

# Health & Safety Checklist

adapted from Housing Justice Shelter in a Pack

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## **LEAD VOLUNTEER PLEASE REVIEW BEFORE EVERY NEW EVENING SHIFT STARTS**

Name of Venue \_\_\_\_\_

Date of Check \_\_\_\_\_

*This checklist is to increase awareness of collective and personal responsibility for the Health and Safety of everyone at the Shelter, to ensure the venue is a safe place to hold the WYDAN NIGHTSHELTER and so that all volunteers are aware of procedures regarding the reporting of hazards, accidents and injuries.*

## **VOLUNTEERS**

- Are there enough volunteers on site to run the shelter? (minimum of two at all times)
- Have volunteers signed in? Have they attended a briefing/staff training? Have they signed a volunteer agreement?
- Have volunteers locked away their valuables?
- Are all volunteers over 18? (extra measures need to be put in place if not – i.e. risk assessment)
- Are Volunteers aware that there is a strict no lone working policy?

## **GUESTS**

- Have guests been signed in? (identification/safety and fire roll call considerations)
- Have new guests been made aware of the shelter code and signed a guest agreement?
- Have new guests been shown around the premises/facilities and been made aware of fire exits?

## **FIRST AID**

- Where is the first Aid box?
- Is it stocked according to the list contained in the box?
- Who will apply first aid if necessary?
- Where is the accident/near miss form? The accident form should be placed in the confidential file after completion.

## **FIRE SAFETY**

- What is the Fire evacuation procedure? (voice/bell/alarm – where is the assembly point and who brings volunteer and guest sign-in sheets?)
- Where are the extinguishers?
- Are the exits clearly marked and free from obstruction? (please check they open and that beds are not put in front of exits)
- Are routes from the fire doors clear?
- Is there a shelter code/no smoking sign displayed clearly?
- Have any smoke alarms been checked and found to be working?
- Close and lock any small spaces/rooms so that Guests and Volunteers are in larger communal areas.

## **WASHING/TOILET FACILITIES /HEATING**

- Are the toilets /bathroom clean?
- Is there hot and cold water running from taps?
- If applicable do the showers work?
- Is the heating on? (Please make sure you know how to change the temperature of the heaters).

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## FOOD HYGIENE

- Is the kitchen clean? (Including cooker/fridges)
- Are the venue's Food Hygiene Standards and directions displayed in the kitchen?
- Has equipment been PAT Tested and recently checked?

## GUEST PROBLEMS/ EMERGENCIES

- Where is your list of emergency contacts? Are you familiar with Incident procedures?
- Do you have access to a mobile phone that you can use in the event of a problem?
- Has the team leader had a handover of any new guests referred – with risk information?(e.g. Mental Health/ Physical Health/ Substance Misuse)

## IN-THE-MORNING FEEDBACK?

- Were there any concerns you need to feedback to the Night Shelter Manager/NSSG?
- Any concerns about the venue that need to be addressed before next week?

If YES to either of above, please report ASAP.

THANKYOU 😊