

Scouts Victoria Property Essential Safety Measures

Annual Report and Information

Group:

Hall Address:

District:

Region:

Competent Person (print name):

Signature:

Date:

Position in Group:

Freehold (Scouts building on Scouts land) – Yes No

Ground Lease (Scouts building on Council land) – Yes No

Ground Lease (Scouts building on Education land) – Yes Not

Part Building Lease (Scouts occupying part of a building) – Yes No

The Annual Essential Safety Measures Report is a statutory regulation that all Essential Safety Measures installed within a public building are maintained and tested in accordance with the Building Code of Australia and Certification guidelines (Occupancy Permits and/or Certificates of Final Inspection).

It is a requirement for the owner/occupiers of a public building to complete an Annual Essential Safety Measures Report (AESMR) indicating compliance with the testing regulations under the Act. The AESMR can only be completed if the routine tests and inspections have been performed as required throughout the year.

Scouts Centre Victoria support:

Property Team

Ph: 03 8543 98001

Email: property@scoutsvictoria.com.au

Completed AESMR returned to property@scoutsvictoria.com.au by November 1 each calendar year.

Annual Essential Safety Measures Report

Year:

| Essential Safety Measure | Inspection Interval | Task | Date/s of inspection/s | Who can undertake the Testing / Servicing | Person/Company performed test | Signed | Date |
|---|---------------------|--------------------------|-------------------------|---|-------------------------------|--------|------|
| Exits Doors in a required exit, forming part of a required exit or in a path of travel to a required exit, and associated self-closing, automatic closing and latching mechanisms | 3 Monthly | Check fully Operational | Record on log sheets | Competent Person | | | |
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| | | | | | | | |
| Paths of Travel to Exits | 3 Monthly | Check clear at all times | Record on log sheets | Competent Person | | | |
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| Discharge from exits (including paths of travel from open spaces to the public roads to which they are connected) | 3 Monthly | Check clear at all times | Record on log sheets | Competent Person | | | |
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| Smoke Alarms (If applicable) | 6 Monthly | Complete testing | Refer service documents | Qualified Technician | | | |
| | | | | | | | |
| Fire Extinguishers | 6 Monthly | Complete testing | Refer service documents | Qualified Technician | | | |
| | | | | | | | |
| Fire Blankets | 6 Monthly | Complete testing | Refer service documents | Qualified Technician | | | |
| | | | | | | | |
| Fire Hose Reels (If applicable) | 6 Monthly | Complete testing | Refer service documents | Qualified Technician | | | |
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Annual Essential Safety Measures Report Continued

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|---|-----------|--|-------------------------|----------------------------|--|--|--|
| Fire Hydrant (If applicable) | 6 Monthly | Complete testing | Refer service documents | Qualified Technician | | | |
| | | | | | | | |
| Emergency & Exit Lighting (If applicable) | 6 Monthly | Complete testing | Refer service documents | Qualified Technician | | | |
| | | | | | | | |
| Fire Detection and Alarm System (EWIS) (If Applicable) <i>*Attach copy of log book</i> | Monthly | Complete testing | Refer service documents | Qualified Technician | | | |
| Fire Orders (Evacuation plan) | Annual | Complete testing | Refer service documents | Competent Person | | | |
| Annual Essential Safety Measures Report (AESMR) | Annual | Submit to property@scoutsvictoria.com.au | | Delegated Competent Person | | | |