

# HEALTH AND SAFETY POLICY

January 2019

## Safeguarding statement

Our trust is committed to safeguarding and promoting welfare of children and expects staff to share this commitment.

## Statement of intent

The Principal and Governors of The Woodside Academy are committed to their responsibilities under the 'Health and Safety at Work Act 1974' to provide the promotion of a safe and healthy environment for staff and pupils and for all other users of the school site.

The Principal will monitor this safety policy and revise as necessary.

The Principal and Governors are committed to the provision of adequate and appropriate safety training for staff.

The Principal with support from the Governors will ensure so far as reasonably practicable, that:

- Plant, equipment and systems of work are safe and without risks to health;
- The handling, storage or transport of articles and substances will be safe and without risk to health;
- The site is maintained in a safe condition and without risks to health;
- Access to and egress from the site is maintained in a condition that is safe and without risks to health;
- A working environment is provided that is safe and without risks to health;
- There are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

This policy is issued with the authority of the Principal and its requirements are binding upon all employees.

## ROLES AND RESPONSIBILITIES

### Governing Body

The governing body is responsible for ensuring that:

- The Principal produces a school H&S policy, this task can be delegated to a responsible person, for approval by the Full Governing Body and that this policy is regularly reviewed;
- Risk assessments of work activities are undertaken and a written record of the assessments kept;
- Sufficient funding is allocated for health and safety, e.g. in respect of training, PPE etc.;
- Regular safety inspections are undertaken;
- A positive H&S culture is established and maintained;
- That the policies and standards laid down by the LA are adhered to;
- And ask specific questions of senior school management to ensure compliance.

This will be achieved by:

- the appointment of a health and safety governor
- monitoring by the Operations Committee

- Receiving reports from the Principal.

## **Principal**

The Principal will be responsible for:

- the day to day management of health and safety;
- ensure effective communications on health and safety matters exist between the school and the LA;
- the implementation of the policy to ensure compliance;
- ensuring that all staff are aware of the information contained in this document;
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them;
- reporting to governors on health and safety matters together with school staff, assess and control the risks to persons, from hazards within the school, and any of its activities, wherever they are undertaken;
- provide equipment and articles for the school that are adequate for their intended use,
- are correctly serviced and properly maintained;
- ensure hazardous substances, i.e. cleaning substances, are properly used, stored and disposed of;
- maintain first aid and accident reporting systems that are suitable for the school;
- bring to the attention of the Governing Body or the LA, any matter of H&S that cannot be resolved or is of substantial or imminent danger to any person;
- ensure arrangements for fire safety within the school are adequate and that suitable arrangements are in place for testing and maintaining the fire alarm system, firefighting equipment, emergency lighting and maintaining fire doors;
- ensure fire drills are carried out at least one per term and their results recorded;
- to ensure there are adequate security provisions and procedures are provided and reviewed;
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder and that there is a business continuity plan in place;
- ensure the school has access to competent health and safety advice;
- and liaising with contractors to ensure an adequate exchange of health and safety information;
- Ensure that all risk assessments are completed in a timely & professional way;
- Ensure that all risk assessments are handed into the School's finance manager.

The DHT will also assume the duties of the Principal. It is therefore important that the DHT is fully conversant with all aspects of the school safety policy.

## **Teachers**

Each teacher will:

- follow safe working procedures personally;
- give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- ensure that risk assessments are completed 2 weeks before a trip and handed to the Principal to check and sign;
- ensure that special working procedures, protective clothing and equipment, etc are provided and used where necessary;
- ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- report defects and make recommendations to their line manager;

- ensure all accidents, incidents and near misses within their area of responsibility are recorded in line with the school policy;
- and ensure that each child within their responsibility at the end of the school day is handed over to a person known by that child.

### **The Site Manager**

The Site Manager will be responsible for ensuring:

- that all defects in the buildings and grounds are notified to the Principal promptly;
- staff within their control are adequately trained or instructed to perform the duties for which they are employed;
- that COSHH assessments have been carried out, up to date, and the assessments sheets are available to staff that need them;
- risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc.;
- undertaking regular checks of the fire alarm system emergency lighting, fire door checks, magna lock checks and recording the result in the Fire Log Book;
- To make sure regular legionella testing throughout the school , including water temperatures, tank inspections, descaling and weekly flushing is completed ;
- that regular safety checks of the school grounds, including the outdoor play equipment, takes place.

### **All Staff**

It is a requirement of the Health and Safety at Work Act that all staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff has a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary, they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

### **Other School Users**

The following users should be made aware of relevant sections of the Trust's Health and Safety Policy:

- Admin staff
- Contractors
- Voluntary workers
- Parents
- Pupils
- Other users of the site (hirers)

## **PRACTICAL ARRANGEMENTS**

### **Accident recording, reporting and investigation**

Any minor accident (graze/ bump etc.) will be treated as necessary. Any head/ face accident should be treated and recorded in the Accident Book. In addition, a phone call home will be made and a head note sent home with the child. A list of these phone calls should be kept in each office.

Notifiable injuries under RIDDOR are declared to the Health and Safety Executive local office and the individual School's Governing Body.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, parents are called. All serious accidents will be recorded in the Accident Book. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence. All relevant paperwork will be completed for any accidents which result in hospitalisation.

As a general rule, the child should not be moved. An adult should stay with the injured child, and send a sensible child to find a First Aider to deal with the accident. When a child has injured their head, a Head Bump letter needs to be filled out and the accident book. This goes to the class teacher to give to the child's parents /carers. Ice packs should only be used when the injury may cause bruising or swelling. They should not be placed over an open cut.

### **Administration of medication**

See Medical Conditions Policy.

Any parent/carer of a child with long term medical conditions is required to complete a Healthcare Plan which is reviewed annually at least.

Staff should not administer any medicines unless the standard form for issuing medicine has been filled in. As a general rule, medicines issued to children during school time should be restricted to pupils who suffer from a chronic complaint and could not otherwise attend school.

However, medicines can be given where there is a compelling need to administer short term medication for a serious complaint.

Medication prescribed by a doctor and medication which has not been prescribed by a doctor may be administered once the parent has given written permission by completing the pink authorisation sheet.

The medication will only be accepted with written authorisation from the parent/carer.

The written authorisation must contain clear instructions about the dosage and time of the administration.

Medication, other than asthma inhalers, will be administered in the presence of another member of staff.

The medicine is stored in a secure place in the reception offices room or school fridges, if it is necessary to keep it cold.

All first aid waste must be disposed of in the special waste bin in both school offices.

When dealing with an accident, it is not helpful for other children or adults to crowd round.

### **Animals in school**

Animals can play an important role in the education of children. Children can learn about their needs and characteristics. Only suitable animals should be used in the school and proper planning considered for their welfare, particularly during holiday times. Recognised publications should be used to determine suitable animals and should be available when keeping animals in school.

The school has adopted the following principles relating to the care and management of animals on school premises:

- Be aware that there are some animals and plants that cannot be taken from the wild.
- Have done adequate research when allowing any animals on site.
- Only obtain animals from reputable suppliers.
- Ensure that children wash their hands before and after handling animals.
- Animal houses to be kept clean disinfected as required.

- Do not allow contact between school animal's and wild animals to avoid transmission of disease.
- Do not allow children to bring in dead or injured animals into school.
- If animals wander on to floors or tables wash afterwards.
- Teach children how to handle the animals with care.
- Feed animals correctly.
- Any animal bites and scratches should be washed carefully. Seek medical advice if there is any risk of infection.

Support dogs (guide dogs, hearing dogs etc) are allowed onto the school site. However, other dogs are not allowed inside the school grounds, except in special circumstances with the permission of the Principal.

### **Asthma**

Guidelines for dealing with an asthmatic attack are made known to all staff and training is given on a regular basis.

Details of all of the children in the school who have an asthmatic condition are contained on the school medical files that all staff are aware of and can access. Staff have Health Care Plans for every child in their class who has asthma.

All teachers are aware of the location of each of each child's inhaler and where spare ones are stored. Supply teachers must be made aware of the children in the class with asthma.

For all children in UP, their inhalers are kept in their classroom, once written consent has been given on their HCP. They are kept in a first aid box which should be visible at all times. Children in LP will have their pumps kept in the school office. A First Aider administers daily medication to those children that require it.

### **Auditing the safety system**

A Safety audit of the school will be carried out each term by a Governor and the Caretaking Team, see Appendix (i). The outcome and actions taken will subsequently be reported to the full governing body.

### **Blood, avoiding contamination**

All staff must be familiar with this procedure before having to handle blood:

- Wash hands first.
- Put on disposable gloves.
- Clean any wound as necessary or ask a first aider to treat.
- Dress any wound if necessary
- Dispose of the gloves and wipe or place any contaminated material in a clinical waste bin (one of each is in both school offices).
- Wash hands thoroughly again.
- Record incident in the accident book.

### **Contractors on site**

Contractors on site are supervised by a member of the site team, who is aware of the school's responsibilities regarding contractors. Checks are made for competence and insurance.

Contractors provide risk assessments as necessary.

All contractors are made to read and sign the asbestos register, which is kept in the main reception.

The following guidelines are followed:

Before any work commences, it is essential to hold a meeting on site with the contractor to agree how potential problems can be avoided.

When using local contractors, the school ensures that they satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification or experience;
- can supply the resources to satisfactorily complete the job, without up-front payment;
- able to supply several satisfactory references, which should be checked;
- is a member of the relevant trade association;
- has sufficient, and up to date Public Liability Insurance, ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal;
- has an up to date and meaningful safety policy;
- has documented risk assessments;
- agree to abide by the school safety policy and rules, in writing;
- clearly state what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

### **Control of Substances Hazardous to Health (COSHH)**

The responsibility for carrying out COSHH assessments will rest with the Principal, the Caretaker, depending on the substance concerned.

COSHH data sheets will be kept in the Caretaker's office.

Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container.

We never use food or drink containers to store chemicals. Any spillages are cleaned up at once.

Children are taught to recognise the orange warning signs, which they may come across on household containers and warn of the dangers.

There are suitable first aid arrangements available for treating chemical splashes.

All chemicals are stored in a safe area which is kept locked.

### **Electrical Safety**

Any faults must be reported immediately.

All appliances will be PAT tested on an annual basis & a wider electrical check will be done every five years.

Displays or decorations must not be suspended from light fittings.

Only approved contractors will be used.

Staff are instructed to visually check each item of electrical equipment before it is used and to look for signs of burning, damaged cables, loose covers etc.

No one is allowed to work on any circuitry unless competent to do so.

Staff are aware of the dangers of trailing cables and the overloading of extension leads and are forbidden to have trailing cables across walkways.

### **Fire Safety**

The Fire Safety Risk Assessment under the auspices of the Regulatory Reform (Fire Safety) Order 2005 must be reviewed annually or by a triggered review i.e. change of conditions. All supply teachers are to be made aware of the school's fire evacuation procedures.

Basic fire safety training is to be given to all staff. Staff are required to have refresher training at least annually.

Both members of the site team and members of SLT are currently designated fire wardens. All teaching staff are responsible for the safe evacuation of their class.

There will be an evacuation drill performed at least once per term, the outcome of which will be kept. The times of the practices will be varied to cover all times of the school day. On occasions one of the exits will be blocked off to simulate a real fire situation.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The fire alarm system is to be maintained by an approved and competent person on a regular basis, this is to include the emergency lighting system. All faults on the systems must be reported to the contractors immediately.

Fire signs must comply with the current standards. Fire assembly points must be known to all.

The lightning conductors are annually checked by a competent person to verify that they are in a satisfactory condition.

All escape routes and fire exits are to be kept clear from any obstruction at all times.

An arson prevention policy is in place.

Firefighting equipment is serviced annually and the date noted in the Fire Log Book.

Combustible items must not be stored in the boiler room. The boilers must be inspected regularly.

Smoking is not permitted anywhere in the school building or grounds.

There are trained fire wardens around the school who will ensure the building is evacuated.

Only those staff that have had proper training and are confident enough to operate a fire extinguisher should try to extinguish a small fire, but they must not put themselves in personal danger in doing so.

### **First Aid**

There are a number of First Aid at Work trained staff. A number of other staff have received the basic one-day first aid training and/or paediatric first aid training. A first aider accompanies educational visits whenever possible.

A list of the qualified first aiders is available in the school.

All staff, including supply teachers are made aware of the first aiders and their location.

First aid kits are available in the school:

- in every classroom
- in the school offices
- in staffrooms

Portable first aid kits are available, suitably stocked and taken on all visits away from the school.

All school employees may treat children for minor ailments and accidents. Children may not give any treatment to other children.

When children are unwell they can sit outside each office monitored by a first aider/ member of office staff/other depending on their condition.

In the event of a more serious injury, such as:

- Unconsciousness
- Head injury
- Severe bleeding
- Object stuck in throat
- Deep cut that may require stitching
- Suspected fracture
- Severe asthma attack
- Severe reaction to bites or stings
- Swallowing or suspected swallowing of toxic substance

The school dials 999 and asks for an ambulance  
*PARENTS/CARERS ARE CALLED IMMEDIATELY*

### **Flammables**

There are few flammable materials on the school premises which are all kept locked away in safe areas.

### **Health and Safety Assistance**

The school seeks the assistance of the health and safety department of the Local Authority as necessary. This department provides advice, guidance and training on health and safety law and what the school needs to do to comply with that law.

### **Hazard and Defect Reporting**

All defects and hazards relating to the building or grounds should be reported immediately to the Principal/ Site Manager. The Principal will be responsible for monitoring the progress on all items reported.

### **Inspections of the School**

The school is inspected regularly by the Principal and the Caretaker for any defects that could lead to an accident or ill health of any occupant and the Health and Safety Governor and the Site Manager carries out inspections once a term and submits a report to the Operations Committee.

### **Ladders and Step Ladders**

Where extending ladders are used by the Caretaker proper instruction or training is received. It is recognised that this training could have been received during previous employment i.e. used to be a fire fighter and received training from the Fire Service. Roof work, even retrieving balls, is not undertaken during windy or severe weather. There are sufficient stepladders or kick stools provided around the school to prevent staff from using chairs for access to high shelving or putting up displays. Staff should receive basic instruction in the use of step ladders to ensure that they are aware that they must not have any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user.

Staff are advised to get support from a colleague if using a ladder or stool as necessary.

### **Manual Handling**

All staff are made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Manual handling includes lifting, pulling, pushing, moving and carrying. Where there are manual handling tasks to be carried out then a suitable risk assessment is carried out to determine if the risk can be reduced. This is particularly important where the school has disabled pupils who may need assistance for certain tasks.

Where a manual handling assessment for a pupil is needed, it is likely that specialist assistance will be required.

Where staff have to carry out manual handling operations then the appropriate level of training is provided.

Seeking assistance with the task can often reduce the risks for simple handling tasks. Where necessary, a removal company is employed to move large items of furniture or equipment.

### **Office Safety**

The office is checked to ensure that trailing cables from computers do not cause tripping hazards.

A display screen assessment is carried out to ensure that the school administrative officers are not exposed to risks from repetitive strain injury or work related upper limb disorder. The administrative officers are involved in the assessment.



There is adequate storage provided for files etc. Space on top of high cabinets, under the desks and open floor areas are not used for storage.

The office floor is kept free of delivery packages.

### **Off site visits**

The Principal has responsibility for off site visits and ensuring procedures are followed at all times. An off-site visit is any visit where the children are taken away from the school site.

Risk assessments are completed and documented for all off site visits. Where the visits are regular visits, such as to the church or swimming pool, the risk assessment is completed then reviewed each term or year as necessary.

A school visit cannot take place unless a risk assessment has taken place, taking note of children's concerns, and is signed by the Educational Visits Co-ordinator.

All DfE guidelines are followed before any off site visits take place. All necessary documentation is (when possible) completed before the visit takes place.

Where activity providers are used then their competency is checked.

The risk assessment process determines the level of first aid cover on the visit.

First aid kits are always taken on the visit.

Residential trips have to be approved by the Governing Body.

### **Pregnant workers**

When a member of staff has become pregnant the Head Teacher is notified and an appropriate risk assessment carried out to ensure that the duties performed do not cause her, or her unborn child, any harm.

### **Risk Assessments**

Risk assessments are carried out by the school to comply with legislative requirements. The risk assessment process is led by the Principal, but includes members of the Operations Committee. The risk assessments look at the hazards encountered, who may be harmed by them, how they may be harmed, the control measures that are in place or need to be put in place. The findings of the risk assessment are brought to the attention of staff and the assessment reviewed and revised as necessary. The review takes place at least annually but will also take place if there are changes that require it, such as building work being carried out at the school.

### **Supervision before and after School**

The school accepts no responsibility for children who arrive on the premises before 8.45am.

The classroom doors are opened at 8.45am (KS2) & 8.50 am (KS1).

Parents/carers are asked to make arrangements to collect their children promptly at the end of the afternoon session at 3.15pm. All teachers must ensure that each child is collected by a known adult. Children are not allowed to go with another parent unless the child's parent has been informed. If any child is not collected by 3.30pm they must be brought to the office. The office staff will attempt to contact parents up to 4.30pm. If a child is not collected by this time a member of the Leadership Team will assume responsibility until the child's parents/carers take the child. If a child is not collected by 5.00 pm the senior leader may inform social services.

### **Safety training**

The safety training needs of the school are considered by the Operations Committee and the appropriate training arranged for staff.

Temporary/agency staff are briefed on emergency procedures when they start at the school.

## **Security**

We aim to make the school secure during the day. Doors are not left open where this would allow unauthorised access.

The school perimeter is routinely checked for any defects in the fencing. All gates are monitored by CCTV cameras, there are a total of 20 cameras located all around the school grounds monitoring and recording on a 24 hour basis.

## **Visitors**

Visitors to the school are directed to the main office by signs outside.

Visitors, even regular visitors, contractors etc, sign in at reception. The school issues badges for visitors.

Visitors' read the 'Protecting Children' notice before they are allowed to enter the main Building and are given a Safeguarding guide.

Staff and children are encouraged to challenge politely anyone in school they do not recognise who is not wearing a visitor's badge - we follow the procedure set out in the Intruders section below.

Visitors sign out at the end of the visit.

## **Intruders**

All members of the school community share responsibility for identifying and reporting possible intruders.

Reports are made to the school office.

Potential intruders are approached and asked "May I help you?" or "Is someone helping you?" If necessary, intruders or unwelcome visitors are seen off the premises. The police are called if there is any cause for concern or any disturbance on the school premises. During the school day, all visitors will be expected to report to the school office, where they will be asked to sign the visitors' book and asked to wear a visitor's badge.

## **Valuable equipment**

All valuable equipment, usually IT equipment is security marked and an inventory is compiled and maintained by the school's finance officer. The asset register is updated when new items are brought into the school.

## **Personal property**

Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room lockers during the day.

Pupils are discouraged from bringing valuables into school.

Pupils can ask the class teacher or administrative officer to look after small quantities of money they may bring in to school.

Parents are constantly reminded to identify pupils' clothing by securing name-tags to them.

## **Cash handling**

School Policy is to be a cashless school. However small amounts are collected on occasions. All cash is kept in the school safe. Cash is not stored on the premises for long and regular collections of money are made.

## **Stress**

The school has the following policy on stress:

- Staff are aware that stress is not a sign of weakness and that it should be discussed openly.
- Staff are encouraged to support one another.
- The Principal and senior school managers are aware of the signs of stress and aim to provide support as necessary.
- Stress is considered when carrying out the risk assessments for the school.

- Particular attention is paid to signs of stress during difficult periods i.e. coming up to and during Ofsted inspections etc.

### Waste disposal

Sanitary waste bins are located in the ladies' toilets for sanitary waste and are emptied on a regular basis. Waste bins are located in every classroom and office and are emptied at the end of each day into external bins that are kept in an external store area away from the main school.

### Appendix (i)



## PREMISES INSPECTION CHECKLIST

<b>Date of inspection</b>	
<b>Name of inspector(s)</b>	
<b>Have all issues from previous inspection been addressed?</b> If NO, note all outstanding items and include in this record. <b>Retain a copy of this for 3 years</b>	

SUBJECT/POTENTIAL HAZARD	Yes/ No/ N/A	ACTION	ACTION TAKEN /FOLLOW-UP
<b>1. Outdoor area</b> <ul style="list-style-type: none"> <li>➤ Are walls/fences in good condition?</li> <li>➤ Paths/steps free from trip hazards?</li> <li>➤ Do steps have handrails?</li> <li>➤ Are all handrails in good condition?</li> <li>➤ Is external lighting adequate - day and night? (No overhanging branches etc.)</li> <li>➤ Pedestrian routes clearly defined and segregated from vehicles?</li> <li>➤ Is garden furniture in good condition?</li> <li>➤ Play equipment inspected and in good condition?</li> <li>➤ No refuse/faeces /other waste on the grounds?</li> <li>➤ Trees stable and been inspected?</li> <li>➤ School reception clearly signed?</li> <li>➤ Adequate access for emergency service?</li> <li>➤ Access to low roof restricted?</li> <li>➤ Any other hazards?</li> </ul>			

SUBJECT/POTENTIAL HAZARD	Yes/ No/ N/A	ACTION	ACTION TAKEN /FOLLOW-UP
<p><b>2. Refuse area</b></p> <ul style="list-style-type: none"> <li>➤ Are bins easy to use by operatives?</li> <li>➤ Are bins secured in place or stored securely away from the building (prevent arson)?</li> <li>➤ Are bins covered to deter pests/vermin?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>3. Main entrance and security</b></p> <ul style="list-style-type: none"> <li>➤ Is it well lit/all lighting functioning?</li> <li>➤ Is the door secure?</li> <li>➤ Is glazing protected from damage and in good condition (safety glass or safety film)?</li> <li>➤ Is “no smoking” signage in place?</li> <li>➤ Is there a sign-in book?</li> <li>➤ Is the health and safety law poster on display?</li> <li>➤ All windows closed at the end of the day?</li> <li>➤ CCTV in working order?</li> <li>➤ No-smoking sign in place?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>4. Staircase/Landings/Corridors</b></p> <ul style="list-style-type: none"> <li>➤ Handrails/balustrades in good condition?</li> <li>➤ Are treads/risers undamaged &amp; floor coverings in good condition?</li> <li>➤ Door mats in good condition?</li> <li>➤ Are all lights working?</li> <li>➤ Are stairs &amp; corridors free from obstructions and flammable items, including electrical equipment?</li> <li>➤ If under stairs and corridor cupboards used for storage, are they kept locked and of non-combustible material?</li> <li>➤ Finger guard in place on high-risk doors (e.g. nursery, infant area)</li> <li>➤ Any other hazards?</li> </ul>			

SUBJECT/POTENTIAL HAZARD	Yes/ No/ N/A	ACTION	ACTION TAKEN /FOLLOW-UP
<p><b>5. Fire</b></p> <ul style="list-style-type: none"> <li>➤ Is the fire log book in its correct position and up-to-date?</li> <li>➤ Are fire signs clearly indicating exit routes?</li> <li>➤ Are fire action notices on display in each room and filled-in?</li> <li>➤ Are all fire and emergency exits unobstructed?</li> <li>➤ Do fire doors close fully and flush with the frame?</li> <li>➤ Are all final exit doors easily openable?</li> <li>➤ Are all extinguishers in position, have tamper-proof tag and at the correct pressure?</li> <li>➤ Is there any evidence of smoking in the premises?</li> <li>➤ Electrical cupboards free from combustible materials?</li> <li>➤ Evacuation chairs in position and checked?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>6. Kitchen</b></p> <ul style="list-style-type: none"> <li>➤ Is it clean and free from infestation?</li> <li>➤ Are surfaces and tiles in good condition?</li> <li>➤ Is the extract fan working and clean?</li> <li>➤ No trip hazards? (Poor lighting, wet conditions, contaminant on the floor)</li> <li>➤ Is the fridge/freezer clean and at the correct temperature? (0-5°C Fridge, minus 14°C Freezer)</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>7. Portable electric appliances</b></p> <ul style="list-style-type: none"> <li>➤ All appliances have an up-to-date PAT sticker?</li> <li>➤ No obvious signs of wear and tear? (Cracked or charred plugs/frayed leads/exposed wires)</li> <li>➤ Do leads fit closely into plugs?</li> <li>➤ No sockets overloaded? (The basic rule is "one plug: one socket")</li> <li>➤ Any other hazards?</li> </ul>			

SUBJECT/POTENTIAL HAZARD	Yes/ No/ N/A	ACTION	ACTION TAKEN /FOLLOW-UP
<p><b>8. Toilets/showers</b></p> <ul style="list-style-type: none"> <li>➤ Is sanitary ware clean and in good condition?</li> <li>➤ Are tiles and seals in good condition?</li> <li>➤ Are floors clean and dry?</li> <li>➤ Are taps flushed out on a regular basis?</li> <li>➤ Shower heads de-scaled regularly?</li> <li>➤ Are extractor fans clean and working?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>9. Staff office(s)</b></p> <ul style="list-style-type: none"> <li>➤ Check electrical equipment as in item 7?</li> <li>➤ Is the office clean, tidy and free from trip hazards?</li> <li>➤ Is there a clear emergency exit route?</li> <li>➤ Is there adequate heat, light, ventilation?</li> <li>➤ Is computer equipment fully adjustable?</li> <li>➤ Are light items only stored on high shelving?</li> <li>➤ Are there steps/ a platform available to access high shelving?</li> <li>➤ Are there sufficient power supplies? (No need for adaptors etc.)</li> <li>➤ Air condition systems regularly serviced?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>10. Classrooms</b></p> <ul style="list-style-type: none"> <li>➤ Check electrical equipment as in item 7?</li> <li>➤ Is the classroom clean, tidy and so far as practicable free from trip hazards?</li> <li>➤ Is there a clear emergency exit route?</li> <li>➤ Is there adequate heat, light, ventilation?</li> <li>➤ Are there sufficient power supplies? (No need for adaptors etc.)</li> <li>➤ Is furniture in good condition?</li> <li>➤ Are unused plug sockets covered?</li> <li>➤ Overhead projectors secured in position?</li> <li>➤ Any other hazards?</li> </ul>			

SUBJECT/POTENTIAL HAZARD	Yes/ No/ N/A	ACTION	ACTION TAKEN /FOLLOW-UP
<p><b>11. Storage/COSHH</b></p> <ul style="list-style-type: none"> <li>➤ Are cleaning chemicals locked away?</li> <li>➤ Is there good ventilation in the storage area?</li> <li>➤ No evidence of spills?</li> <li>➤ Are Material Safety Data Sheets readily available for all chemicals?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>12. First Aid</b></p> <ul style="list-style-type: none"> <li>➤ Is there a qualified first aider available?</li> <li>➤ Is the first aider easily contactable?</li> <li>➤ Is the first aid box in its specified location?</li> <li>➤ Is the first aid box fully equipped (no out-of-date stock)?</li> <li>➤ Medicine cabinet kept locked and only with current/needed?</li> <li>➤ All medicines in original container and with pupil details label?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>13. Caretaker work equipment</b></p> <ul style="list-style-type: none"> <li>➤ Are all ladders in good condition? (No missing/broken rungs etc.)</li> <li>➤ Tools kept secure and out of unauthorized reach?</li> <li>➤ Operating instructions available for work equipment?</li> <li>➤ Equipment available for manual handling tasks?</li> <li>➤ Lifts/hoist for moving/handling inspected by a competent person every 6 months?</li> <li>➤ Any other hazards?</li> </ul>			

SUBJECT/POTENTIAL HAZARD	Yes/ No/ N/A	ACTION	ACTION TAKEN /FOLLOW-UP
<p><b>14. Asbestos</b></p> <p><i>If asbestos containing materials have been identified in the building check the school asbestos register so that you know where it is.</i></p> <ul style="list-style-type: none"> <li>➤ Has the condition of the asbestos changed since the last inspection? (If the material has become damaged, shows signs of flaking or crumbling, prevent access to the area and call Property Services for advice)</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>15. Boiler room</b></p> <ul style="list-style-type: none"> <li>➤ No combustible materials stored inside?</li> <li>➤ Door opens in the direction of travel?</li> <li>➤ Fire extinguisher accessible?</li> <li>➤ Emergency shut off accessible?</li> <li>➤ Any other hazards?</li> </ul>			
<p><b>16. Vehicles</b></p> <ul style="list-style-type: none"> <li>➤ Do drivers have the appropriate license for the vehicle?</li> <li>➤ Is the vehicle being inspected according to the manufacturers' instructions?</li> <li>➤ Any other hazards?</li> </ul>			

<b>Any other comments</b>