






## External Premises and Boundary Checklist







**Nottingham**  
**City Council**




Area	Potential Hazards	Possible Control Measures	Additional Information
<b>Steps and Ramps</b>			
Handrails	Falls	Consider installing handrails where there slope is steep, the surface is uneven or the users may require addition support. (e.g. Elderly persons)	Handrails should be installed to a height that is between 0.9 and 1.0 metre from the step nosing or slope. Any handrail provided should also extend at least 0.3 metres beyond the step or slope. It is also recommended that a secondary handrail is installed where the users may be children
Step Nosing	Falls	Colour contrasts to each step to ensure persons (particularly those who have sight problems) are aware of each step.	Lighting needs to be adequate to make out individual steps.
Tactile Paving 		Corduroy (striped) tactile paving should be provided at the head and bottom of steps at a distance .4 metre from the step nosing and the width has to cover the width of the steps and be at least 1.2 metres wide.	Tactile paving should be in place at pedestrian crossings / changes and level to enable persons with visual impairment to be aware of potential hazards or suitable crossings.
Slopes	Slopes greater than 1:12 are identified as being a significant fall hazard.	Identify if slope can be changed to reduce steepness Provide suitable handrails	Ensure slopes are kept clear of material / debris that may increase slip hazards Consider gritting during icy conditions
External Fire Escapes	Typical issues include rust, build-up of leaves and green algae which creates an additional slip hazard.	Included in cleaning regime. Check external escapes prior to any fire drill. Check conditions survey.	

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<b>Fencing Hedging And Walls</b>			
<b>Fencing</b> 	Collapse of fencing Cuts and splinters caused by contact with wood or metal Falls Security issues	Regular check of all fences to ensure they remain in good condition and reporting back to appropriate budge holder, any concerns and actions that may be required.  Checks may include looking at the following: <ul style="list-style-type: none"> <li>• Rotten wood fence panels</li> <li>• Posts or supports moving</li> <li>• Metalwork appearing very rusty or corroded</li> <li>• Missing fence panels</li> <li>• Protruding nails or other sharp surfaces</li> <li>• Attaching items to security fencing that can be subsequently used as a climbing aid. i.e. signs</li> </ul>	As part of these checks, monitoring the close proximity / overhanging of trees next to metal fencing with spikes on them coupled with the risk of children climbing / falling should be reported back to the appropriate budget holder so action can be taken.  Following recent incidents, fencing panels should be taken down and laid flat or made secure where the risk is considered significant that it is likely to fall and someone would be injured.
<b>Hedging</b>	Security issues	Regular checks of hedging to identify if a cut through is present.	Ensure hedging does not encroach onto pathways.
<b>Walls</b> 	Collapse / falls of walls	Walls should be checked on a regular basis to identify that their overall condition is sound.  Checks to include <ul style="list-style-type: none"> <li>• Missing mortar or cement</li> <li>• Brickwork stepping out</li> <li>• Damage to foundations</li> <li>• Missing lose Coping Stones / Brickwork</li> <li>• Areas of out of plumb walls</li> </ul>	Walls may take many types of construction, however the most common will be stone, brick or block.  Checks should be formally recorded and actions identified should be raised with appropriate budget holder.  Were there is concern that a collapse is likely, contact with the Dangerous Structures Team should also be sought.

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<b>Gates &amp; External Doors</b>			
Failure of the hinges, or fence posts  	<p>Corroded gates and damaged gate posts give rise to gates not opening correctly and potentially falling.</p> <p>Expansion of external doors, especially fire escape can cause them to become jammed / unusable.</p> <p>Rotting external doors including the weatherboard can allow for water egress into the premises.</p>	<p>All gates that are located on your site should be regularly checked to ensure that they are in good working order.</p> <p>Where metal work is badly corroded or the posts / walling that is holding the gates up is in poor condition, then this must be reported so that remedial maintenance can take place.</p> <p>Check condition of final exit doors on a regular planned basis (recommended monthly check) to ensure they open and are in good condition.</p>	<p>There have been several incidents recently that have given rise to injuries caused by gates falling of their hinges.</p> <p>Following recent incidents, gates should be laid flat or made secure where the risk is considered significant that it is likely to fall and someone would be injured.</p> <p>Where gates form part of the fire escape route, they should be checked on a regular basis to ensure they function correctly.</p>

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<b>Ponds and Other Water Courses</b>			
Falling into Ponds 	Drowning	Ponds should be considered as a potential high risk and a risk assessment of the pond and its potential dangers must be completed.	Actions should be taken to minimise or reduce the potential for children to get to the pond unsupervised, including outside normal hours of premises operation should also be considered.
Falling into rivers / streams	Drowning	Rivers streams and other water courses need to be monitored if they are on your site and any area of concern should be raised with the Safety Advisers Unit for further advice.	As part of any risk assessment process into river / stream safety, consideration for the installation of Life buoys where identified as being required by the risk assessment

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<b>Play Equipment</b>			
Damage / failure of play equipment 	Cuts / bruises caused by contact with nails etc.  Injury caused by collapse or failure to part of the play equipment	Play equipment must be maintained in a good and usable condition. A formal checklist of all equipment and the checks undertaken must be in place and the condition of each item of external play equipment should be monitored. Any defects including rust, protruding sharps or rotting wood to play equipment must be addressed and the equipment taken out of commission until it is made safe.	Play equipment that is in poor condition and is likely to cause injury should be repaired or removed.
Falls From Height  	Potentially broken bones and other injuries	All play equipment where a fall from height is possible must be provided with a safe play surface and the condition of this must also be monitored as part of the monitoring arrangements.  Where the play surface is rubberised, keeping it clear of algae and other debris is important and any damage must be reported and repaired.  Where bark is used as a safe play surface, the level of bark must be checked regularly to ensure it provides a reasonable level of fall protection.	A monitoring regime will need to be implemented with regard to bark used as a soft play surface to ensure items such as hypodermic needles, broken glass or nails etc. are not likely to cause injury to the users of the equipment.
Inclement Weather	Snow Rain	Gritting of icy paths If gritting is to be the solution for icy pathways and other surfaces, ensure a supply is available and consider who will undertake the task and when	Where gritting is not done, an assessment of reasons why must be considered. Further Information is location within the following 'Guidance & Information' sheets Weather Safety & Protection Slips & Trips

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<b>Guttering, Roofing and Chimney's</b>			
<b>Guttering</b> 	Egress of water into the premises Falling objects	Where possible, guttering should be kept clear of leaves and other debris to allow rainwater to flow to the drain pipes.	Ineffective drainage can lead to gutter collapse or a build up of water which can allow water to egress into the premises causing damp and other damage.
<b>Roofs</b>	Falling slates / tiles Unauthorised access	A regular check of visible roofing to identify if there is any damage can reduce the potential for slates and tiles falling to ground. Rotten felt roof decks and Fragile roofs (sheet roof finishes, failed decks, roof lights etc)  Identifying how unauthorised access to flat roofs occurs and take measure to prevent further access	If the roof material appears to be any damage to the roof of your premises then this should be reported to the appropriate budget holder for action.
<b>Chimneys</b> 	Collapse of structure causing falling material	A regular check of chimneys to identify if there is any damage, missing mortar or bricks or excessive leaning will indicate a potential for collapse.	Although rare, chimneys falling can cause significant damage and potentially kill any person who is below the chimney at time of collapse.
<b>Flashing</b> 	Damaged and missing flashing will allow for water egress into the premises	Regular check of the condition of the flashing should be considered.	Flashings around chimneys, abutments and other junctions need to be checked and maintained. Advice on this matter can be sought from Corporate Maintenance Management.

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<b>External Structures</b>			
Brick / Stone Outbuildings  Pergolas  Garages	Vandalism and damage Structure deterioration Collapse / fall	<p>Brick and stone structures may lose mortar and become unstable, leading to a potential collapse.</p> <p>Wooden structures can become rotten and unstable.</p> <p>If the issue relates to the condition of a structure and the possibility of collapse, it must be referred to the Dangerous Structures Team in Design Services for further advice and assistance.</p> <p>Flat structures may also give rise to concerns where it is known that they are climbed upon, either with or without permission and action must be taken to reduce the potential for falls from height to occur.</p> <p>A variety of methods to reduce the accessibility may be considered and contact with the Safety Advisers Unit for further advice may be sought.</p>	<p>As the manager of a site, you have a responsibility to check these structures to ensure that they are in a reasonable condition and are not likely to cause injury through misuse or accidental damage. As part of any premises inspection, all external structures must be included.</p> <p>All external structures may become the target for vandalism and acts of malicious damage.</p> <p>Any outstanding maintenance issues that are identified must be passed to the appropriate budget holder for action.</p>