

Girl Guiding Cheshire Forest Checklist for Assessing residential site

This assessment is to be completed by Local Commissioner or Residential advisor. It is important that there is a safe supply of drinking water and that the conditions in the section on fire safety are met. Sites and holiday houses do not have to meet all the elements listed below, they should be appropriate to individual requirements. It should be noted that the checklist is not exhaustive and Leaders, Mentors and Advisors can add on at the end of this list.

VENUE REQUIRING APPROVAL	Flipout Chester	
VENUE ADDRESS	Chester Gates Business Park, Chester CH1 6LT	
REQUESTOR NAME/MEMBERSHIP No	Lisa Holman / 3170122	
UNIT	Cheshire Forest County	
Checklist	Y/N/N/A	Comments
INITIAL BOOKING		
Location	Y	
Cost	Y	£40
Contact warden/booking secretary/owner/etc	Y	01244 956 777
services etc. Do they need notifying?	Y	don't need notifying
Host Residential Advisor contact details	Y	residential@cheshireforest.org.uk
Check how payment for heating/electricity etc is made	Y	Included in cost
Venue owners booking rules	Y	Std booking rules
EXTERNAL		
Access to site/accommodation	Y	
Access for people with disabilities	Y	
Proximity of roads/public footpaths/neighbours	Y	Close to a main road but will be a quiet area in the evening as it's a business park.
Boundary Fencing/gates/other access	Y	side left open and all fire doors 4 available
Public Transport	Y	CH1 6LT Public Transport Bus, Train & Travel Links
Car Parking	Y	
Size - is the car park suitable for coaches etc	Y	1 or 2 coaches at once
Nearest Petrol Station	Y	Costco if you have a membership right next door
Nearby railway lines/stations	Y	CH1 6LT Public Transport Bus, Train & Travel Links
Surface of area	Y	Paved / Tarmac
Play area	N/A	
Ponds	N/A	
Swimming pools	N/A	
Safe walking areas	N/A	
Walls/trees that could be climbed	N/A	
Places of interest - group rates etc	Y	Blue Planet Aquarium
Nearest hospital/doctor/dentist	Y	Dentist - 7 Whetstone Hey, Great Sutton, Ellesmere Port CH66 3PG
night/24hours)	Y	Sainsburys - Kinsey Road, Ellesmere Port, CH65 9HN open 7-10 Monday to sat and 10.30-4.30
INTERNAL		
Type and adequacy of heating	Y	Overhead heaters that can be switched on if needed
Adequate lighting	Y	
Adequate ventilation	Y	
Safe floor surfaces	Y	
Access to power points	Y	plug sockets around site
Facilities for people with disabilities	Y	otherwise there is access to cater to all other disabilities.
FIRE SAFETY		
type and size of accommodation	Y	
Fire blankets with service dates	Y	
Smoke alarms	Y	
Fire alarms	Y	
Fire exits - labelled and clear of obstructions	Y	
Fire assembly point - labelled	Y	Out of the main gates and across the road in a layby.
Emergency lighting	Y	
Building Fire Risk assessment	Y	
Building Fire Procedure seen	Y	
FIRST AID FACILITIES		
Safe water supply	Y	
First Aid room or area	Y	
Storage of first aid equipment and medication	Y	There is a first aid room that can be used to keep medicines safe if needed
First aid locations	Y	DEFIB also in reception
Proximity to toilets/washing facilities	Y	Right next door
SECURITY		
Telephone - type/location	Y	Dotted around site. One in office, kitchen,
Safety catches/chain on doors/window locks	Y	
Is security adequate for the area	Y	

compromising escape route in case of emergency)	Y	
KITCHEN		be left in jugs in case need a drink overnight. All meals are provided for by flipout staff and
Sufficient space to work in	N/A	
Safe water supply	N/A	
Safe hot water supply	N/A	
Adequate number of sinks	N/A	
hand washing facilities	N/A	
Adequate number of Power points	N/A	
Hob - type of power	N/A	
Oven - type of power	N/A	
Microwave	N/A	
Sufficient work surfaces - clean, uncluttered	N/A	
Equipment availability/suitability	N/A	
Adequate Equipment storage	N/A	
Adequate storage for food	N/A	
Fridge/Freezer - temperature check	N/A	
ACTIVITY/DINING ROOM		has lots of available seating and a couple of tables and chairs can be left so leaders can sit.
Sufficient number of chairs	Y	
Sufficient number of tables	Y	
Safe storage of tables/chairs	Y	
Display facilities	N/A	
Equipment available	N/A	
BEDROOMS/SLEEPING ARRANGEMENTS		
Number of rooms	1	All one big room sectioned off into areas
Number of beds available	N/A	will sleep easily around a 100 girls
Safe space between beds	N/A	
Safety rail and ladder provided for bunk beds	N/A	
Bedding provided? Additional pillows/blankets	N/A	
Mattresses/waterproof covers	N/A	
Storage space for clothes, luggage and personal belongings	N	room until the site shuts.
Curtains/blinds	N	There are no windows
Safety latches on windows	N	There are no windows
Night light	N	
No Lilos or Sun loungers	N	
Separate rooms/area for leaders	N	will sleep around 3 or 4 leaders
WASHING AND TOILET FACILITIES		
Number of female/male toilets	7	
Can male toilets be used if event all female?	Y	the mens has a extra 2 cubicals and sinks.
Facilities for people with disabilities/wheelchair users	1	
Number of washbasins	7	
Number of showers	N/A	
Night light	N	
Proximity to sleeping area	Y	Short walk either down the ramp and through the arcade or down the stairs
CAMPSITES		
Access to site/accommodation	N/A	
Safe water supply	N/A	
Availability of toilet facilities	N/A	
E.Coli risk	N/A	
Other environmental risks	N/A	
Drainage - type of ground	N/A	
Provision for members with additional needs	N/A	
Wet weather shelter	N/A	
Camp shop	N/A	
Wood supply	N/A	
Shelter with trees/hedges to protect from wind etc	N/A	
Drying facilities	N/A	
Security	N/A	
ADDITIONAL CHECKS		
Venue Risk Assessment seen	Y	Waivers have to be signed by all parents prior to sleepover and there is a safety video
Venue Insurance seen	Y	
		There will be 2 Flip out employees who remain with you on site they stay in the office unless required and will use staff facilities and monitor CCTV sporadically. CCTV is in the main area and outside so girls need to be reminded to get changed for bed in the toilets or in a area not monitored. The core team of flipout staff are male, there will be one first aider and 1 with a DBS. Mobile phone signal is patchy but there is WIFI
Additional Comments	Y	
IS VENUE APPROVED FOR RESIDENTIAL USE? Add any comments here		Yes - please be aware there is no separate room for male volunteers to sleep in. See additional Comments Waivers will be required to be signed by parents

APPROVED BY (NAME)	Lisa Holman
SIGNATURE	Lisa Holman
MEMBERSHIP No and ROLE	3170122 - Joint Residential Advisor