

Health & Safety Termly Inspection

[name of school]



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Policy	Yes	No	N/A	Comments / Actions Needed
Is there a Boleyn Trust Health and Safety Statement in date displayed prominently around the School?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST REVIEW: (Good practice is to review annually, max of 2 yearly)
Is there a Health and Safety Policy (signed and dated by the Headteacher and Chair of Governors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and Safety policy is in line with latest DfE guidance for school and considers all key risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Assessment	Yes	No	N/A	Comments / Actions Needed
Are school specific risk assessments in place for those activities presenting a significant risk?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST REVIEW: (Should be reviewed annually / sooner if circumstances change)
Are Health and Safety checklists for classrooms in place (example found on HSE website)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are individual risk assessments being carried out where required? (e.g. known medical conditions where there are H&S implications, such as epilepsy etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence that heads of department/ subject leads have adopted / adapted model risk assessments for relevant curriculum activities? <i>E.g. In DT, PE and science there should be a clear link made between daily use texts, such as the scheme of work and relevant national advice, such as CLEAPSS, Be Safe (Primary) or Safe Practice in PE and Sport.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff aware of the content and location of all relevant risk assessments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all notifiable off site visits (overnight) been sent to the Trust? Has The Educational Visits Advisor been consulted and Trust approval been sought for all: (over-seas expeditions (involving remote trekking and or sailing))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a member of staff designated as an Educational Visits Coordinator (EVC) and have they received training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF TRAINING:

Inspection / Monitoring	Yes	No	N/A	Comments / Actions Needed
<p>Have Health & Safety inspections of the site been undertaken and documented on an appropriate cycle?</p> <p>Have recommendations arising from previous inspections been actioned?</p> <p>Is regular monitoring undertaken by heads of department (Key stages in Art, PE, science and DT)? (This could be via the use of curriculum specific checklists or alternate approach).</p> <p>Have recommendations arising from curricular inspections been actioned?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST INSPECTION:
Fire Safety	Yes	No	N/A	Comments / Actions Needed
<p>Has a suitable fire risk assessment been completed / reviewed within the last 12 months? <i>(If there have been subsequent changes to the site /building layout the fire risk assessment should be revised to reflect these changes.)</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST REVIEW:
<p>Has the capacity for communal areas such as the main hall been calculated as part of this assessment?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Is a documented school evacuation plan in place?</p> <p>Does this evacuation plan also consider any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.) ?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are fire drills conducted termly and recorded?</p> <p>Have any issues identified as a result been resolved?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST DRILL: TIME TAKEN TO EVACUATE BUILDING:
<p>Are fire alarm call points tested weekly <i>(a different call point to be tested each week on a rotational basis)</i> and documented?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Are appropriate fire extinguishers available and inspected annually?</p> <p><i>There should be at least one water based extinguisher for each 200 metres of floor space. (sited so that no person need travel more than</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF ANNUAL INSPECTION:

30 metres to reach an extinguisher) and a minimum of 2 extinguishers per floor unless it is an upper floor of less than 100m ² .				
Are all emergency exits / routes clearly signed, available for immediate use and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do all areas of the school used outside of ambient daylight hours have emergency lighting available on escape routes? (in particular focus on those areas used for lettings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is emergency lighting tested monthly (in house) with a full discharge test completed annually (by a competent service engineer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF FULL DISCHARGE TEST:
Is the fire alarm system serviced / inspected by a competent engineer (6 monthly for systems with a battery backup, annually for mains only systems)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST SERVICE / INSPECTION:
Does the fire alarm system have a battery back up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all key internal fire doors (e.g. cross corridor and stairwell doors) in place and fully closing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asbestos	Yes	No	N/A	Comments / Actions Needed
Is the schools Asbestos Management Plan up to date? Is the site specific management plan up to date e.g. if any subsequent work on asbestos (encapsulation / removal etc.) has been undertaken this must have been recorded in the management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST INSPECTION:
Is the asbestos permission to work system used on every occasion before any work is conducted on building fabric? (This applies equally to the site team / caretaker as to contractors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NUMBER OF ENTRIES IN PERMISSION TO WORK LOG IN PAST 12 MONTHS : DATE OF LAST ENTRY:
Is the permission to work log well maintained (pages in order, all entries signed and dated, no gaps etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are authorising officers clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the location of known ACM remaining in situ been communicated effectively to all relevant staff / building users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there a minimum of 2 asbestos authorized officers within the school? (refresher training is required every 3 years)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NAMES OF OFFICERS AND DATE OF TRAINING:

Has the annual asbestos visual inspection been completed and recorded on the management plan or in the asbestos log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST VISUAL INSPECTION:
Contractors	Yes	No	N/A	Comments / Actions Needed
When awarding contracts directly is health and safety included in specifications and contract conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are appropriate competency checks undertaken prior to engaging a contractor directly? (In particular where contractors are used who are not on Newham/Trust framework contracts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical / Gas	Yes	No	N/A	Comments / Actions Needed
Portable electrical appliances tested by a competent according to relevant timescales?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF PAT TEST:
All emergency shut offs are accessible, clearly identified and functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the fixed electrical wiring been inspected within the last 5 years (also referred to as Periodic Testing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF TEST CERTIFICATE-(ANNUAL TESTING OF 20% OF THE SYSTEM IS RECOMMENDED)
Have all remedial actions been followed through to completion?				
All gas appliances inspected and safety tested in past 12 months by gas safety registered contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST TEST
Are gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LPG tanks Check external above ground pipework and fittings visually, are there any signs of corrosion or damage? Check emergency control valves are these readily accessible and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Legionella	Yes	No	N/A	Comments / Actions Needed
Has a water risk assessment been conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF ASSESSMENT
If there have been subsequent changes to the building / hot and cold water system since this assessment has this assessment been reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the initial recommendations from the water risk assessment been actioned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all in house operational controls (flushing of seldom used outlets, temperature control and monthly monitoring etc.) being completed and documented in the water log book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where non-compliant temperatures are identified have other actions been implemented to reduce risks? E.g. increase in flushing regime, raising calorifier temperature etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the temperature and condition of cold water storage tanks conducted annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plant / Tolls and Equipment	Yes	No	N/A	Comments / Actions Needed
Have task specific work at height risk assessments been conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a Ladder register and checklist in place and reviewed termly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any significant use of power tools / machinery? <i>If yes a register of equipment should be in place which identifies any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is a planned preventative maintenance schedule in place for all plant / equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is PE and outdoor play equipment inspected annually by competent contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF INSPECTION
Are electronic powered gates / doors subject to regular maintenance and inspection by a competent person? <i>In particular for gates ensure that force limitation and all safety controls for electronic gates are being checked and working properly as part of</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<i>that process.</i>				
Lifts	Yes	No	N/A	Comments / Actions Needed
Are passenger lifts serviced regularly (6 monthly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF LAST SERVICE
Is there a protocol for responding to passenger alarms in place?				
Where there are hoists or lifting equipment for moving and handling people, have these been inspected or serviced within the last 6 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all lifting accessories e.g. slings for hoists, regularly inspected both in house and formally (6 monthly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Substances	Yes	No	N/A	Comments / Actions Needed
Is there an inventory of chemicals (e.g. cleaning and maintenance products), reviewed in last 12 months? Are all relevant safety data sheets available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a specific COSHH risk assessment conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all hazardous substances stored appropriately e.g. secured out of the reach of children and all containers clearly labeled and marked (e.g. irritant, flammable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid	Yes	No	N/A	Comments / Actions Needed
Are there adequate numbers and levels of first aiders on site? <i>E.g. For low risk workplaces: <25 employees EFAW training recommended; 25-50 at least one EFAW >50 at least one first aid at work (FAW) qualified person for every 100 employees or part thereof.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail number of staff trained in: Pediatric first aid under EYFS : First aid at work (FAW) : Emergency first at work (EFAW) : Other e.g. emergency first aid for school's:
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Medication	Yes	No	N/A	Comments / Actions Needed
Pupils with medical needs and allergies are clearly identified and an annual review of care plans is undertaken for those with more significant needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a documented system for the acceptance and administration of medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the food operator aware of all food related allergies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is training for all relevant staff in use of epi-pens / medical procedures up to date? (Should be carried out annually)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Reporting	Yes	No	N/A	Comments / Actions Needed
Accident records are kept locally and monitored for trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all accidents to employees and significant incidents to pupils / visitors been reported to the Trust ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are governors routinely notified of any significant accidents, such as those that are RIDDOR reportable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	Yes	No	N/A	Comments / Actions Needed
Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is health and safety a standing agenda item at relevant governing body committee meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there formal arrangements in place to discuss health & safety matters with other users/groups/other occupants of the site? E.g. Children's Centre, Catering, LA etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training	Yes	No	N/A	Comments / Actions Needed
Have all staff health and safety training needs been assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all health and safety training recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has all staff received an effective and documented health and safety induction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Welfare and Environment	Yes	No	N/A	Comments / Actions Needed
Are finger guards in place and effectively maintained on vulnerable doors i.e. toilet & classrooms in nursery, KS1, special schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any outstanding items from the last EHO report for the school kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF REPORT
Have all DSE (computer) users been identified and their workstations assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has safety glazing been installed or existing glazing filmed to a verifiable standard e.g. BS 6206, BS 6262 or EN 14449 in vulnerable areas? E.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc. Is a lettings policy in place and are key risks and emergency procedures clearly communicated to hirers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping	Yes	No	N/A	Comments / Actions Needed
Is general housekeeping satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is flooring in good condition and free of slip / trip hazards ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are boiler rooms and electrical intake areas kept free of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
External Areas	Yes	No	N/A	Comments / Actions Needed
Are pedestrian routes within the site clearly defined and segregated from vehicles? If no: A risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a tree survey been conducted by arboriculturalist? (such surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DATE OF SURVEY

are not generally part of 'standard' grounds maintenance contracts) Is adequate access to the site maintained for emergency services?				
Security / Safeguarding	Yes	No	N/A	Comments / Actions Needed
Are there clear signage directing visitors to the main reception / other services on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is access to buildings adequately controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable? Where the access routes means visitors could potentially gain access to pupils a risk assessment should be in place which demonstrates that there is effective supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is external lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are gates and perimeter fencing of adequate height and well maintained? <i>In particular for electronic powered gates ensure that force limitation and all safety controls are being checked and working properly as part of that process</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is access to low roofs adequately restricted? (Any anti-climb paint/ anti-scale devices used should be clearly signed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any fragile roof surfaces identified by signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any other specific items for your school	Yes	No	N/A	Comments / Actions Needed

Date inspected:

Carried out by: **ALEX SARACINO**
Health and Safety Manager

SIGNED: