

HEALTH AND SAFETY INSPECTION CHECK LIST FOR INSPECTING TEAMS AND SELF-INSPECTIONS



Assessor(s):
Date of Inspection:

Administrative Procedures	Y	N	Comments	To Action Plan
Are all staff aware of current health and safety rules, procedures and working practices?				
Are copies of the Health and Safety Policy available for staff and visitors to read?				
Is the location of the Accident Book known to all staff?				
Is the location of, and the importance of using, the Accident and Dangerous Occurrences booklet known to all staff?				
Are all members of staff aware of the school's 'No Smoking' policy?				
Are school keys kept in a secure manner?				
Are the visitors' book and visitor badges available?				
Emergency Procedures	Y	N	Comments	To Action Plan
Are there sufficient Fire Action Notices displayed to inform staff, pupils and visitors of the action to take in the event of fire?				
Are staff and pupils aware of the nearest fire alarm break glass point?				
Is fire fighting equipment readily available?				
Are staff working in the area familiar with the location of this equipment?				
In the event of a fire alarm are staff and pupils aware of what action to take?				
Are staff and pupils aware of all fire exit routes?				
Are staff and pupils aware of their assembly point?				
Have Fire Stewards been appointed to cover specific areas within the Department/School?				
Have all Fire Stewards been trained?				
Where means of fire alarm is by break glass points, are these tested on a regular basis and a record kept in the Fire Log Book?				
Is any smoke or fire stop door(s) leading to/from offices or in classrooms kept closed when not in use?				
Are classroom panic buttons in full working order?				
Are staff aware of emergency plan procedures?				

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First Aid	Y	N	Comments	To Action Plan
Are there sufficient First Aid notices (green on white) informing staff of how and where to gain First Aid help?				
Do staff know how to contact the emergency services?				
Do staff know how to contact their First Aider and what to do if no First Aider is immediately available in the building?				
Is there a first aid box readily available?				
Is the location of the first aid box clearly signed?				
Is the first aid box suitably stocked and replenished when necessary?				
Is a record made of all first aid treatment?				
Electrical Safety	Y	N	Comments	To Action Plan
Has an inventory of all items of portable electrical equipment been made so that such items can be visually examined and tested for electrical safety?				
Is there a procedure in place for adding new items of equipment to the inventory?				
Has all portable electrical equipment been tested and labelled with the date of the test?				
Is a regular visual inspection carried out by School staff of all electrical equipment, with particular emphasis on integrity of cables and plugs and any instance of defect reported to the Admin Officer?				
Hazardous Substances	Y	N	Comments	To Action Plan
Has sufficient hazard information been acquired for all hazardous proprietary products (denoted by orange warning signs on the container/packaging) used in School, to allow these to be used safely and without risk to health?				
Are staff specifically informed of any required safe systems of work which are to be followed to ensure their health or safety when working with these products?				
Equipment	Y	N	Comments	To Action Plan
Where computer monitors are used, have risk assessments of the workstation been carried out?				
Are any items of mechanical cutting equipment (such as paper guillotines or shredders) adequately guarded to prevent contact with potentially hazardous moving parts?				

Manual Handling	Y	N	Comments	To Action Plan
Are heavy items, used frequently, stored on waist level shelves?				
Are heavy items, used infrequently, stored at low level?				
Are properly designed steps available for reaching heights, to obviate the need for standing on chairs etc.				
Are such steps routinely examined for safety?				
General/Welfare	Y	N	Comments	To Action Plan
Are floors clean?				
Are floor coverings non-slip?				
Are floor coverings intact?				
Are desks/worktops intact and easily cleaned?				
Is lighting adequate and in working order?				
Is the standard of general room ventilation satisfactory?				
Is the standard of heating affording an adequate level of comfort?				
Is there a thermometer available, within the School, to allow the temperature of any room to be measured, if so required?				
Where required, have adjustable window blinds been supplied, to attenuate light?				
Is there a wholesome drinking water supply available?				
Is there an adequate facility for hand washing?				
Is there an adequate supply of soap, towels (or hot air drying) at this facility?				
Is there accommodation provided for clothing not worn during school hours?				
Does this accommodation (peg, locker, etc.) allow clothing to dry out?				
Office Housekeeping	Y	N	Comments	To Action Plan
Are passageways, traffic routes, clear of tripping hazards e.g. cables, boxes, stock, rubbish, etc?				
Are rubbish receptacles emptied regularly?				
Is an effort made to ensure that the storage of empty cardboard boxes is kept to a minimum?				
Are the tops of lockers/filing cabinets/cupboards clear of stored items, such as cardboard boxes, which may fall or add to the fire loading of the area?				
Are bicycles accommodated in a manner that does not constitute any risk to health or safety? (e.g. tripping hazard, impediment to safe egress in emergency, etc.)				
Outside Areas	Y	N	Comments	To Action Plan

Is the front entrance gate sound and secure?				
Are pathways clear and free from leaves or other hazardous objects?				
Are pathways in good condition?				
Are windows and doors in good condition and easy to open/close?				
Is fencing in good safe condition?				
Are plants/gardens/shrubs kept tidy to minimise risk?				
Is the school playing field free from holes/mounds etc that may cause injury?				
Is the side entrance gate locked at the correct times during the school day?				