

School Health and Safety Inspection Checklist

Name of school:	Ongar Place Primary School
Persons involved:	Joseph Cheney, Parent Governor Tracy Good, Head Teacher
Date of inspection:	25 th May 2017

Section 1 – External Areas and Play Equipment

		Yes/ No	Comments
1.1	Are paths and playgrounds free from foreseeable trip/slip hazards?	√	
1.2	Are manholes secured?	√	
1.3	Are grass areas reasonably even and free of glass, needles etc?	√	
1.4	Do trees/branches appear safe?	√	See note 7
1.5	Is the perimeter fencing sound?	√	
1.6	Is play equipment well maintained and free from sharp edges or rough surfaces?	√	

Section 2 – Vehicles On Site

		Yes/ No	Comments
2.1	Are traffic routes marked or signed?	√	
2.2	Where possible, is there segregation of vehicles and pedestrians?	√	
2.3	Is there designated parking?	√	
2.4	Are there designated loading/unloading bays?	√	Visitors with special access requirements are pre-arranged to ensure adequate space
2.5	Are traffic warning signs and markings clear?	√	

Section 3 – Evacuation			
		Yes/ No	Comments
3.1	Are escape routes clear of obstructions?	√	
3.2	Are exit doors free from internal/external obstruction?	√	
3.3	Are evacuation notices displayed adjacent to alarm call-points and key locations?	√	
3.4	Are fire drills held termly?	√	See note 6
3.5	Have extinguishers/alarm been serviced within last year?	√	Random checks showed recent servicing
3.6	Is the alarm audible?	√	Some fire sounders were non operational; site manager is investigating

Section 4 – Building Issues			
		Yes/ No	Comments
4.1	Are floors and floor coverings in good condition?	√	Multiple trip hazards – see note1
4.2	Are handrails on stairs sound?	√	
4.3	Are door mechanisms in good working order?	√	
4.4	Is safety glass used where appropriate?	√	
4.5	Are facilities for people with disabilities appropriate?	√	
4.6	Do gutters, down-pipes and other fixtures appear sound?	√	
4.7	Do roof tiles appear secure?	√	
4.8	Are security systems adequate?	√	Lock-down exercise to be scheduled afer half-term break

Section 5 – Temperature & Ventilation

		Yes/ No	Comments
5.1	Can a reasonable room temperature be maintained?	√	
5.2	Are fans/blinds provided to alleviate high temperature?	√	See note 4
5.3	Is the natural and artificial ventilation adequate?	√	

Section 6 – Lighting

		Yes/ No	Comments
6.1	Are all lights working?	√	
6.2	Are diffusers clean?	√	
6.3	Is internal lighting adequate?	√	
6.4	Is external lighting adequate?	√	

Section 7 – Electricity

		Yes/ No	Comments
7.1	Is access to electrical system restricted to authorised persons?	√	
7.2	Is there a warning sign displayed?	√	
7.3	Is there an electric shock first aid poster displayed?	√	
7.4	Are materials in the electrical cupboard stored in a safe manner?	√	
7.5	Are portable electrical appliances tested periodically by a competent person?	√	Random checks showed in-date test labels
7.6	Are plugs and leads in good condition?	√	

7.7	Are socket outlets at least 1m away from running water?	√	
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Section 8 – First Aid and Medical Provision

		Yes/ No	Comments
8.1	Are names of first aiders displayed or known?	√	
8.2	Are certificates valid?	√	Random check showed that certificates were valid
8.3	Are first aid boxes adequately stocked?	√	Some medicines left on top of locked cabinet
8.4	Are arrangements in place for safe disposal of body fluids and sharps?	√	New “spill kits” have been purchased and kept in the treatment room
8.5	Do staff wear gloves when dealing with body fluids?	√	
8.6	Are staff aware of your policy for administering medicines?	√	

Section 9 – Welfare Provision

		Yes/ No	Comments
9.1	Are there suitable toilet facilities?	√	
9.2	Are suitable washing facilities available?	√	
9.3	Are the facilities adequately inspected, cleaned, ventilated and lit?	√	See note 2
9.4	Have drinking water outlets been labelled?	√	
9.5	Are there appropriate facilities for people who are unwell?	√	

Section 10 – Working at Height

		Yes/ No	Comments
10.1	Are steps or 'kick-stools' available and used appropriately?	√	
10.2	Are ladders/scaffold towers in good condition and stored securely?	√	
10.3	Are ladders/scaffold towers used by authorised persons only?	√	
10.4	Is there a safe system for working at height e.g. roofs?	√	
10.5	Where staff cleans windows, have safe procedures been agreed?	√	
10.6	If a window-cleaning contract is used has a safe system of work been agreed?	√	

Section 11 – Management

		Yes/ No	Comments
11.1	Is LEA health and safety information available?	√	
11.2	Do staff know of their existence?	√	
11.3	Is the health and safety law poster displayed?	√	

Section 12 – Miscellaneous

		Yes/No	Comments
12.1	Is furniture in good condition?	√	
12.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?	√	
12.3	Is storage of small quantities of flammable/hazardous substances suitable?	√	
12.4	Do office staff have enough working space?	√	
12.5	Are all parts of the school maintained in a clean and tidy condition?	X	See note 3
12.6	Are there adequate facilities for the safe storage and disposal of waste?	√	

Additional notes :

1. Trip hazards are apparent

- a. Foot mat by external door in music room substantially below overall floor height; site manager is aware of the issue.
- b. Carpet by sliding partition in Year 3 classroom is raised; needs replacing or sticking down

2. Maintenance

- a. Reception wash basin stand is rotten and not very safe – needs urgent attention
- b. Random inspection of toilets (Yr 2, 5+6) showed a “deep clean” and more regular mop outs may be required. Other toilets appeared OK

3. General building Issues

- a. Wooden gazebo is starting to deteriorate; some roof tiles are leaking and at least one surround board is rotten and broken. Site manager is arranging quotations for a refurbishment.
- b. Cleaning cupboard (just outside main hall) unlocked and key left in door

- c. Small piles of dirt/rubbish in corners of hall; needs dustpan+brush to “finish the job”.
- 4. Year 3 windows open outwards over a ramp leading to classroom excessively; there is a potential for smaller children to injure themselves on sharp corners
 - a. Recommend a limiting mechanism to restrict how far windows can be opened. Also possibly some red tape / paint on corners of windows to make them more visible
 - b. Recommend adding a “walk slowly / be aware” type sign near entrance to the ramp
- 5. The new student kitchen has a drawer full of sharp knives / utensils; advise adding basic “child-proof” locks to keep items safe
- 6. Fire drill was performed; recorded time of 3 minutes 32 seconds from setting alarm to completion of roll call with all pupils / staff / visitors accounted for.
 - a. Side gate (used as exit by anyone in the main hall and some other classes) was locked and TA was unaware of the location of key. Recommend that all staff are reminded of key location.
 - b. Carol Edmondson noted that the new office “grab bag” made it much easier and faster to evacuate whilst ensuring that office staff had everything required in case of an emergency.
- 7. Highways agency has been contacted to request they “trim” some trees that reside on the motorway embankment – although no obvious hazard some branches are quite low and are encroaching on school property.