

## School Health and Safety Inspection Checklist

<b>Name of school:</b>	Ongar Place Primary School
<b>Persons involved:</b>	Joseph Cheney – Parent Governor Tracy Good – Head Teacher
<b>Date of inspection:</b>	14 <sup>TH</sup> February 2019

### 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?	√	
1.5	Is the perimeter fencing sound?	√	
1.6	Is play equipment well maintained and free from sharp edges or rough surfaces?	√	Random checks of play equipment and trim trail all in good order

### 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?	√	

<b>Section 3 – Evacuation</b>			
		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 1
3.5	Have extinguishers/alarm been serviced within last year?	√	Random checks showed recent servicing
3.6	Is the alarm audible?	√	

<b>Section 4 – Building Issues</b>			
		Yes/ No	Comments
4.1	Are floors and floor coverings in good condition?		See note 2
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?	√	See note 3
4.6	Do gutters, down-pipes and other fixtures appear sound?	√	
4.7	Do roof tiles appear secure?	√	
4.8	Are security systems adequate?	√	

**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?	√	
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?	√	
7.6	Are plugs and leads in good condition?	√	Random checks performed – no issues observed

7.7	Are socket outlets at least 1m away from running water?	√	
-----	---	---	--

### 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?	√	
8.3	Are first aid boxes adequately stocked?	√	See note 4
8.4	Are arrangements in place for safe disposal of body fluids and sharps?	√	
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?	√	See note 5
9.3	Are the facilities adequately inspected, cleaned, ventilated and lit?	√	See note 6
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?	√	See note 4
12.4	Do office staff have enough working space?	√	
12.5	Are all parts of the school maintained in a clean and tidy condition?	√	See notes 7, 8, 9 & 10
12.6	Are there adequate facilities for the safe storage and disposal of waste?	√	
12.7	Is pupil kitchen / cookery area clean and safe?	√	See note 11

## Additional notes:

1. A fire drill was rehearsed during lunch period, a recorded time of 4 minutes 4 seconds from setting alarm to completion of roll call.
  - Earlier in the inspection a single pupil was seen in the year 6 classroom (rest of class was at High Ashurst). It's noted that Mr Knott (yr 5 teacher) collected this lone pupil as part of the evacuation.

- o Is there a formal procedure to cover this scenario?

Site manager commented that he required more call point access & reset keys/tools

2. Carpet in year 3 by sliding partition was raised / trip hazard.

This has been seen and corrected in the past but due to the high wear this is a reoccurring issue. A permanent solution needs to be investigated (possible carpet tiles ?)

3. Year 3 teacher has commented that the disabled toilet within the school reception area needs the support rail raised in height.

<https://cae.org.uk/wp-content/uploads/2017/01/CAE-Managing-Accessible-Toilets-Factsheet-Jan-2017.pdf>

The above document indicates that horizontal handrails should be at a height of 680mm above floor.

This should be assessed to ensure it meets current requirements (bearing in mind that the school has wheelchair bound pupils and so must be suitable for their use as well)

4. Some chemicals (nail varnish remover) were observed on top of locked medicine cabinet. This was noted as an issue at last inspection.
5. Toilet/shower outside library near upright piano full of footballs / sports kit. This was also noted during the last visit.
6. Pupil toilets needing attention:
  - Yr 1 sinks and surrounding surfaces not very clean
  - Yr 4 toilet could do with a clean
  - Yr 5 toilet requires a “deep clean” (floor surrounding toilet heavily soiled)
7. Noted that multiple bins required emptying:
  - Front playground bins overfilled
  - Angela / Lisa office bin full
  - Yr 6 bin not recently emptied
8. Multiple classroom “store cupboards” were observed to be untidy and some were even inaccessible without “climbing over” items left on the floor
9. Area outside swimming pool entrance needs leaves being swept up + rubbish disposed of
10. Floor socket in library (towards rear right corner as viewed from door by school reception) had a broken cover
11. The drawer containing knives/sharps has a child-proof lock fitted but this had not been engaged.