

School Governors Health & Safety Monitoring Checklist

This checklist has been developed to help school governors monitor health and safety standards in their establishment and identify areas to address. It should be completed in conjunction with school management and used to monitor standards and compliance in school. It is recommended that the checklist is completed annually.

School Name:	
Name of Governor(s) & School Management Staff Completing the Checklist:	
Date:	

Have all action points from previous inspection been completed?	Yes	No	If No – Action – Responsibility – Timescale
Comments:			

Health & Safety Policy	Yes	No	Guidance / Standard
Is the School's Health and Safety Policy current, signed and dated by Head teacher and Chair of Governors, date of next planned review stated and communicated to staff?			<i>It should be reviewed annually and after significant changes. It should be signed by the Chair of Governors, the Headteacher and be dated. A copy should be readily available for consultation by all staff (e.g. on staff notice boards, or school intranet) and reference to it made in staff handbook. It should be referred to at induction.</i>
Comments:			

Health & Safety Information	Yes	No	Guidance / Standard
Are Health and Safety Law Posters completed and displayed?			All workplaces should display the poster in a prominent position in the workplace (office/staffroom) or alternatively provide a copy of the leaflet called 'Health and Safety Law' to every employee. http://www.hse.gov.uk/pubns/books/lawposter.htm
Copy of Certificate of Employers Liability Insurance displayed?			
Is Health & Safety a standard agenda items at Governor Meetings?			As important members in the school management structure, it is essential that Governors are aware of health and safety issues in school.
Is CLEAPSS Science and Technology Website used in school an made available to relevant staff? www.cleapss.org.uk			The Council subscribes to CLEAPSS on behalf of its schools (plus Academies/Free schools with an SLA with the Councils Occupational Safety Team). The CLEAPSS username and password changes every year. If the school does not have this, please contact the Occupational Safety Team or CLEAPSS direct.
Do all employees (teaching and non teaching) receive relevant information from school management regarding health and safety, and is there a process to inform them of changes?			This could be at meetings, by notice board, school intranet etc.
Comments:			

Risk Assessments	Yes	No	Guidance / Standard
Are risk assessments undertaken for all work activities and recorded in a retrievable format; control measures implemented; assessment findings communicated to staff and pupils that may be affected; also safe systems of work in place as necessary?			Details of risk assessments, and the control measures put in place, must be recorded and available for all staff to view. How is this achieved?
<p>The risk areas listed below are likely to affect schools, (high risk activities). There may be many more:</p> <ul style="list-style-type: none"> • Caretaking/Facilities Management • Cleaning Activities • Control of Contractors • Outdoor play activities 			<p>Arrangements to ensure suitable & sufficient risk assessments are undertaken must be stated in the H&S Policy.</p> <p>Occupational Health & Safety Team have a range of template risk assessments available and currently hold a list of potential assessments which should be in place</p>

<ul style="list-style-type: none"> • Dealing with Body fluids • Electricity/PAT • Exposure to discarded needles • Finger traps • Fire Risk Assessment • Working at Height / Ladders • Lone working • Lunchtime Supervision • Slips, trips, falls • Snow and ice 			
Comments:			

Accident / Incident Reporting Procedures	Yes	No	Guidance / Standard
Are procedures in place for reporting and investigating accidents and acts of violence to staff? Incident Report Form (IRF) used to report accidents and acts of violence to STC staff?			
Are accident reporting and investigation procedures in place for pupils and members of the public? Form AR2/3 used to report accidents to STC staff?			
Have accident statistics been shared with the Governing Body?			<i>This data should provide the number and types of accidents in school and the severity of the injuries.</i>
Comments:			

First Aid	Yes	No	Guidance / Standard
Are there sufficient certificated First Aiders/Appointed Persons available at all times work activities are being undertaken?			<i>Numbers should be determined by considering issues such as pupil numbers, premises layout (split sites etc.), sickness/holiday absence, and higher risk activities.</i>
Is there an adequate number of stocked first aid kits, (including provision for external visits) suitable for both staff, pupils and members of the public – and locations signed?			
Are staff aware how first aiders can be contacted?			<i>Posters around site etc.</i>

Comments:

Safe Access & Egress	Yes	No	Guidance / Standard
Can everyone reach their place of work safely, are corridors, walkways, staircases etc sound and free from risk of slip, trip or fall?			
Are routes of access free and clear of stored materials or waste?			
Are classrooms and access/egress routes sufficiently lit if work after dark is anticipated?			
Is lighting in place in car parks and on outside access/egress routes suitable and sufficient?			
Comments:			

Inspections / Work Equipment	Yes	No	Guidance / Standard
Daily inspections completed around the site and records kept?			<i>Inspection to ensure that the premises are in a safe condition before use. It should look for broken glass, windows, articles in the playground, evidence of drugs use and ensure that all emergency routes are available. A planned inspection route should be developed.</i>
Is there a formal inspection of ladders, step ladders and any other access equipment undertaken?			<i>These inspections can be undertaken in house by a member of staff who has completed appropriate training.</i>
Are staff trained in the use of ladders, access equipment?			
Is play equipment regularly inspected and documented? (All inspections and maintenance programmes should cover the whole play area and not just the play equipment or the impact absorbing surface. Fences, gates, seating and open areas of play should also be assessed.)			<i>Annual inspection is required.</i>
Machinery and equipment in technology rooms have safety devices fitted and working?			
Is appropriate personal protective equipment provided where required?			
Have staff and students been trained to use the equipment and has this training been recorded?			

Are the statutory inspections of Lifts, Hoists and Lifting Equipment undertaken?			<i>Lifts and lifting equipment must be properly serviced and inspected to meet the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Equipment for lifting people to be examined at least every six months; other lifting equipment examined at least every 12 months</i>
Comments:			

Workplace and Welfare (Walkaround site)	Yes	No	Guidance / Standard
Are play areas free from potholes and other structural defects?			
Are all surface drains free running to prevent flooding to school property?			
Pathways free from cracks – tripping hazards?			
Is the perimeter fencing in good repair?			
Is the roof of the building in good order and free from the ingress of water? Do not attempt to climb on to the roof or any other area to check the roof.			
Are caretakers and cleaners cupboards locked during opening hours and a system of controlled access adopted?			
Are boiler houses and electrical cupboards locked at all times and suitably signed to warn of the hazards?			
Are security systems in place to prevent unauthorised entry?			
Is classroom furniture free from defects and set out so as not to cause an obstruction			
Are toilets and washrooms free from defects?			
Are dining areas free from defects?			
Are inspection and maintenance procedures in place for the Catering Facilities on site?			
Comments:			

Hazardous Substances / COSHH	Yes	No	Guidance / Standard
Are all harmful materials (including cleaning materials) identified, correctly labelled, handled, used, transported and securely stored?			
Are the findings of COSHH assessments for all harmful substances communicated to staff and pupils?			
Are identified control measures implemented for harmful substances in use?			
Comments:			

Asbestos Management	Yes	No	Guidance / Standard
Is there an up to date Management Plan and Survey on site?			<i>This should be readily available for consultation in order to establish the location of any asbestos in the building.</i>
Is asbestos controlled and managed effectively?			
Is someone appointed to monitor and report any work or changes to asbestos?			
Is asbestos information shared with all who require it?			<i>School procedures should ensure that contractors are made aware of the location of any asbestos prior to work commencing. Signatures should be obtained to verify that contractors have been shown the Asbestos Register and are therefore aware of its location.</i>
Comments:			

Gas Safety	Yes	No	Guidance / Standard
Are gas appliances (inc. Heating System Boilers) serviced annually by a competent Gas Safe Registered engineer and certificate available?			
Comments:			

Water Management / Legionella	Yes	No	Guidance / Standard
Has a risk assessment (to BS 8580-1:2019) and water management plan been completed and reviewed every 2 years?			
Is the water systems monitored regularly (monthly) and cleaned and disinfected, as required, to ensure compliance and records available?			
Comments:			

Fire Safety	Yes	No	Guidance / Standard
Has a Fire Risk Assessment been completed and reviewed within the past 12 months or after significant change and forwarded to the Fire Safety Officer?			
Are Fire Action Notices displayed in school?			<i>Fire Action Notices should be displayed around the premises indicating the action to take in the event of fire. These can be purchased from signs & labels companies.</i>
Is the fire alarm tested weekly and recorded?			
Is an evacuation of the premises undertaken termly and recorded?			
Have the fire alarm, emergency lighting and fire extinguishers been serviced within the last 12 months and records available?			
Comments:			

Electricity	Yes	No	Guidance / Standard
Have all portable electrical appliances been PAT tested and records available?			
Has the school fixed electrical installation system been tested in the last 5 years and certificate available?			
Comments:			

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Selection and Control of Construction and Contractors	Yes	No	Guidance / Standard
Is there a system used to select, check competence and control contractors?			<i>This could be by using local authority approved contractors and system.</i>
Are Health & Safety issues identified, discussed and recorded at 'pre works' meetings with the contractors?			<i>School involved in regular meetings with contractors working on site.</i>
Comments:			

Training	Yes	No	Guidance / Standard
Has suitable and sufficient H&S training been completed for all staff and recorded?			
<i>Training which should be considered:</i>			
Health & Safety Induction			
Fire Safety procedures			
Asbestos Awareness			
Ladder Safety / Working at height			
First Aid			
Educational Visits Coordinator			
Comments:			

Educational Visits	Yes	No	Guidance / Standard
Does School follow the Educational Visits & Adventurous Activities Policy and use the Evolve system?			<i>This policy automatically applies to STC maintained schools and STC departments, as well as all other organisations that adopt this policy through a Service Level Agreement (SLA).</i>
Is there an appointed Educational Visits Coordinator (EVC) in place?			
Have all staff received training relating to educational visits?			<i>This could be a session run by the school EVC</i>
Comments:			



Vehicle Safety	Yes	No	Guidance / Standard
Are vehicle movements on site managed in a safe way?			<i>Traffic routes must be suitable for the people and vehicles using them. See https://www.hse.gov.uk/workplace/transport/sitelayout.htm</i>
Do staff drive whilst 'at work'? If 'yes' are appropriate checks undertaken?			<i>Suitable arrangements are required to manage the risks associated with work related driving i.e. to ensure staff are suitably trained, qualified, insured and fit to drive; vehicles are suitable and safe; risk assessments are undertaken. Records must be kept.</i>
Comments:			

Any Further Comments / Observations:

Name:		Designation:	
Signed:		Date:	

Approved by Governors: February 2024

Date of next review by Governors: February 2025