

School Termly Health & Safety Inspection

Inspection carried out by:		Accompanied by:		Date of Inspection:	
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Outside Area					
Question	Recommendations from the last audit	Completed	Recommendations from this audit	To be completed by who	To be completed when
Is the general condition / maintenance of the grounds acceptable?					
Are trees in or overhanging the grounds safe and in good condition? Has a tree inspection been formally completed?					
Is the playground furniture in good working order and safe for use?					
Is there safe access to and egress from the building and / or working area?					
Are external pathways well maintained and free of trip hazards? (raised paving, damage etc.)					
Do the steps have handrails? Are they in good condition and not loose?					
Are ramps of a suitable gradient and non-slippery?					
Are floor surfaces clean, in good condition, non-slippery and free of trip hazards?					
Are the perimeter fencing and gates free from damage? (caused by inclement weather/vandalism etc)					
Are school safety and security systems working well and checked regularly?					

Classrooms					
Question	Recommendations from the last audit	Completed	Recommendations from this audit	To be completed by	To be completed when
Are classrooms tidy and free from hazards?					
Are materials and equipment stored in an orderly safe and suitable fashion?					
Are floor surfaces clean, in good condition, non-slippery and free of trip hazards?					
Are all items of fixed electrical equipment, including switches and sockets, in good condition and inspected by a competent person at appropriate intervals?					
Are lighting levels adequate for the area / work activity being undertaken?					

Other Rooms (Storeroom, Staffroom, Offices)					
Question	Recommendations from the last audit	Completed	Recommendations from this audit	To be completed by	To be completed when
Are the rooms tidy and free from hazards?					
Are materials and equipment stored in an orderly safe and suitable fashion?					
Are floor surfaces clean, in good condition, non-slippery and free of trip hazards?					
Are all items of fixed electrical equipment, including switches and sockets, in good condition and inspected by a competent person at appropriate intervals?					

Are lighting levels adequate for the area / work activity being undertaken?					
Are all hazardous substances assessed prior to use, correctly stored and used in accordance with the COSHH assessment?					

Corridors					
Question	Recommendations from the last audit	Completed	Recommendations from this audit	To be completed by	To be completed when
Are the corridors tidy and free from hazards?					
Are materials and equipment stored in an orderly safe and suitable fashion?					
Are floor surfaces clean, in good condition, non-slippery and free of trip hazards?					
Are all items of fixed electrical equipment, including switches and sockets, in good condition and inspected by a competent person at appropriate intervals?					

General					
Question	Recommendations from the last audit	Completed	Recommendations from this audit	To be completed by	To be completed when
Is the general condition / maintenance of the building(s) acceptable?					
Are all items of portable electrical equipment, including leads, in good condition and inspected by a competent person on an annual basis?					
Are inspection records for all items of electrical equipment available?					

Are the toilet/welfare facilities adequate for the number of employees / pupils and hygienically maintained?					
Is drinking water available from a clean, well maintained source?					
Are employees / pupils / visitors made aware of evacuation and assembly procedures? (e.g. verbal or written instruction, Fire Action Notices etc.)					
Is the fire alarm system audible throughout the building?					
Are fire exits signed, free of obstruction and available for use?					
Are fire extinguishers of the appropriate type located at suitable points within the work area?					
Are there qualified first aiders readily available to deal with accidents / emergencies?					
Are employees / pupils / visitors made aware of the procedures for summoning first aid assistance?					
Is the heating suitable and sufficient?					
Have finger protection devices been fitted to door hinges where identified as a requirement in the risk assessment?					
Is cleaning carried out to a suitable and sufficient standard?					

Documentation					
Question	Recommendations from the last audit	Completed	Recommendations from this audit	To be completed by	To be completed when
Is the firefighting equipment and alarm / emergency lighting system checked and inspected on a regular basis with records kept?					
Are fire evacuation practices carried out at least once a term and records maintained?					
Is the Asbestos Register for the premises available for reference? Is the asbestos being monitored and visually checked for damage?					
Has the Local Asbestos Management Plan (LAMP) been reviewed?					
Are appropriate checks carried out on the water system for the purpose of managing the risk of legionella?					
Are records maintained and available for the checks carried out on the water system?					

Signed by Head Teacher: _____

Signed by Chair of Governors: _____

Date: _____