

2. CHECK LIST OF REQUIREMENTS FOR HOLDING A NIGHT SHELTER

1	A fire risk assessment has been carried out for this building, and for other buildings within the shelter scheme.
2	At this shelter, the fire exits are working and free of obstacles.
3	There is a dedicated, separate food preparation area.
4	The food preparation area been made safe with PAT tested equipment, sharp knives removed
5	There a minimum of 1 toilet and wash basin per 6 guests. At least two toilets are required for 10 guests.
6	There is a secure (lockable) external entrance to the building.
7	Guest areas are clearly marked, safe and free of trip hazards, hazardous substances, damp and vermin.
8	There is emergency information available containing contact details for police, fire and medical assistance; as well as a first aid kit.
9	All staff and volunteers know where the emergency information and first aid kit is.
10	The scheme has written Health and Safety, Food Hygiene, Vulnerable Adults, Alcohol and Drugs, Prevention of Violence, Equal Opportunities, and Complaints Policies.
11	Lead Volunteers have read the policy areas, and shared necessary actions with volunteers.
12	All volunteers have a copy of the written Volunteer Guidelines and have signed to say they have read and understood them
13	All volunteers receive guidance/training from WYDAN. All volunteers receive appropriate training for the role they have.
14	We do not DBS check volunteers. Volunteers are asked NOT to be alone with the guests
15	Arrangements are in place for there to be two volunteers overnight who share being awake or asleep. At least one must be male.
16	Referrals are made from recognised agencies only.
17	There is a guest agreement which outlines the code of conduct which guests are expected to abide by.
18	When guests check in they sign/acknowledge that the code of conduct for the shelter, layout of the facilities, and location of fire exits have been explained to them.
19	There is a written record of who was selected for the shelter each night.
20	Sheets, pillow covers and duvet covers need to be laundered weekly.