



Scheme Champion Form

External Audit Section

1. Are external steps, stairs and access areas, in good condition and free from obstruction?

2. Where present, are handrails to entrance areas in good condition and installed appropriately?

3. Are external gates and fob entry to the main entrance working?

4. Are there any uneven, broken, cracked paving slabs, pathways, raised manholes or inspection covers in the external areas, which may pose a health and safety risk? *Consider slip, trip or fall hazards*

5. Are there any rainwater gutters, downpipes or sections of roof that look loose or have fallen to the ground? *Overflowing/backing up/blocked*

6. Is the external light working, particularly over steps etc.?

7. Is the waste disposal facility, e.g. bin store, well maintained?

8. Is the external landscaping managed to an acceptable standard? *e.g. overgrown bushes.*

9. Are there any issues with trees that could cause a hazard to a person or the building?

10. Are there any health and safety hazards posed by raised manhole or inspection covers in the internal and external areas including walkways/paving?

11. Is the car park in good condition?

12. Are all external perimeter fencing /walls in good condition?

13. Is external furniture (provided by MSV) in good working order and condition?

14. Is there evidence of fire damage in external or internal communal spaces?

15. Are there signs of chemicals/gas bottles or other hazardous materials located within internal or external spaces?

16. Are there signs of Sharps/Needlestick risk on the site, i.e. discarded needles, drug paraphernalia or large quantities of broken glass/metals with sharp edges?

Do not attempt to move hazards unless Sharps trained with specific Sharps protective PPE.





Internal Audit Section

17. Are internal communal lights working and the area well-lit? Is there a secure/suitable handrail?

18. Are internal floor coverings in good order?

19. Is the overall quality of the internal cleaning of a decent standard?

20. Are windows clean and in good operational condition? e.g. opening/closing with restrictor devices in place on upper floors? (*no broken latches etc*).

21. Are there any obvious electrical hazards? e.g. *trailing cables, cables with damage (torn/scorched); cables leading to other floors/lofts?*

22. Is there any evidence of water leaks in public areas? – *consider slip/ice hazards*

23. Are all fire exits free of obstruction?

24. Are all fire doors including fire exits opening and closing correctly?

Thank you for completing this form.

Your feedback is essential to improving accessibility and compliance,
and identifying potential barriers and areas for improvement.

You can leave any further comments in the box below and please contact:
involvement@msvhousing.co.uk with any questions you may have.

