

**School Health and Safety Checklist**

**For use by Local governors/headteachers**

The checklist should be kept at school.

Issues arising from questions that produce a “no” answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues it may be useful to consider a risk assessment approach to determine what action is necessary.

An action plan is provided at the end of the audit.

**School Health and Safety Checklist**

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| **Name of school:** |  |
| **Persons involved:** |   |
| **Date of check:** (twice per year) | Visit 1 | Visit 2 |
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| **Section 1 – External Areas and Play Equipment** |
|  |  | Yes | No | Comments |
| 1.1 | Are paths and playgrounds free from foreseeable trip/slip hazards? | [ ]  | [ ]  |  |
| 1.2 | Are manholes secure?  | [ ]  | [ ]  |  |
| 1.3 | Are grass areas reasonably even and free of glass, needles etc?  | [ ]  | [ ]  |  |
| 1.4 | Do trees/branches appear safe? | [ ]  | [ ]  |  |
| 1.5 | Is the perimeter fencing sound?  | [ ]  | [ ]  |  |
| 1.6 | Is play equipment well maintained and free from sharp edges or rough surfaces? | [ ]  | [ ]  |  |

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| **Section 2 – Vehicles On Site** |
|  |  | Yes | No | Comments |
| 2.1 | Are traffic routes marked or signed? | [ ]  | [ ]  |  |
| 2.2 | Where possible, is there segregation of vehicles and pedestrians? | [ ]  | [ ]  |  |
| 2.3 | Is there designated parking? | [ ]  | [ ]  |  |
| 2.4 | Are there designated loading/unloading bays? | [ ]  | [ ]  |  |
| 2.5 | Are traffic warning signs and markings clear? | [ ]  | [ ]  |  |

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| **Section 3 – Evacuation** |
|  |  | Yes | No | Comments |
| 3.1 | Are escape routes clear of obstructions? | [ ]  | [ ]  |  |
| 3.2 | Are exit doors free from internal/external obstruction? | [ ]  | [ ]  |  |
| 3.3 | Are evacuation notices displayed adjacent to alarm call-points and key locations? | [ ]  | [ ]  |  |
| 3.4 | Are fire drills held termly? | [ ]  | [ ]  |  |
| 3.5 | Have extinguishers/alarm been serviced within last year? | [ ]  | [ ]  |  |
| 3.6 | Is the alarm audible? | [ ]  | [ ]  |  |

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| **Section 4 – Building Issues** |
|  |  | Yes | No | Comments |
| 4.1 | Are floors and floor coverings in good condition? | [ ]  | [ ]  |  |
| 4.2 | Are handrails on stairs sound? | [ ]  | [ ]  |  |
| 4.3 | Are door mechanisms in good working order? | [ ]  | [ ]  |  |
| 4.4 | Is safety glass used where appropriate? | [ ]  | [ ]  |  |
| 4.5 | Are facilities for people with disabilities appropriate? | [ ]  | [ ]  |  |
| 4.6 | Do gutters, down-pipes and other fixtures appear sound? | [ ]  | [ ]  |  |
| 4.7 | Do roof tiles appear secure? | [ ]  | [ ]  |  |
| 4.8 | Are security systems adequate? | [ ]  | [ ]  |  |

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| **Section 5 – Temperature & Ventilation** |
|  |  | Yes | No | Comments |
| 5.1 | Can a reasonable room temperature be maintained? | [ ]  | [ ]  |  |
| 5.2 | Are fans/blinds provided to alleviate high temperature? | [ ]  | [ ]  |  |
| 5.3 | Is the natural and artificial ventilation adequate? | [ ]  | [ ]  |  |

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| **Section 6 – Lighting** |
|  |  | Yes | No | Comments |
| 6.1 | Are all lights working? | [ ]  | [ ]  |  |
| 6.2 | Are diffusers clean? | [ ]  | [ ]  |  |
| 6.3 | Is internal lighting adequate? | [ ]  | [ ]  |  |
| 6.4 | Is external lighting adequate? | [ ]  | [ ]  |  |

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| **Section 7 – Electricity** |
|  |  | Yes | No | Comments |
| 7.1 | Is access to electrical system restricted to authorised persons? | [ ]  | [ ]  |  |
| 7.2 | Is there a warning sign displayed? | [ ]  | [ ]  |  |
| 7.3 | Is there an electric shock first aid poster displayed? | [ ]  | [ ]  |  |
| 7.4 | Are materials in the electrical cupboard stored in a safe manner? | [ ]  | [ ]  |  |
| 7.5 | Are portable electrical appliances tested periodically by a competent person? | [ ]  | [ ]  |  |
| 7.6 | Are plugs and leads in good condition? | [ ]  | [ ]  |  |
| 7.7 | Are socket outlets at least 1m away from running water? | [ ]  | [ ]  |  |

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| **Section 8 – First Aid and Medical Provision** |
|  |  | Yes | No | Comments |
| 8.1 | Are names of first aiders displayed or known? | [ ]  | [ ]  |  |
| 8.2 | Are certificates valid? | [ ]  | [ ]  |  |
| 8.3 | Are first aid boxes adequately stocked? | [ ]  | [ ]  |  |
| 8.4 | Are arrangements in place for safe disposal of body fluids and sharps? | [ ]  | [ ]  |  |
| 8.5 | Do staff wear gloves when dealing with body fluids? | [ ]  | [ ]  |  |
| 8.6 | Are staff aware of your policy for administering medicines? | [ ]  | [ ]  |  |

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| **Section 9 – Welfare Provision** |
|  |  | Yes | No | Comments |
| 9.1 | Are there suitable toilet facilities? | [ ]  | [ ]  |  |
| 9.2 | Are suitable washing facilities available? | [ ]  | [ ]  |  |
| 9.3 | Are the facilities adequately inspected, cleaned, ventilated and lit? | [ ]  | [ ]  |  |
| 9.4 | Have drinking water outlets been labelled? | [ ]  | [ ]  |  |
| 9.5 | Are there appropriate facilities for people who are unwell? | [ ]  | [ ]  |  |

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| **Section 10 – Working at Height** |
|  |  | Yes | No | Comments |
| 10.1 | Are steps or ‘kick-stools’ available and used appropriately? | [ ]  | [ ]  |  |
| 10.2 | Are ladders/scaffold towers in good condition and stored securely? | [ ]  | [ ]  |  |
| 10.3 | Are ladders/scaffold towers used by authorised persons only? | [ ]  | [ ]  |  |
| 10.4 | Is there a safe system for working at height e.g. roofs? | [ ]  | [ ]  |  |
| 10.5 | Where staff cleans windows, have safe procedures been agreed? | [ ]  | [ ]  |  |
| 10.6 | If a window-cleaning contract is used has a safe system of work been agreed? | [ ]  | [ ]  |  |

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| **Section 11 – Management** |
|  |  | Yes | No | Comments |
| 11.1 | Is health and safety information available? | [ ]  | [ ]  |  |
| 11.2 | Do staff know of their existence? | [ ]  | [ ]  |  |
| 11.3 | Is the health and safety law poster displayed? | [ ]  | [ ]  |  |

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| **Section 12 – Miscellaneous** |
|  |  | Yes | No | Comments |
| 12.1 | Is furniture in good condition? | [ ]  | [ ]  |  |
| 12.2 | Are wall mounted fixtures, shelving, furniture etc. in good condition and secure? | [ ]  | [ ]  |  |
| 12.3 | Is storage of small quantities of flammable/hazardous substances suitable? | [ ]  | [ ]  |  |
| 12.4 | Do office staff have enough working space? | [ ]  | [ ]  |  |
| 12.5 | Are all parts of the school maintained in a clean and tidy condition? | [ ]  | [ ]  |  |
| 12.6 | Are there adequate facilities for the safe storage and disposal of waste? | [ ]  | [ ]  |  |

Additional points you may wish to consider:

* Is the school health and safety policy up-to-date?
* In addition to this inspection, does the school review health and safety performance, e.g. monitor accidents, share information?
* Have risk assessments been completed and reviewed?

Action plan

Priority key:

Red – Urgent - do not delay.

Amber – Important, prioritise action and plan to be completed.

Green – action within usual maintenance cycle.

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| Audit section number and title | Action required | Priority  | Person responsible for action | Date action to be completed | Is a risk assessment required? | Date action completed and issue resolved  |
| Yes | No |
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| **Further comments or information**  |

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| **Further comments or information**  |

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| **Further comments or information**  |