

The Hart Space Checklist

Carried out by Jennifer Scholes

Car Park	Is the surface maintained to prevent trips and slips?	Yes, new car park laid in 2019		
	Are vehicle and pedestrian routes clearly marked?		No, car parking spaces are either side of the car park which is wide, attendees asked to take care, it is not a 'busy' car park	
	Is the car park well lit and does it have security?	Yes, the car park has CCTV and lighting by the doors of the building.		
	Can emergency vehicles gain access?	Yes, the entrance is wide enough for emergency vehicles and is a large car park		
Movement around the building	Are paths, walkways, entrances, stairs, common areas well maintained to avoid slips, trips and falls?	Yes, re surfaced car park in 2019, new hall, stairs and flooring fitted in 2019, all in good repair and visually checked		
	Is lighting sufficient?	Yes, natural light in the hall and landing, in addition to overhead lighting and emergency lighting fitted. All new in 2019		
	Does the studio (Unit H) have sufficient lighting?	Yes, windows for natural light down one side of the studio, overhead lighting and emergency lighting fitted in case of an emergency		
	Are communal areas free from clutter?	Yes, prams are stored in a designated area not blocking the entrance/ exit, wide landing, free from clutter, no rubbish		
	Are there any electrical cables trailing in the communal area?		No	
	Are fixtures and fittings in good working order?	Yes, fixtures and fittings in good working order, visual checks completed prior to sessions		
	Are the stairs fitted with hand rails?	Yes, all the way up		
	Are the doors in good working order?	Yes, main door to building is safety glass with 2 locks, internal double doors fitted to gain entrance to unit, fitted with lock in good working order		

	What about wires?		Wires should not trailing to prevent slips, trips and falls. Electrical equipment can be positioned e.g. speakers, on the units at the rear of the room so they are not on the floor	
Electrical equipment	Do you use electrical equipment and is it maintained?	Yes, electrical equipment is limited, PAT tested, visual checks prior to use. Defected equipment not used and disposed off.		
	Is there any cooking equipment on site?		No	
	Has any electrical equipment needed to be taken out of use?	Yes, when faulty/ not working, (light fitting stopped working and replaced, by the landlord – bulb problem, 6 overhead lights in the unit)		
Gas equipment	Is there gas central heating?		No	
	Does anyone use any gas on the premises?		No	
Heating system	Is there central heating?		No	
	How is the unit heated?	Heating and air conditioning via overhead system, maintained and serviced annually, thermostat control located by the door to the unit (inside on the wall)		
Fire	Has a fire risk assessment been carried out?	Yes for the studio, Landlord manages the complex fire assessments, testing and maintains the alarm, smoke detectors, call points and emergency lighting		
	Does the hirer disclose if there are any foreseen problems in hearing or raising the fire alarm?	Yes, hirers disclose if they would have any problems regarding alarms, fire, evacuation e.g. unable to hear alarm, physical problems – none disclosed		
	Is the unit fitted with emergency lighting?	Yes, emergency lighting available and automatically comes on in the unit (overhead emergency lighting over the whole unit in addition to an illuminated fire exit sign), emergency lighting also located in the landing and hall area		
	Is fire fighting equipment available in the unit?	Yes, fire extinguishers (x2) and a fire blanket (x1), maintained by Sefton Fire Protection Limited. Landlord responsible for the communal areas, complex system		
	Are there no smoking signs on display?	Yes, no smoking signs are on display in the communal areas and inside the unit		

	Is the fire system maintained?	Yes, landlord organises this and maintains the complex system as they are all linked		
	Are hirers aware of the emergency evacuation procedure?	Yes, all hirers are taken through the emergency and evacuation procedure, risk assessments (which are available to view at any time), fire extinguisher 'tool box' and PASS technique poster		
	Are hirers aware of the emergency exits?	Yes, upon hiring the unit, they are informed about the emergency exits, the main door and also another one to the car park through Unit J, Calculus (the doors to this unit automatically unlock if the fire call button is activated or the smoke alarm goes off), there is also a 'site map' showing emergency exits		
	Are combustible substances stored correctly?	Yes, only domestic grade cleaning supplies are on site, stored in a child locked cleaning cupboard and stored in line with the instructions on the container		N/A
Responsibility	Do hirers have access to risk assessments, policies and procedures for The Hart Space?	Yes, when hiring the space, they are taken through the risk assessments, shown where everything is stored, fire and evacuation plan, policies etc. Hirers also to have their own policies and risk assessments in place, in line with the type of class they are providing.		
	Do hirers have keys to the building/ unit?	Yes, and a key safe located locked (with code entry) 2 nd toilet, Calculus (landlord) also has a set of keys, located opposite the unit.		
	Does the hirer give The Hart Space the information relating to who is in attendance at the class/ session?		No, classes/ sessions are provided by businesses/ organisations. They are booked onto directly with the class/session provider. Class providers do not share this information.	
	Who is responsible for registers?	The hirer is responsible for their own registers and booking, The Hart Space does not obtain or oversee who is booked on.		
	Do hirers have their own insurance, risk assessments and other policies required for the	Yes, to hire the unit, they must do a site and class specific risk assessments, have experience in the class/ session they are providing and their own insurance, have their own class		

	reason of hire?	specific policies. The unit is not hired out to the public as they don't have these		
	Is anyone else in the studio when a class is taking place/ the unit being hired?		No, class providers are responsible for their own classes, risk assessments, and ensuring the unit meets the needs of the class. No contractors etc to be in the unit when a session is on progress. Hire is for the full unit, not part of. Any works that need doing will be booked in when the studio is not in use.	
	Is there anyone else on site when a session is in progress?	Yes, most of the time. Calculus offices located on the same floor with multiple staff during business hours. Other businesses on the complex operate at a weekend and evening		
	Do hirers provide emergency contact details?	Yes, all hirers provide emergency contact details when hiring the unit		
Equipment	Are hirers able to use the units equipment?	Yes, this is limited to tables, chairs, soft furnishings, kitchenette, battery operated lights (no button batteries), yoga mats, foam eva flooring, blue tooth speaker		
	Is equipment checked on a regular basis to ensure it's fit for purpose?	Yes, equipment is checked. Any faults are reported to The Hart Space and faulty equipment is not to be used and will be removed		
	Do hirers bring their own equipment?	Yes, hirers bring their own class specific equipment, any electrical items need to be PAT tested, good manual handling practice must be observed		
Rubbish and cleaning	What happens with rubbish?	Hirers must take the rubbish from their own class home with them. Bins and bin bags are provided		
	Does rubbish accumulate?		No, rubbish is taken home after every session/ class by the hirer	
	Who is responsible for cleaning?	The hirer is responsible for cleaning the unit and toilet facilities after they have used it, this includes any equipment. Whole unit cleaning is also carried out in addition to hirers, COVID guidelines must be followed if		

		applicable. High touch points to be cleaned		
	Is there cleaning equipment on site?	Yes, domestic grade cleaning equipment stored in a child safe locked unit. This includes; mop, buckets, dustpans, brush, bin bags, cleaning sprays and cloths, soap, toilet roll, hand sanitiser, sponges		
	In the event of a spillage, what happens?	The spillage must be cleaned away straight away. Mop, blue roll and domestic cleaning equipment available to use. Wet floor sign must be displayed		
General Unit	Is the floor in good repair?	Yes, newly fitted in 2019, visual checks completed, no cracks, defective flooring		
	Are units secured to the walls?	Yes, all storage units are secured to the walls to prevent any falling over		
	Does the unit have a notice board with drawing pins?		No, the unit does not have any notice board, no drawing pins so no pins can get onto the floor causing injury, leaflets displayed on units	
	Is the water 'ran through' if the unit has not been used for more than 1 day?	Yes, water is ran through for a min of 30 minutes		
	Are there toilet and hand washing facilities?	Yes, toilets are located outside the unit on the landing. All toilets and kitchenette have hot water which is tested, hand washing soap and dishwashing soap provided. Hand dryers available in toilets		
	What are the kitchen facilities?	Kettle, which is kept out of reach of children (in good repair). Hirers can use the basic kitchenette equipment which includes; travel mugs, mugs, plastic cups, glasses, cutlery, however there are no sharp knives on site, scissors are kept out of reach of children. Doors and draw of kitchenette fitted with child locks		
	Is the unit well signposted?		No, there is an A board available to use, there is no signage on the road or on the side of the building. Hirers inform participants of entrance and parking details prior to	

			attending a class	
	Does the unit run 'drop in' classes/ sessions?		No, classes are all pre booked through the hirer directly, there is no 'drop in' service.	
Security	Is there a lock on the unit door?	Yes, the unit has been fitted by the landlord with double doors and fitted with a key lock system, these are visually and manually checked every time the studio is opened (daily basis). Fitted in 2019 when the complex was refurbished		
	Is there a lock on the outside door to the building?	Yes, the outside door is fitted with 2 x locks, the bottom lock can be locked from the inside, this was fitted in 2019 when the complex was refurbished		
	Are there any communal areas?	Yes, the entrance to the building is communal with Calculus Holdings Ltd (the landlord). Other units on site are accessed by their own entrances via the car park. The landing area is approx. 3.5m x 2m width		
	Can equipment or rubbish be left on the landing?		No equipment or rubbish to be left on the landing, landing is to be kept free from obstruction	
	If there are any problem, who is it reported to?			Any problems or concerns are raised to The Hart Space and John Hayes the landlord (on site who shared the entrance)
	Is there CCTV inside the building?		No, there is no CCTV inside the building, there is CCTV in the car park of the complex	
	Who is responsible for the security when the studio is hired?	The business/ person hiring the studio must ensure it meets the needs of the class and that any problems/ concerns are reported immediately. Key safe with unit keys available. Entrance to the building is communal and shared with Calculus, doors to the unit, only go into the unit, it is not a 'through room'		

	Who maintains the CCTV in the car park?	The landlord, The Hart Space has no access to this. There is also CCTV covering 'Tackle Tarts', which is maintained and managed by the owner of the business		
	Is there any CCTV in the unit?		No	
	Entering and exiting the unit	Hirers are responsible for their own measures and ensuring the unit is appropriate for their needs in line with the classes/ sessions they are providing. Children should be supervised at all times. Visual checks of floor, rails, spindles, doors to be carried out		
Hirers	Who can hire the unit?	Businesses and organisations as they have insurance, site and class specific risk assessments and have been taken through the health and safety policy/ assessments for the unit, fire evacuation and fire procedures/ policy and have the relevant qualifications and experience to run the class/ session they are providing. The public cannot hire the unit for parties or events		
	Can it be hired for parties?		No, the unit cannot be hired to the public for parties or events as they don't have the relevant documents, experience etc	
	Does the hirer have contact details for the tenant?	Yes, the hirer has The Hart Space contact details, including alternative contact details should there be a problem or concern. The landlord also has an office on site on the same floor		
Out of Hours (out of office business hours/ bank holidays)	Does the hirer have keys to lock up?	Yes, hirers have keys to lock up		
	Are there other OOH businesses on site? (evening)	Yes, there is a 'Pole Fitness' studio which operates evening classes on site and a small unit at the front of the complex which is often in operation OOH. Other units also work OOH sometimes		
	Is there a 'site manager' on site OOH		No	
	Are there other businesses which operate at a weekend?	Yes, 'Tackle Tarts' opens on a Saturday until 6pm, 'Pole Fitness' opens at a weekend and in an evening, small unit at		

		the front of the complex operates at a weekend and evening, storage unit for an Italian Restaurant on site at various times		
Communication	How can the hirer get in touch with The Hart Space	All hirers can phone, text or what's app The Hart Space at any time of the day/ night/ when unit is in hire and should report any problems or concerns immediately		
Windows	Are there windows in the unit?	Yes, the unit is located on a first floor, there are 6 windows which can open with child safety locks to prevent falls, visually and physically checked		
	Can the windows be locked?	Yes windows have a key for locking/ unlocking. This is kept high up out of the reach of children		
	Can children open windows?		No, the lock is stored out of the reach of children, only hirers are permitted to open the windows	
	Can windows be opened wide?	Windows can be opened wide, however they are fitted with a child safety mechanism and so will only open a small amount	Windows are fitted with a child safety feature and can only be opened approx 10cm without activating the child lock. Windows should not be fully opened when classes are taking place. Air conditioning available	
	Do the windows have dressings?	Yes, windows are fitted with wooden venetian blinds, cords are out of the reach of children to prevent strangulation		
Other	Is the unit fitted with high level storage?		No, the unit has 1 x wardrobe which is fixed to the wall (this houses the cleaning equipment inc mop, hoover and brush). All other units are under 1.5m and fixed to the wall. They house toys (not for the use of hirers), chairs and other small equipment	
	Manual handling	Hirers are aware of correct manual handling techniques		
	Is the complex fitted with a lift?		No	
	Is there a stair lift?		No	

	Does anyone work from height?		No	
	Do hirers need to have relevant qualifications?	Yes, hirers are to have the correct qualifications and certificates for the class they are providing e.g. DBS, first aid etc		
	Are refreshments available?	Basic kitchenette available to use with travel mugs, cups, glasses and plastic cups. Tea and coffee available and in date. Hirers are to provide their own milk		
	Is cooking/ heating of food available?		No, there is no microwave, oven, toaster or fryer. The unit only has a kettle which is PAT tested and visually checked before use	
Stair/ child gate	Does the unit have a stair gate?		There is no stair or child gate, children to be supervised by an adult at all times	
Yoga Mats/ Eva Flooring	Are the yoga mats checked?	Yes, Yoga mats are to be visually checked prior to class to ensure ends are not 'rolled up' to prevent trips and falls. Eva flooring should be linked together properly to prevent falls. Mats should be sanitised before being put away in the designated area. Defected mats should not be used.		
Toys	Who can use the toys at The Hart Space?	Hirers are not permitted to use the toys on site, they are to bring in their own equipment for the use of their class.		