which it is spent.

The Group Executive Committee will set an annual budget for the Group and will monitor expenditure against the budget.

The Group Executive Committee will approve an annual budget for each of the sub-committees.

The Group Executive Committee will receive regular reports on expenditure from each of the sub-committees and will approve any expenditure above the level of devolved authority.

The Group Executive Committee will set the level of subscription for all members and the percentage to be retained by each section.

### **Finance Committee**

The Finance Committee will construct the annual budget for approval by the Executive Committee. Input to the budget will come from the other sub-committees plus the Group Scouters' Meeting.

The Finance Committee will perform a detailed mid-term review of expenditure for the Group Executive Committee.

The Finance Committee will have devolved responsibility for the financial management and maintenance of the Group vehicles. Regular expenditure e.g. tax, insurance etc. which is included in the annual budget can be paid without reference to the Group Executive.

### **HQ Committee**

The HQ Committee will submit an annual budget to the Finance Committee for inclusion in the Group Annual Budget.

The budget will include a costed schedule for maintenance for the year and an estimate of any capital projects planned. The maintenance schedule should include a contingency sum for unexpected essential maintenance.

The HQ committee will manage the maintenance schedule and will report progress to the Executive Committee. They will also report any diversion from the plan that is likely to affect the overall budget.

Projects with a cost greater than £500 will be considered a capital project and will require individual approval from the Executive Committee. Once approved the HQ committee will have authority to run the project subject to the cost remaining within 5% of the agreed estimate.

In the event of an unplanned emergency which cannot be met from the contingency sum yet cannot wait for the full Executive the chairman of the HQ committee should gain the additional approval of two of the following the Group Chairman, the Group Treasurer or the GSL.

## **Fund Raising Team**

The FRT will submit for the approval of the Executive Committee any capital expenditure items that are greater than £200.

## **Media Manager**

The Media Manager should include any proposed items of expenditure in the in the annual budget. The Group Executive Committee should approve all expenditure above £50, per item or occasion.

## **Scouters' Meeting**

The Scouters' Meeting will recommend items for the annual budget particularly in the area of training and equipment. All items of equipment will be submitted to the Executive Committee for approval.

## **Sections**

All sections must appoint a treasurer and must maintain proper accounts in the approved style.

**All sections must provide the Group Treasurer and the GSL with a set of accounts for the previous year, in the required format, by the end of January each year.**

An additional account must be provided for all summer camps or other events where the cost per participant exceeds £50.

All sections must maintain a single bank account that requires at least two signatures for any transaction.

The Group Treasurer must be a signatory to all bank accounts.

No other account or credit facility must be opened in the section name without the approval of the Group Executive Committee.

The Group Treasurer and GSL can inspect the accounts of any section at any time.

Any surplus funds in excess of £1000 held by sections at the end of a financial year may be paid to the Group Account if the Executive Committee agree on the recommendation of the Group Treasurer that the amount held is excessive.

On the dissolution of any section any funds held will pass to the Group.

# **Policy regarding the provision and consumption of Alcohol during Group activities, smoking and substance abuse.**

## **Alcohol**

This policy is intended to set down the Group's rules regarding the provision and consumption of Alcohol during all Group activities. The basis of the policy is that UK law must prevail in all circumstances. However where some interpretation or flexibility is allowed this policy should be adhered to.

Sections within the Group, e.g. The District Explorer Unit, may decide to have their own policy, which may be more specific, but the rules laid down in this statement must be followed.

This policy has been approved by the Group Executive and the Group Scout Leader.

### **Rules**

1. No alcohol may be sold to persons under 18 years of age.
2. Alcohol may only be sold where an appropriate licence has been obtained.
3. There is to be no alcohol consumed during a formal meeting of any section other than The Scout Active Support unit.
4. Under no circumstances are persons under 18 to be offered or allowed to drink alcohol during any Group activity.
5. Where alcohol is to be consumed by leaders as part of an activity where persons under 18 are present at least two leader's should refrain from alcohol in order to take charge of any emergency.
6. No alcohol must be provided or consumed during any hazardous activity.
7. Persons under 18 are not to be taken into licensed premises as part of an activity without parental consent. In no circumstances are they to be bought or allowed to purchase alcohol whilst on the premises.
8. Any person arriving at a Group event who is considered to be drunk will be refused entry and any person showing signs of being drunk during an activity will be asked to leave.
9. Where there is no specific rule to cover the situation leader discretion may be used but the UK law must be observed and the spirit of this policy implemented.

## **Smoking**

The Policy of the Group is to attempt to protect the young people in its care from the effects of smoking

Smoking is strictly forbidden in any of the buildings on the group premises.

Smoking in front of young people is to be avoided.

Young people under 18 are not to smoke during any activity organised by or in the name of the Group.

## **Substance Abuse**

The taking or inhalation of any classified substance, unless medically approved, is strictly forbidden during any activity organised by or in the name of the group or on the group's premises. Any person found doing so would be asked to leave the Group immediately.

# Use of Vehicles

## Bookings

All bookings will be by means of the diary which is kept in the office drawer and will be on a first come basis.

The allocation of minibuses for summer camps will be agreed at the Group Scouters' meeting and in the event of any failure to agree the GSL will decide.

If having been booked the vehicle is subsequently not required the booking must be cancelled.

If any section fails to make use of the vehicle within one hour of the booking start time, and no contact with the person booking can be made, the booking can be assumed to be cancelled.

## Drivers

Only drivers on the approved list or in special circumstances those given permission by the GSL can drive the vehicle.

All drivers must be over 25, complete a Group Drivers Form, provide a copy of their Drivers Licence, have no more than six points on their licence together with the relevant entitlement on their licence.

Drivers reaching 70 must inform the GSL as they need to be named on the policy.

Drivers will only be added to the list if approved by the Executive on recommendation of the GSL or Transport Manager. Drivers will need to undertake a familiarisation session and demonstrate a competence to drive the vehicles.

Any driver having an accident or being found guilty of a traffic offence must inform the GSL if they wish to continue driving the vehicles.

## Usage

The two minibuses are only to be used for the conveyance of passengers and reasonable amounts of luggage.

The driver must ensure that all passengers are wearing the seat belts before setting out on any journey.

A second adult, preferably able to drive the vehicle, should be in the vehicle when young people are being carried. For Beaver Scouts and Cub Scouts an adult should be in the back.

The Kit Van is not to be used for the conveyance of passengers other than in the front seats.

All usage must be recorded by the driver in the logbooks provided giving all the information requested. The driver must ensure the entry is clearly signed in case there is any query when compiling the account for the sections.

Care must be taken when loading the roof rack or bars to make sure they are not overloaded.

Young people carried in the minibus should be warned as to their behaviour. Persistent offenders should be refused to be carried. Any member causing wilful damage to a vehicle will be banned from being carried in the vehicles and may face expulsion from the Group.

## **Care of vehicles**

The Group's policy is to maintain all its vehicles in a roadworthy and safe condition. The Transport Manager is responsible, on behalf of the Executive, for the maintenance of the vehicles.

The driver of the vehicle is responsible for carrying out basic checks on oil, water, lights and tyre pressures before use. The driver must ensure the vehicle is left with a reasonable amount of petrol (not less than a half).

Where possible petrol and oil should be purchased using the Sainsbury account cards. Any other purchases should be clearly recorded in the logbook, and claimed from the Group Treasurer via a Petty Cash system.

The inside of the vehicle must be left clean after every usage.

Cleaning of the outside of the vehicle shall be as per the rota.

Any faults discovered with the vehicle should be recorded in the logbook. Where the fault is considered urgent or dangerous the Transport Manager should be informed as soon as possible.

All vehicles are to be left parked in their designated place in the HQ grounds after use, unless this is not possible due to a Group event being in progress.

## **Payment for Use**

Each section should make payment at the agreed rate to the Group Treasurer upon receipt of an Account from the Transport Manager.

## Health & Safety

It is the policy of the Group to provide Scouting in a safe manner without risk to the health of its members or any visitors so far as is reasonably practicable.

It is the responsibility of all those involved in the group to seek, as far as is reasonably practicable, to ensure:

- that all activities are conducted in a safe manner without risk to the health of the participants;
- that the provision and maintenance of equipment and buildings both for members and others is safe and without risk to health and adequate for their welfare;
- that information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them;
- that appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.

The Executive Committee is responsible for the Health & Safety policy of the Group. All persons involved with the Group are responsible for the operation of the Group's policy.

The Executive has nominated the HQ Committee to carry out regular formalised Risk Assessments. These assessments are to be carried out at least once a year normally in July (see Appendix A).

For all camps and outings outside of the local area parental permission is required giving the leader permission to act 'in loco parentis' when a parent cannot be contacted and giving details of any medication to be administered to the child.

## Accident Reporting

All accidents that take place at the Group HQ or on a scouting activity must be recorded in the Accident Book, which is retained in the GSL's draw in the office. The responsibility for completing the entry lays with the person in charge of the meeting or activity.

In addition any accident which requires that the individual concerned be treated by a doctor, dentist, at a hospital or requires a rescue by the emergency services, must be reported to Scout Association HQ immediately. This should be done by contacting the Scout Association Information Centre tel. 0845 3001818. Having taken the basic details the information centre will issue a form, which must be completed and returned as soon as possible. The entry in the accident book should record that HQ has been informed and a copy of the completed report form passed to the GSL.

Where a separate accident book has been maintained for an event (such as a camp), it is sufficient to enter a reference to this in the Group Accident Book providing the original record is maintained.

## **First Aid Kits**

A first Aid kit is housed in the office of the Group HQ. An Assistant Group Quartermaster is responsible for maintaining the kit. Where items are used from the kit it would be helpful if this were noted in the accident book.

Basic first aid kits are also included in both Group Minibuses.

All sections undertaking an activity out of the HQ should consider the need to carry a first aid kit. For camps this is essential.

## **Fire Safety**

The HQ buildings are covered by a fire alarm system using smoke detection. The HQ committee will perform regular testing of the system. Any faults found with the system are to be reported immediately to the AGSL.

All sections are required to ensure that their members are familiar with the instructions 'in case of fire' and carry out a fire drill at least once a term. The instructions are displayed in the main hall, office and other prominent places.

In the event of a fire the priority must always be the safety of the people on the premises particularly the young people. The second priority is to call the fire brigade where necessary. Only when the person responsible for the meeting or event is certain all people are safe should there be any attempt to extinguish the fire. This should only be done where the person concerned is sure there is no danger to themselves.

Fire extinguishing equipment is maintained through the HQ committee who will ensure that all extinguishers are checked once every two years. Any need to use any equipment must be reported immediately to the AGSL.

The group will attempt to provide training in the use of the extinguishers to as many people as possible.

Flammable materials such as gas, methylated spirit, paraffin Petrol, Diesel etc are not to be stored in the Group store but in the cage provided.

Petrol for the mowers is to be stored in the Gas Cage.

## **Child Protection Policy**

The Group will apply the child protection policy of the Scout Association.

It is the policy of the Group to safe guard the welfare of all members by protecting them from physical, sexual and emotional harm.

The Group is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working;
- taking all reasonable practicable steps to protect them from physical sexual and emotional abuse;
- promoting the welfare of young people and their protection within a relationship of trust.

All adults aged 18 and over within the Group are responsible for the operation of the Group's protection policy.

It is the responsibility of all adults to ensure that:

- their behaviour is appropriate at all times;
- they observe the rules established for the safety and security of young people and set out in the guidelines 'Young People First';
- they follow the procedures following suspicion, disclosure or allegation of child abuse;
- they recognise the position of trust in which they have been placed;
- in every respect, the relationships they form with the young people under their care are appropriate.

The Group Scout Leader must be satisfied that all those who assist in the Group are 'fit and proper' persons to carry out the tasks given and are aware of their responsibilities under the Group's child protection policy. In accordance with Scout Association policy all adult members will be checked with Scout HQ and the Criminal Records Agency.

### **Complaints:**

Current SA Factsheets will provide the course of action to be taken. Chapter 15 of POR provide all information in how to deal with complaints.

Concerns and issues raised by parents about weekly meetings should be raised to the section leader in person or over the telephone. If this is not suitable or parties involved are not able to resolve the issue then complaints should be made in writing to the Group Scout Leader.

An investigation will take place and in most cases advice from the District commissioner, County commissioner and / or The Scout Association will be sought.

In General (but not all cases) the GSL will aim to complete and finalise a complaint within 4 weeks and keep all parties notified of progress.

# **Group Website**

The Group has developed a website with the name 4wp.org.uk. The website is currently managed by a small team of webmaster's and will be supervised by the Group Executive Committee. The aim of the website is to advertise the Group and its activities both to members and potential members.

Amongst the material to be published on the website will be the Group Newsletter. This will replace the need to E-mail individual copies.

However the Group is very conscious of the need to protect its members particularly young people from unwanted attention. Consequently the following policy for the website is to be followed. The policy tries to safeguard the individual whilst allowing the site to deliver its aim.

## **Names**

Where possible job titles rather than names will be used.

## **Contacts**

No personal telephone numbers or personal E-mail addresses are to be published on the site. The site has the ability to make use of linked E-mail addresses.

Enquiries for membership etc. will be forwarded to the GSL.

## **Photographs**

No pictures of named individuals will be used.

Only pictures of 'good taste' will be used.

## **Meetings & Events**

No details of meeting times will be given. This can be provided if necessary by an E-mail link.

Care should be taken when advertising events and camps to ensure that young people are not put at risk.

## **Other Information**

No information copied from other sources is to be used. In particular no information which may have a copyright may be used.

## APPENDIX A      RISK ASSESSMENTS

In order to ensure that all potential hazards have been considered in relation to the equipment and facilities, a Risk Assessment process will be used by the HQ Committee. It is simply a way of looking at what could go wrong and finding ways of preventing or minimising these potential problems.

Two terms are commonly used during a risk assessment.

A **Hazard** is commonly defined as the “*potential to cause harm*”.

A **Risk** as the “*likelihood that harm will occur*”.

The main motivation should be to eliminate the hazard. Where this is not possible, action should be taken to reduce or mitigate the risk to as low as is reasonably practicable.

The principal of a Risk Assessment is :-

- to identify the hazard.
- assess the risk.
- define the controls needed to eliminate or reduce the risk.
- re-assess the risk.
- identify the residual risk and the risks that are unlikely to be further reduced.
- document the risks.

The Risk Assessment should address all phases of the use and operation of the headquarters, including:-

- design layout changes.
- maintenance and repair.
- operation and general use

A system of ranking a risk is used to focus attention on the most important hazards. The two factors used in the ranking are the **likelihood** of something going wrong and the **severity** of the incident if something does go wrong.

$$\text{Risk Ranking} = \text{Likelihood} \times \text{Severity}$$

The scaling for these factors and the risk ranking are listed below.

To facilitate the identification of hazards, a set of applicable “Guidewords” will be used. These are also listed below.

Risk Assessments will be carried out on a regular basis by the HQ Committee. A record sheet will be produced to record the hazards considered, the ranking allocated, the actions taken or proposed. Any outstanding issues will be advised to the Executive Committee who will ensure any necessary action is taken.

# RISK ASSESSMENTS - SCALING

## Likelihood.

Classification	Description	Scale
Frequent	Likely to occur frequently on many occasions	5
Probable	Likely to occur several times	4
Occasional	Some times	3
Remote	Unlikely, but possible	2
Improbable	Very unlikely - assumption that it will never occur	1

## Severity.

Classification	Equipment	System	People	Scale
Catastrophic	Definite or presumed destruction of functional equipment being considered or degradation of other equipment	Complete loss of capability	Loss of life	5
Critical	Complete failure of, or damage to function of equipment being considered	40% to 80% loss of capability	Severe injury and long term damage	4
Serious	Important degradation of functional equipment being considered.	10% to 40% loss of capability	Moderate recovery with full recovery	3
Minor	Minor degradation of functional equipment being considered.	less than 10% loss of capability	Minor injury	2
Negligible	Negligible effect on performance of functional equipment being considered.	No or negligible effect	No Injury	1

## Risk Ranking.

<b>Frequent</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
<b>Probable</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
<b>Occasional</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
<b>Remote</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
<b>Improbable</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>Negligible</b>	<b>Minor</b>	<b>Serious</b>	<b>Critical</b>	<b>Catastrophic</b>

Risk Ranking	Action Required
13 to 25	Very high risk - elimination/ reduction to a lower level.
8 to 12	Must be avoided if reasonably practicable
3 to 7	Can be accepted providing risk is managed
1 to 2	Monitor to ensure that risk does not increase

# **RISK ASSESSMENTS**

## **Guidewords**

The following list is intended to be used as a prompt for establishing potential hazards.

Access	Vehicles
Accidents	Walkways
Manual Handling	Portable Power Tools
Competence	Hand Tools
Electrical Hazards	Refuelling
Emergency Response	Safety Equipment
Explosion	Security
Fencing	Spectators
Fire	
Maintenance	Storage
Non-members	Warnings
Hot Liquids/Surfaces	Weather
Human Factors	Vegetation

This list is not intended to be exhaustive, and additional guidewords should be used if appropriate.

## Health and Safety self-audit checklist

This health and safety self-audit checklist, which, once established, becomes a continuous exercise, once a year with issues being highlighted to the relevant parties. The completed list and how resolutions have been made will be filed with the monthly Executive minutes.

This list would include such points as: -

<b>Subject</b>	<b>Topic</b>	<b>Comments</b>	<b>Date</b>
Record keeping	<ul style="list-style-type: none"> <li>• Accident record book</li> </ul>		
Planning for emergencies	<ul style="list-style-type: none"> <li>• Fire drills</li> <li>• Telephone instructions</li> </ul>		
Fire protection and alarms	<ul style="list-style-type: none"> <li>• Extinguishers</li> <li>• Audible alarm</li> </ul>		
Fire Exits	<ul style="list-style-type: none"> <li>• Signs</li> <li>• Door conditions</li> <li>• Lighting</li> <li>• Accessibility</li> </ul>		
Floors and stairs	<ul style="list-style-type: none"> <li>• Holes</li> <li>• Slippery surfaces</li> </ul>		
Kitchen	<ul style="list-style-type: none"> <li>• Cleanliness</li> <li>• Storage</li> <li>• Fridge</li> <li>• Hot water</li> <li>• Boilers and kettles</li> <li>• Electrical</li> </ul>		
Sanitation	<ul style="list-style-type: none"> <li>• Toilets</li> <li>• Ventilation</li> <li>• Consumables</li> </ul>		
Environmental controls	<ul style="list-style-type: none"> <li>• Dust</li> <li>• Lighting</li> <li>• Emergency lighting</li> </ul>		
Electrical	<ul style="list-style-type: none"> <li>• Wiring</li> <li>• Appliances</li> <li>• Signs and labels</li> </ul>		
Material handling	<ul style="list-style-type: none"> <li>• Vehicles</li> <li>• Tables &amp; chairs</li> <li>• Storage and shelving</li> <li>• Ladders and towers</li> </ul>		
Material hazards	<ul style="list-style-type: none"> <li>• Waste receptacles internal</li> <li>• Waste receptacles external</li> </ul>		
Grounds	<ul style="list-style-type: none"> <li>• Fences</li> <li>• Gates</li> <li>• Walkways</li> </ul>		

Security	<ul style="list-style-type: none"><li>• Trees</li><li>• Drains</li><li>• Locks</li><li>• Timed lighting</li><li>• Sensor lighting</li></ul>		
Medical	<ul style="list-style-type: none"><li>• First aid kit</li><li>• Signs</li></ul>		
Housekeeping	<ul style="list-style-type: none"><li>• Cleanliness</li><li>• Tidiness</li></ul>		