

Townley School Termly Inspection Safety Checklist

SCHOOL NAME: Townley Primary School

AREA INSPECTED: Whole site.

DATE INSPECTED:

INSPECTED BY:

		Y	N	N/A	COMMENTS / ACTIONS NEEDED
GENERAL H&S POLICY					
	POLICY IN PLACE CONTAINING STATEMENT OF INTENT, ORGANISATION AND ARRANGEMENTS ?				
	POLICY REVIEWED IN PAST 12 MONTHS AND DULY SIGNED ?				
	SCHOOL H&S COORDINATOR IDENTIFIED				
FIRE PRECAUTIONS					
	FIRE RISK ASSESSMENT COMPLETED AND REVIEW COMPLETED IN PAST 12 MONTHS ?				
	EVIDENCE OF COMPLETION OF REMEDIAL WORKS/ACTIONS IDENTIFIED AT ASSESSMENT ?				
	FIRE ALARM CALL POINTS TESTED WEEKLY AND RECORDED?				
	EMERGENCY LIGHTING TESTED MONTHLY?				
	ESCAPE ROUTES AND FINAL EXIT FIR DOORS CHECKED AND RECORDS MAINTAINED?				
	FIRE EXTINGUISHERS CHECKED WEEKLY AND RECORDS MAINTAINED?				
	TERMLY FIRE DRILLS CONDUCTED AND RECORDED?				
	EVIDENCE OF 'COMPETENT CONTRACTOR' SERVICING OF FIRE ALARM, EMERGENCY LIGHTING AND FIRE EXTINGUISHERS?				
	FIRE DOORS (INTERNAL AND FINAL EXIT) OPERATIONAL AND UNOBSTRUCTED?				

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	EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				
	EMERGENCY EXITS / ROUTES CLEARLY SIGNED?				
	BOILER ROOM AND MAIN ELECTRICAL INTAKE CUPBOARDS AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?				
FIRST AID / MEDICATION		Y	N	N/A	
	FIRST AID BOXES IN APPROPRAITE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				
	LIST OF FIRST AIDERS/APPOINTED PERSONS DISPLAYED?				
	ADMINISTRATION OF MEDICINES POLICY IN PLACE?				
	FIRST AID RISK ASSESSMENT COMPLETED?				
ASBESTOS		Y	N	N/A	
	ASBESTOS REGISTER IN PLACE AND INFORMATION READILY AVAILABLE FOR VISITING CONTRACTORS?				
	SYSTEM IN PLACE FOR REGULAR CHECKS OF KNOWN ASBESTOS LOCATIONS WITHIN THE SCHOOL?				
HOUSEKEEPING & GENERAL ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	WORK AREAS & PRIMARY CIRCULATION ROUTES FREE FORM RUBBISH AND OBSTRUCTIONS?				
	FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (EG NO RIPPED CARPETS, BROKEN TILES)?				
	TEACHING AND COMMUNAL AREAS CLEAN AND TIDY ?				
	ITEMS STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ARE ACCESSIBLE, SECURE AND SAFE?				
	WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (EG PAINT NOT FLAKING, NO DAMP ETC)?				

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	IS WORK AND TASK LIGHTING ADEQUATE?				
	FURNITURE IN GOOD CONDITION				
	INSTALLED HANDRAILS ARE SECURE ?				
	WINDOWS OPENING ONTO EXTERNAL WALKWAYS / PLAY AREAS RESTRICTED / BARRIERS IN PLACE?				
	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS?(E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, PE AREAS ETC.)				
	STORAGE SAFE AND SECURE, ACCESS RESTRICTED TO AUTHORISED PERSONS				
ELECTRICAL / GAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	EMERGENCY SHUT OFFS CLEARLY IDENTIFIED AND FUNCTIONING?				
	GAS SUPPLIES TESTED ANNUALLY BY GAS SAFETY SCHEME REGISTERED ENGINEER?				
	PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED ANNUALLY BY A QUALIFIED PERSON AND HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?				
	PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACK ED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?				
	THE USE OF TRAILING LEADS AND EXTENSIONS IS MANAGED AND DO NOT PRESENT TRIP HAZARDS ?				
	ELECTRICAL INSTALLATION HAS BEEN TESTED WITHIN THE PAST 5 YEARS?				
TOOLS / EQUIPMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORISED PERSONS?				
	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMLY?				

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	OPERATING INSTRUCTIONS AVAILABLE AND DISPLAYED ADJACENT TO MACHINERY (WHERE APPROPRIATE)?				
	TOOLS AND ELECTRICAL EQUIPMENT PROVIDED FOR CARETAKING DUTIES IS TESTED AND RISK ASSESSMENTS IN PLACE?				
HAZARDOUS SUBSTANCES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	INVENTORY OF CHEMICALS AND MATERIAL SAFETY DATA SHEETS AVAILABLE?				
	COSHH ASSESSMENTS COMPLETED AND READILY AVAILABLE TO CLEANING OPERATIVES?				
	HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				
	ALL CONTAINERS CLEARLY MARKED WITH LABEL TO IDENTIFY THE CONTENTS?				
	MAX OF 50L OF HIGHLY FLAMMABLE LIQUIDS TO BE STORED IN WORKROOM WITHIN METAL CABINET				
	BOTTLES > 1L STORED AT LOW LEVEL				
	PERSONAL PROTECTIVE EQUIPMENT (PPE) MADE AVAILABLE TO ALL PERSONS USING COSHH SUBSTANCES?				
WELFARE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	WATER RISK ASSESSMENT COMPLETED IN PAST TWO YEARS ?				
	CLEAN DRINKING WATER AVAILABLE AND LABELLED AS SUCH?				
	SELDOMLY USED WATER OUTLETS IDENTIFIED AND FLUSHED WEEKLY?				
	WATER TEMPERATURES ADEQUATE (MAX 43 DEG C IN AREAS WHERE VULNERABLE PUPILS MAY COME INTO CONTACT)				
	RECORDS AVAILABLE OF MONTHLY WATER TEMPERATURE CHECKS?				

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	FINGERGUARDS IN PLACE ON VULNERABLE DOORS I.E. TOILET & CLASSROOMS IN NURSERY, KS1 / SPECIAL SCHOOLS				
	SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)				
	ADEQUATE WASHING FACILITIES AVAILABLE? (INC SOAP, HOT WATER AND DRYING FACILITIES)?				
GENERAL WORK ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
	ADEQUATE SPACE FOR SIZE OF CLASS AND ACTIVITIES CONDUCTED?				
	IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (EG TROLLEYS, SACK TRUCKS, HOISTS)				
	LIFTS / HOISTS FOR MOVING / HANDLING PEOPLE CERTIFIED 6 MONTHLY AND MAXIMUM LOADS MARKED				
OUTDOOR AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)				
	PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?				
	SCHOOL RECEPTION CLEARLY SIGNED?				
	ADEQUATE ACCESS FOR EMERGENCY SERVICES?				
	IS OUTDOOR PLAY EQUIPMENT ADEQUATELY MAINTAINED AND IN GOOD CONDITION?				
	RECORDS AVAILABLE OF REGULAR CHECKS OF PLAY EQUIPMENT BY THE SCHOOL?				
	GATES AND FENCING ADEQUATELY MAINTAINED?				

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	FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE ?				
	ACCESS TO FRAGILE / LOW ROOFS RESTRICTED?				
	EXTERNAL STORAGE / WASTE BINS SECURED AND LOCATED AWAY FROM BUILDINGS?				
	THE PLAYGROUND AND FOOTPATH SURFACES ARE IN REASONABLE CONDITION AND DO NOT PRESENT A TRIP/SLIP HAZARD?				
	IS THERE A REQUIREMENT TO UNDERTAKE A TREE RISK ASSESSMENT PERIODICALLY?				
Other Specific H&S Concerns Raised/Identified by the School:					
	NONE REPORTED.				