|  |  |
| --- | --- |
|  |  |



**Health and Safety checklist for**

**classrooms**

**How this checklist can help you**

Health and safety in a school is about taking a sensible and proportionate approach to ensure the premises provide a healthy and safe place for all who use them, including the school workforce, visitors and pupils.

Because written risk assessments are not required for every classroom activity, this checklist is being made available for use as required. It is not mandatory, but is intended as a helpful tool.

Members of staff can use this checklist to help ensure ordinary classrooms meet minimum health and safety standards. However, the results and findings from completed checklists will provide a useful resource to the school management team when reviewing their whole-school risk assessments.

**Using the checklist**

This checklist covers the most common areas of concern/risk in ordinary classrooms, but is not exhaustive. If necessary add in additional lines or elements/activities as required based on local knowledge and operational use and risks.

|  |  |  |  |
| --- | --- | --- | --- |
| **Questions you should ask:** | **Yes** | **Further action needed** | **N/A** |
| **Movement around the classroom (slips and trips)** | Is the internal flooring in a good condition? |   |   |   |
| Are there any changes in floor level or type of flooring that need to be highlighted? |   |   |   |
| Are gangways between desks kept clear? |   |   |   |
| Are trailing electrical leads/cables prevented wherever possible? |   |   |   |
| Is lighting bright enough to allow safe access and exit? |   |   |   |
| Are procedures in place to deal with spillages, eg water, blood from cuts? |   |   |   |
| For stand-alone classrooms:* Are access steps or ramps properly maintained?
* Are access stairs or ramps provided with handrails?
 |   |   |   |
| **Work at height (falls)** | Do you have an ‘elephant-foot’ stepstool or stepladder available for use where necessary? |   |   |   |
| Is a window-opener provided for opening high-level windows? |   |   |   |
| **Furniture and fixtures** | Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving? |   |   |   |
| Is furniture in good repair and suitable for the size of the user, whether adult or child? |   |   |   |
| Is portable equipment stable, eg a TV set on a suitable trolley? |   |   |   |
| Where window restrictors are fitted to upper-floor windows, are they in good working order? |   |   |   |
| Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people? |   |   |   |
| **Manual handling** | Have trolleys or other aids been provided for moving heavy objects, eg computers? |   |   |   |
| **Computers and similar equipment** | If you use computers as part of your job, has a workstation assessment been completed? |   |   |   |
| Have pupils been advised about good practice when using computers? |   |   |   |
| **Electrical****equipment and services** | Are fixed electrical switches and plug sockets in good repair? |   |   |   |
| Are all plugs and cables in good repair? |   |   |   |
| Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it’s safe to use? (There may be a sticker to show it has been tested.) |   |   |   |
| Has any damaged electrical equipment been taken out of service or replaced? |   |   |   |
| **Asbestos** | If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you? |   |   |   |
| Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos? |   |   |   |
| **Fire** | If there are fire exit doors in the classroom, are they:* unobstructed;
* kept unlocked; and
* easy to open from the inside?
 |   |   |   |
| Is fire-fighting equipment in place in the classroom? |   |   |   |
| Is fire signage clearly visible and not covered by anything e.g. hanging displays? |   |   |   |
| Are fire evacuation procedures clearly displayed? |   |   |   |
| Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children? |  |  |  |
| **Workplace (ventilation and heating)** | Does the room have natural ventilation? |   |   |   |
| Can a reasonable room temperature be maintained during use of the classroom? |   |   |   |
| Are measures in place, for example blinds, to protect from glare and heat from the sun? |   |   |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional issues** | **Yes** | **Further action needed** | **N/A** |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|  |  |  |  |  |

**Further action needed**

|  |  |
| --- | --- |
| **Hazards noted:** |  **Action taken and when:** |
|  |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|  |   |

|  |  |  |
| --- | --- | --- |
| Name and position |  Signature:  | Date: |
| Location/name of classroom |