



Premises Safety Questionnaire pack

Each section starts with a qualifying question to help you decide whether that section applies to your charity. Depending on your answer, you may need to complete all, some or none of the questions in that section.

Some responses will tell you to move to another question or section. Please follow the instructions in the response column to answer only the questions relevant to your charity.

The questionnaire should take around 20 minutes to complete. If you don't already have the information to hand, you may need a little extra time to gather it first, so it's worth allowing up to a couple of hours to collate any supporting information before you start.

Deciding on an answer to each question

When deciding on an answer, read the question carefully and consider the charity as a whole. If the answer varies across teams, sections, or locations, choose the response that best reflects the overall position.

It is better to give an honest answer that identifies an area for improvement than to overstate the position.

If unsure, pause and seek input from someone with the relevant expertise rather than guessing. Discussion is encouraged, especially when a question requires a judgment about consistency or quality.

Please note: "Competent" or "Suitable" individual Definition

Several questions refer to Competent or Suitable individuals. This refers to the combination of training, skills, experience and knowledge held by an individual and their ability to apply them to perform a task. Other factors, such as attitude and physical ability, can also affect someone's competence.

Uploading your answers

Once you have answered all questions, access the related online questionnaire and upload your answers.

Further guidance and support

For further guidance, please scan to the QR code or link below.

www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/reassuring-scouting/self-assessment-tool



Self-Assessment Tool Guidance



Section 1 – About the Charity

You do not need to complete this section of the pack; it may be useful as a prompt when preparing to upload your answers.

Question		Response
1	Are you completing this for a Group, District or County/Area/Region?	Group – Go to Q2 District – Go to Q3 County/Area/Region – Go to Q4
2	What is your Group? *	
3	What is your District? *	
4	What is your County/Area/Region? *	
5	What is your Nation? *	
6	Who is completing this form? Please add your name	
7	Who is completing this form? Please provide your role	
8	Who is completing this form? Please provide your membership number	
9	Who is completing this form? Please provide your email	

*These are dropdown options in the online form. You do not need to complete them in this pack, but they may be useful as prompts when preparing to upload your answers.

Section 2 - Fire Safety

This section is relevant to charities that confirm ownership, rental, or lease of any permanent or temporary* building or shelter.

*Temporary is anything in place for more than 7 days, including tents.

Question		Response
F	Does your charity own, rent, lease, or have responsibility for any permanent building?	Yes – Answer section 2, Fire Safety No – Go to Section 3, Gas Safety

When reviewing these questions, please apply them to all premises. This could include your regular building(s) and any tent put up for more than 7 days. Where the premises are rented or leased, the charity may not be responsible for the actions; however, it must make sure the relevant controls are in place.



For further information on this subject, please refer to the Scouts website here: [Fire safety](#)

	Question	Tooltip	Response
1	Is there a current fire risk assessment for the premises?	A recent look at how fire could start, who may be affected, and what needs to be in place to reduce the risk. This must be documented and carried out by a competent individual.	Yes No
2	Is there an appropriate means of alerting everyone to a fire (fire alarms, bells or vocal) when fire is identified?	This means there is a clear way for everyone on site to know there is a fire and that they need to leave.	Yes No (Go to Q4)
3	If yes to Q2 - Are these tested as appropriate?	This means checking the alarm, bell or agreed alert method often enough to know it still works.	Yes No
4	Is there appropriate Firefighting equipment (Fire Extinguishers, blankets and or sprinklers) in place	This means having the right equipment available, such as extinguishers or fire blankets, where they are needed. This will often align with your fire risk assessment.	Yes No (Go to Q6)
5	If yes to Q4 - Is all Firefighting equipment serviced appropriately?	This means the equipment has been checked by a suitable person, so you know it is ready to use if needed. This should be documented and fall in line with each item's manufacturer's instructions.	Yes No
6	Are there appropriate exit routes and signage in place and maintained?	This means people can easily find and use safe ways out. The signs are clear enough to guide them, and the routes are kept clear.	Yes No
7	Are there fire Evacuation plans in place?	This means there is a simple plan to make sure everyone can quickly leave the building to a safe area in the event of a fire. The plan should consider who is likely to be present, including small children, disabled people or anyone who may need extra support, so arrangements are in place to help everyone evacuate safely.	Yes No (Go to Q9)
8	If yes to Q7 - Are evacuation drills carried out?	This means premises users have practised, or at least talked through, what to do so they are not working it out for the first time in an emergency.	Yes No
9	Is it clear who is responsible for fire safety actions?	This means someone knows they are leading on fire safety actions, and others know who to go to.	Yes No



	Question	Tooltip	Response
10	Are fire safety actions, concerns, or landlord issues followed up on and recorded?	This means concerns and actions are written down, followed up on, and not left to memory.	Yes No

Section 3 - Gas Safety

This section is relevant to charities that confirm ownership, rental, or lease of any premises with mains or LPG gas supply.

	Question	Response
G	Does your charity own, rent, lease, or have responsibility for any temporary building or shelter that is in place for more than 7 days, including tents?	Yes – Answer section 3, Gas Safety No – Skip Section 4, Tree Safety

When reviewing these questions, please apply them to all premises. This does not include any portable gas stoves or equipment. Where the premises are rented or leased, the charity may not be responsible for the actions; however, it must make sure the relevant controls are in place.

For further information on this subject, please refer to the Scouts website here: [Carbon Monoxide \(CO\)](#), or [Gas](#) or [Gas safety: Liquified Petroleum Gas](#)

Q.	Question	Tooltip	Response
1	Are fixed gas appliances, flues and pipework serviced and maintained annually?	This means gas appliances and related parts are checked and looked after every year by a suitable person.	Yes No
2	Is there an audible carbon monoxide alarm appropriately positioned?	This means there is a working alarm that people can hear if carbon monoxide is present.	Yes No (Go to Q4)
3	If yes to Q2 - Is this tested and maintained as appropriate?	This means the alarm is checked regularly, so you know it still works.	Yes No
4	Are regular volunteers made aware of the eLearning 'Think CO: Carbon Monoxide Awareness for Scouts' or made aware of the signs and symptoms of Carbon Monoxide poisoning?	This means regular volunteers know the warning signs of carbon monoxide and what action to take if they are worried.	Yes No



Q.	Question	Tooltip	Response
5	Is there an emergency plan in place to respond to a gas leak, fire or CO alarm?	This means people know what to do straight away if they smell gas, hear an alarm, or think there may be carbon monoxide.	Yes No (Got to Q7)
6	If yes to Q5 - Have all regular volunteers read and understood the plan?	This means there is documented confirmation that regular volunteers have seen the plan and understand the simple steps they should follow in an emergency.	Yes No
7	Is it clear who is responsible for gas safety and emergency action?	This means someone knows they are leading on gas safety, and others know who to contact if there is a concern.	Yes No
8	Are gas safety defects, warnings, or recommendations followed up on?	This means any issues found during checks are dealt with, not just noted and forgotten.	Yes No

Section 4 - Tree Safety

This section is relevant to charities that confirm ownership, rental, or lease of any premises with trees.

	Question	Response
T	Does your charity own, rent, lease, or have responsibility for any premises that have trees?	Yes – Answer section 4, Tree Safety No – Skip Section 5, Equipment Safety

When reviewing these questions, please apply them to all premises. Trees at locations used for activities should be considered in the activity risk assessment. Where the premises are rented or leased, the charity may not be responsible for the actions; however, it must make sure the relevant controls are in place.

For further information on this subject, please refer to the Scouts website here: [Tree Safety](#)

Q.	Question	Tooltip	Response
1	Have all the tree risks that could affect people or property been risk-assessed?	This means looking at trees that could affect people, buildings, paths, roads, or activity areas, and deciding whether anything needs work to prevent unexpected tree fall or collapse. This would usually identify high and low risk zones, including management and work plans.	Yes No (Go to Q6)



Q.	Question	Tooltip	Response
2	If Yes to Q1 - Is there a written record of the assessment and any recommendations?	This means keeping documentation of what was checked, what was found, and any actions that were suggested.	Yes No
3	If Yes to Q1 - Have trees in high-risk zones been inspected annually by a competent person?	This means trees near places people use often, such as buildings, paths, or activity areas, are checked each year by a suitable person.	Yes No
4	If Yes to Q1 - Have trees in other risk zones been inspected?	This means someone keeps an eye out for obvious problems, such as damaged branches, leaning trees or signs that a tree may be unsafe. This is referred to as an informal inspection.	Yes No (Go to Q6)
5	If Yes to Q4 - Does this include checking or assessing after high winds?	This means checking trees after strong winds, storms or prolonged dry spells, especially near areas used by people.	Yes No
6	Is it clear who is responsible for tree safety actions?	This means someone knows they are leading on tree safety actions, and others know who to tell about concerns.	Yes No
7	Are tree safety concerns, inspection findings, or works followed up and recorded?	This means tree concerns and actions are written down, followed up and checked off when completed.	Yes No

Section 5 - Equipment Safety

This section is relevant to charities that confirm ownership or use of any general-purpose equipment*.

**This means everyday equipment used at the premises, such as tables, chairs, benches, pots, pans, poster boards, gardening and maintenance tools.*

	Question	Response
E	Does your charity own or use any general-purpose equipment, such as tables, chairs, benches, pots, pans, poster boards, gardening or maintenance tools?	Yes – Answer section 5, Equipment Safety No – Skip Section 6, Electrical Safety

When reviewing these questions, please apply them to all relevant equipment. Activity or specialist equipment should not be included. Where the equipment is not owned, the charity may not be responsible for the actions; however, it must make sure the relevant controls are in place.



For further information on this subject, please refer to the Scouts website here:

Equipment

Q.	Question	Tooltip	Response
1	Is the general-purpose equipment at your premises safe and suitable for use?	It should be in good enough condition for the task and suitable for the people using it.	Yes No
2	Is equipment regularly checked for obvious damage or safety issues before use?	This means people have a quick look before using the equipment to spot obvious damage, missing parts or anything that does not seem right.	Yes No
3	Is there a process for removing unsafe equipment from use?	This means there is a clear way to stop damaged or unsafe equipment from being used until it has been checked, repaired or replaced.	Yes No
4	Do you maintain a record or inventory of equipment you own or manage?	This means keeping a simple list of key equipment, where it is stored, and anything important volunteers need to know about it.	Yes No
5	Is equipment stored in a way that helps keep it safe, secure and fit for use?	This means equipment is stored so it is protected from damage and easy to find.	Yes No
6	Is it clear who is responsible for equipment safety?	This means someone knows they are leading on equipment safety, and others know who to tell about problems.	Yes No
7	Are defects, repairs, or replacement needs followed up on and recorded?	This means equipment problems are written down, acted on and checked off when sorted.	Yes No

Section 6 - Electrical Safety

This section is relevant to charities that confirm ownership, rental, or lease of any premises with fixed-wire installation or portable electrical items.

	Question	Response
I	Does your charity own, rent, lease, or have responsibility for any premises that have a fixed electrical installation?	Yes – Answer section 6, Electrical Safety Q1, 3, 5 and 6 No – Consider Question P
P	Does your charity own or use any portable electrical items?	Yes – Answer section 6, Electrical Safety Q1, 2, 3, 5 and 6 No – Finish



When reviewing these questions, please apply them to all electrical items and systems.

Where the premises or equipment are not owned, the charity may not be responsible for the actions; however, it must make sure the relevant controls are in place.

For further information on this subject, please refer to the Scouts website here: [Electricity](#)

Q.	Question	Tooltip	Response
1	Have electrical risks been assessed?	This means taking a simple look at where electricity is used and what could go wrong, so you can put sensible controls in place.	Yes No
2	Can you show that fixed installations, electrical inspections, testing, or maintenance are up to date?	This means you have recent records showing the wiring and fixed electrical systems have been checked and any issues are being dealt with.	Yes No
3	Where portable electrical appliances are provided, is there an appropriate inspection, testing or maintenance arrangement in place?	This means portable electrical items, like plugs, leads, chargers or small appliances, are checked in a way that fits how often they are used.	Yes No
4	Do users know to visually check portable electrical appliances before use and report any damage or defects?	This means people know to look for obvious damage before using electrical items and know who to tell if something does not look right.	Yes No
5	Is it clear who is responsible for electrical safety?	This means someone knows they are leading on electrical safety, and others know who to tell if there is a concern.	Yes No
6	Are electrical faults, defects, or recommendations followed up and recorded?	This means electrical problems are written down, acted on and checked off when sorted, so they are not forgotten.	Yes No

Reminder

Please remember that the online form must be completed once you have reviewed the questions in this pack. The online form will generate a report using your answers alongside data already held in other systems, create a draft action plan for the charity, and share the results with the relevant individuals.