****

|  |  |
| --- | --- |
| **Document name:** | **Suffolk Schools’ SHaW self-audit – completion template** |
| **Name of school:** |  |
| **Date of audit:** |  |
| **Staff involved in the audit (name and job title):** |  |
| **Premises Responsible Person:** |  |
| **Date for audit review:** |  |
| **Property Advisor (name):** |  |
| **Headteacher / Chair of Governor sign-off for completion:** | Headteacher:  Chair of Governors: |

**Record of section undertaken, and actions completed:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section number** | **Section name** | **Date audited** | **Date(s) actions completed** |
| **1.0** | [**Policies, procedures and the law**](#_1.0_Policies,_Procedures) |  |  |
| **2.0** | [**Monitoring and Inspections (in-house and professional)**](#_2.0_Monitoring_and) |  |  |
| **3.0** | [**Risk Assessment, Safe Systems of Work and Procedures**](#_3.0_Risk_Assessment,) |  |  |
| **4.0** | [**Training for Staff, Volunteers and Governors**](#_4.0_Training_for) |  |  |
| **5.0** | [**Staff Health, Wellbeing and Welfare**](#_5.0_Staff_Health,) |  |  |
| **6.0** | [**Premises and Grounds Safety**](#_6.0_Premises_and) |  |  |
| **7.0** | [**Incidents, Reporting, First Aid and Supporting Children with Medical Needs**](#_7.0__Incidents,) |  |  |
| **8.0** | [**Fire Hazards and Controls / Prevention Methods**](#_8.0__Fire) |  |  |
| **9.0** | [**General Areas**](#_9.0__General) |  |  |
| **Comments on sections if required:** | | | |

**Suffolk Schools’ Safety, Health and Wellbeing Self-audit**

# 1.0 Policies, Procedures and the Law

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q no.** | **Question** | **YES / NO / NA** | **Last document review or inspection date (as relevant)** | **Next document review or inspection date (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **1.1** | Do you have a school specific health and safety policy which has been reviewed within the last 12 months? |  |  |  |  |  |  |  |
| **1.2** | Do you display your SHaW Statement of Intent? |  |  |  |  |  |  |  |
| **1.3** | Do you have written health and safety procedures / safe systems of work? |  |  |  |  |  |  |  |
| **1.4** | Have you got a ***system*** to ensure new or updated policies and procedures are brought to the attention of ALL staff? |  |  |  |  |  |  |  |
| **1.5** | Do you follow the Nine Term Plan (9TP)? |  |  |  |  |  |  |  |
| **1.6** | Is the Health and Safety Law leaflet (by the HSE) available to staff or do you have the HSE poster (filled in) in a prominent place for staff to see? |  |  |  |  |  |  |  |
| **1.7** | Is the Employer's Liability and Public Liability (insurance) notice clearly displayed and in date? |  |  |  |  |  |  |  |
| **1.8** | Do you, or the Governing Body, keep records of school health and safety meetings? |  |  |  |  |  |  |  |
| **1.9** | Do you have a school-specific Business Continuity Plan? |  |  |  |  |  |  |  |
| **1.10** | Do you have a dedicated notice board for SHaW information? |  |  |  |  |  |  |  |
| **Extra notes:**  ***(expandable text box)*** | |  | | | | | | |

# 

# 2.0 Monitoring and Inspections (in-house and professional)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **2.1** | Do you have a monitoring and inspection regime for all **in-house** checks? |  |  |  |  |  |  |  |
| **2.2** | Do you have an inspection regime / process for checks by **external professionals**? |  |  |  |  |  |  |  |
| **2.3** | Are **all** checks, inspections and / or monitoring logged, and followed up if actions are required? |  |  |  |  |  |  |  |
| **2.4** | If asbestos is present in the school, are arrangements in place to periodically check that all areas are in good condition and without damage? |  |  |  |  |  |  |  |
| **2.5** | Do you use the HSE's classroom checklist in ALL classrooms? |  |  |  |  |  |  |  |
| **2.6** | Is all equipment used for lifting people (including hoists, elevators and mobile elevated work platforms etc), professionally inspected by a competent person every six months? |  |  |  |  |  |  |  |
| **2.7** | Is all machinery used for lifting inanimate objects professionally inspected every twelve months? |  |  |  |  |  |  |  |
| **2.8** | Do you have procedures for staff to check person lifting equipment (including visual checks on slings) before every use? |  |  |  |  |  |  |  |
| **2.9** | Is all portable electrical equipment subject to regular testing in accordance with the HSE and SCC guidelines (PAT)? |  |  |  |  |  |  |  |
| **2.10** | What was the date of the last "five year inspection" of fixed electrical installation(s), and do you have a record of this? |  |  |  |  |  |  |  |
| **2.11** | Is all gas equipment serviced annually by an engineer who is qualified and registered on the national scheme? Give the last date if applicable. |  |  |  |  |  |  |  |
| **2.12** | What was the date of the last annual inspection of gas or oil fired boilers, including any boilers in caretaker's accommodation and other non-teaching buildings associated with the school? |  |  |  |  |  |  |  |
| **2.13** | If you have any other method of heating or electrical source not covered above, give the date of the last inspection and make any notes accordingly. |  |  |  |  |  |  |  |
| **2.14** | Is local exhaust ventilation equipment (LEV) subject to at least an annual thorough inspection and test, and are all LEV labelled with a pass or fail sticker? |  |  |  |  |  |  |  |
| **2.15** | Is the ventilation equipment (especially over cookers), cleaned on a regular basis to remove grease and other debris, and is this recorded? |  |  |  |  |  |  |  |
| **2.16** | When was the last inspection of water tanks? |  |  |  |  |  |  |  |
| **2.17** | When was the last water hygiene / quality check? |  |  |  |  |  |  |  |
| **2.18** | When was the last annual inspection of **PE equipment** (indoor and out), undertaken by a competent specialist? |  |  |  |  |  |  |  |
| **2.19** | Are all goals / netball posts (etc) suitably fixed to prevent them from tipping over and / or being pulled over inadvertently? |  |  |  |  |  |  |  |
| **2.20** | When was the last annual inspection of **outdoor play equipment** undertaken by a **competent** specialist? |  |  |  |  |  |  |  |
| **2.21** | Is all play **AND** PE equipment visually checked on a regular basis by school staff, and actions undertaken to remedy any problems? |  |  |  |  |  |  |  |
| **2.22** | Do you ensure regular checks on your swimming pool - both water hygiene and general premises safety measures? Do you check your water safety equipment including life saving devices and pool hoists? |  |  |  |  |  |  |  |
| **2.23** | Do you have arrangements in place for the assessment of trees on your site? |  |  |  |  |  |  |  |
| **2.24** | If you let or hire your own halls or rooms out, are these checked regularly and a record of those checks made? |  |  |  |  |  |  |  |
| **2.25** | Is your lettings policy fit for purpose and contains all relevant health and safety requirements? |  |  |  |  |  |  |  |
| **2.26** | Have you checked that your insurance covers hiring rooms / halls out? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |

# 

# 3.0 Risk Assessment, Safe Systems of Work and Procedures

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **3.1** | Do you risk assess all your activities at the school? |  |  |  |  |  |  |  |
| **3.2** | Do you follow the risk assessment topic guidance on Suffolk Learning? |  |  |  |  |  |  |  |
| **3.2** | Have you carried out a general premises risk assessment that includes all areas of the grounds and buildings? |  |  |  |  |  |  |  |
| **3.4** | Do you follow the risk assessment guidance via CLEAPSS, AfPE and other recommended sources of information provided and promoted by CYP and Suffolk County Council? |  |  |  |  |  |  |  |
| **3.5** | Do you subscribe to EVOLVE (school trip risk monitoring service)? |  |  |  |  |  |  |  |
| **3.6** | Do you write risk assessments for educational visits and school trips - both 'local' and 'adventurous' visits? |  |  |  |  |  |  |  |
| **3.7** | When was the risk assessment for water testing and legionella last reviewed? |  |  |  |  |  |  |  |
| **3.8** | Has vehicle movement on the school site been risk assessed? |  |  |  |  |  |  |  |
| **3.9** | Have specific risk assessments been completed for working at height? |  |  |  |  |  |  |  |
| **3.10** | Have risk assessments been carried out for chemicals and substances hazardous to health (CoSHH) which are held on the premises? |  |  |  |  |  |  |  |
| **3.11** | Do you conduct expectant or new mother risk assessments when relevant? |  |  |  |  |  |  |  |
| **3.12** | Have risk assessments been completed for sports activities where necessary? |  |  |  |  |  |  |  |
| **3.13** | Are Display Screen Equipment (DSE) / workstation assessments carried out and followed up if required via Occupational Health? |  |  |  |  |  |  |  |
| **3.14** | Have risk assessments been completed for manual handling activities? |  |  |  |  |  |  |  |
| **3.15** | Are all your risk assessments regularly reviewed - i.e., at least annually or following significant change or an incident? |  |  |  |  |  |  |  |
| **3.16** | Can you prove that your staff have read and understood your school's risk assessments? |  |  |  |  |  |  |  |
| **3.17** | If relevant, do you have a risk assessment for confined spaces? |  |  |  |  |  |  |  |
| **3.18** | If required, are you familiar with Hot Work Permits and risk assessments? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |

# 

# 4.0 Training for Staff, Volunteers and Governors

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **4.1** | Do all staff receive a school induction which includes basic health and safety information? |  |  |  |  |  |  |  |
| **4.2** | Has the school leadership team and governing body been trained in health and safety management within the last 3 years? |  |  |  |  |  |  |  |
| **4.3** | Is the Senior Leadership Team trained in Premises Management? |  |  |  |  |  |  |  |
| **4.4** | If you have caretaking staff, are they trained in Premises Management? |  |  |  |  |  |  |  |
| **4.5** | Has your Governor Health and Safety Lead attended 'Named Governor Health and Safety' training? |  |  |  |  |  |  |  |
| **4.6** | Do you record staff competencies in relation to Health and Safety? |  |  |  |  |  |  |  |
| **4.7** | Are all your staff trained in health and safety if it is dictated by their role or by present risks? |  |  |  |  |  |  |  |
| **4.8** | Have all staff who prepare food undertaken suitable training in food hygiene? |  |  |  |  |  |  |  |
| **4.9** | Are relevant staff trained in Positive Behaviour Management and associated de-escalation techniques? |  |  |  |  |  |  |  |
| **4.10** | Are those staff members who teach **and** supervise swimming lessons appropriately trained? |  |  |  |  |  |  |  |
| **4.11** | Are those staff who co-ordinate school visits and trips trained via EVOLVE (EVC training)? |  |  |  |  |  |  |  |
| **4.12** | Are relevant staff trained in Working at Height? |  |  |  |  |  |  |  |
| **4.13** | Do all staff have the opportunity to refresh their training, specific to the topic? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |

# 

# 5.0 Staff Health, Wellbeing and Welfare

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **5.1** | Do you monitor the levels of stress at work within your school? |  |  |  |  |  |  |  |
| **5.2** | Do you buy into an Employee Assistance Programme (EAP) and associated Occupational Health Programme? |  |  |  |  |  |  |  |
| **5.3** | Does your school have a buddy or mentor programme for new staff? |  |  |  |  |  |  |  |
| **5.4** | Does your school have a formal 'Return to Work' programme for those returning from sick leave? |  |  |  |  |  |  |  |
| **5.5** | Are the Senior Leadership Team and any other relevant staff trained in Positive Mental Health management? |  |  |  |  |  |  |  |
| **5.6** | Have you considered having Mental Health First Aiders within your school? |  |  |  |  |  |  |  |
| **5.7** | Is Health and Safety discussed at supervision or 121 sessions? |  |  |  |  |  |  |  |
| **5.8** | Is staff wellbeing discussed at supervision or 121 sessions? |  |  |  |  |  |  |  |
| **5.9** | Do staff have a private area in which to rest and eat when on breaks? |  |  |  |  |  |  |  |
| **5.10** | Do staff have adequate toilet and washing facilities which comply with legislation? |  |  |  |  |  |  |  |
| **5.11** | Do the pupils have access to Mental Health First Aiders (Youth) or a confidential counselling service? |  |  |  |  |  |  |  |
| **5.12** | Is there adequate storage for staff personal items which is safe and secure? |  |  |  |  |  |  |  |
| **5.13** | Do the pupils have adequate toilet, changing and washing facilities which comply with the legislation? |  |  |  |  |  |  |  |
| **5.14** | Are equipment, clothing and tools etc. which are issued to staff, in good condition (e.g., handyperson overalls and tools)? |  |  |  |  |  |  |  |
| **5.15** | If personal protective equipment (PPE) is needed for tasks, is it readily available for use and does it conform to current standards? |  |  |  |  |  |  |  |
| **5.16** | Is the PPE provided in good condition, and is it actually being used? |  |  |  |  |  |  |  |
| **5.17** | Is a suitable temperature being maintained throughout the premises, appropriate for the activities being undertaken? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |

# 6.0 Premises and Grounds Safety

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **6.1** | Do you operate a robust signing in process for all visitors? |  |  |  |  |  |  |  |
| **6.2** | Do you operate a robust signing in procedure for all contractors / maintenance staff who are working on the building? |  |  |  |  |  |  |  |
| **6.3** | Is the asbestos survey report readily available to any person who needs to view it? Is it clear that it is being used ? |  |  |  |  |  |  |  |
| **6.4** | Do all staff know where asbestos is contained in the school, and how to report any damage to the fabric of the building? |  |  |  |  |  |  |  |
| **6.5** | Is a Health & Safety File for new building work in place and being maintained? |  |  |  |  |  |  |  |
| **6.6** | Has the school undertaken the SCC / Suffolk Constabulary School Site Security Guidance and Self-Assessment? |  |  |  |  |  |  |  |
| **6.7** | Do all stairs and landings have satisfactory handrails which are in good condition? |  |  |  |  |  |  |  |
| **6.8** | Are the floors and floor coverings in good condition, not slippery, or in a condition likely to cause tripping? |  |  |  |  |  |  |  |
| **6.9** | Are steps, changes of level and pavement edges adequately lit and highlighted to make them more visible, particularly when it's dark? |  |  |  |  |  |  |  |
| **6.10** | Does your school adhere to the Water Hygiene Management Plan? |  |  |  |  |  |  |  |
| **6.11** | Are all waste materials removed from site regularly so as not to create a health, fire or other safety hazard? Is all waste / recycling kept securely, in locked bins secured away from the building? |  |  |  |  |  |  |  |
| **6.12** | Do you have a register for hazardous / special / controlled waste (such as asbestos materials) when it's removed from site? Or, are details entered on a job file? |  |  |  |  |  |  |  |
| **6.13** | For hazardous waste, has a transfer note been used; the waste quantified and described; a licensed carrier used; and the waste transported to an authorised facility? |  |  |  |  |  |  |  |
| **6.14** | Are all the light switches suitable and does the lighting work correctly in all areas of the premises? |  |  |  |  |  |  |  |
| **6.15** | Are blind cords **easily** breakable in an emergency or suitably wound round cleats away from children's reach? |  |  |  |  |  |  |  |
| **6.16** | Are windows **appropriately** accessible, open easily and are they in good condition? |  |  |  |  |  |  |  |
| **6.17** | Are window restrictors fitted - essential for anything above ground level and recommended where risk assessment shows it's necessary? |  |  |  |  |  |  |  |
| **6.18** | Are seating and worktables / benches checked periodically for stability? |  |  |  |  |  |  |  |
| **6.19** | Are flat roofs marked as fragile if applicable? |  |  |  |  |  |  |  |
| **6.20** | Are skylights / rooflights secure in their fixings and not compromised by adverse weather? |  |  |  |  |  |  |  |
| **6.21** | Are your confined spaces marked up and are contractors aware of them if they need to work there? |  |  |  |  |  |  |  |
| **6.22** | Are playing pitch surfaces and other play areas free from materials which may cause harm (including trip hazards and holes)? |  |  |  |  |  |  |  |
| **6.23** | Are all play equipment items sited on an appropriate surface which is in good condition (safety surface if necessary)? |  |  |  |  |  |  |  |
| **6.24** | Do you routinely check the condition of timber decking? |  |  |  |  |  |  |  |
| **6.25** | If you have a pond, is it adequately fenced so that access is controlled? |  |  |  |  |  |  |  |
| **6.26** | Are all doors to switch rooms, risers and plant rooms normally locked and access restricted only to staff and contractors who need to access the plant? |  |  |  |  |  |  |  |
| **6.27** | If playground or pedestrian areas are also used by vehicles, is there suitable supervision, fencing, marking or signing? |  |  |  |  |  |  |  |
| **6.28** | Is perimeter fencing and internal fencing secure and in good condition? |  |  |  |  |  |  |  |
| **6.29** | Are spiked railings either made safe by blunting, covering or removing the spikes? |  |  |  |  |  |  |  |
| **6.30** | Is the overall condition of the kitchen / catering area satisfactory? |  |  |  |  |  |  |  |
| **6.31** | Do you have a school specific lock-down procedure? |  |  |  |  |  |  |  |
| **6.32** | Do you have a school specific bomb threat procedure? |  |  |  |  |  |  |  |
| **6.33** | Do you practice your emergency procedures and how often? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |

# 

# 7.0 Incidents, Reporting, First Aid and Supporting Children with Medical Needs

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **7.1** | Does the school report relevant incidents to the correct H&S SCC email address within the recommended timespan? |  |  |  |  |  |  |  |
| **7.2** | Does the school keep a record of less significant incidents in-house? |  |  |  |  |  |  |  |
| **7.3** | Do you ensure your Schools' Health and Safety Advisor is quickly advised of RIDDOR reportable incidents? |  |  |  |  |  |  |  |
| **7.4** | When a pupil injury occurs, do you have a means to contact parents or carers as necessary? |  |  |  |  |  |  |  |
| **7.5** | Are all incidents appropriately investigated (to the level of significance), with a review of working procedures, risk assessments and identifying actions to take to prevent a recurrence of the incident? |  |  |  |  |  |  |  |
| **7.6** | Are all incident investigation documents (including copies of incident report forms) kept securely in line with GDPR? |  |  |  |  |  |  |  |
| **7.7** | Are there adequate numbers of suitably trained first aiders? |  |  |  |  |  |  |  |
| **7.8** | Do you have the need to have staff trained in 'extra' first aid competencies (e.g., EpiPen, Paediatric)? |  |  |  |  |  |  |  |
| **7.9** | Are there unobstructed and clear First Aider notices? |  |  |  |  |  |  |  |
| **7.10** | Are all first aid kits appropriately stocked and periodically checked? |  |  |  |  |  |  |  |
| **7.11** | Are the first aid kits clearly labelled and out of reach of pupils? |  |  |  |  |  |  |  |
| **7.12** | Do you consider the allocation of first aiders on school trips / visits and therefore ensure that enough first aiders remain in school AND accompany the trip? |  |  |  |  |  |  |  |
| **7.13** | Are electric shock placards displayed in main switch/intake rooms, lift plant rooms etc? |  |  |  |  |  |  |  |
| **7.14** | Does the school have a suitable area to treat injured pupils or staff (consider privacy and infection control)? |  |  |  |  |  |  |  |
| **7.15** | Does the storage, recording and administration of medication comply with DfE guidelines? |  |  |  |  |  |  |  |
| **7.16** | If you have controlled drugs on site, are these stored in line with DfE / NHS guidance? |  |  |  |  |  |  |  |
| **7.17** | Do you have a system for checking the list of "Medical Devices Alerts" from the Medicines and Healthcare Products Regulatory Agency? |  |  |  |  |  |  |  |
| **7.18** | Does the school have means to store spare inhalers and EpiPens as required? |  |  |  |  |  |  |  |
| **7.19** | Are all staff aware of the Public Health infection control guidance in terms of children remaining off school and notifiable conditions? |  |  |  |  |  |  |  |
| **7.20** | Does the school comply with national and local guidance where the country faces a health crisis / pandemic? |  |  |  |  |  |  |  |
| **7.21** | Do you have a robust and reviewed policy for supporting pupils with medical needs? |  |  |  |  |  |  |  |
| **7.22** | Is your policy readily accessible to parents / carers and staff? |  |  |  |  |  |  |  |
| **7.23** | Are all pupils' Individual Healthcare Plans (IHPs) supported and reviewed at least annually, or more frequently if the pupil’s condition is unstable or their medication changes? |  |  |  |  |  |  |  |
| **7.24** | Are relevant staff trained to ensure that pupils with IHPs are supported appropriately? |  |  |  |  |  |  |  |
| **7.25** | Is there an appropriate place within the school to conduct intimate care needs? |  |  |  |  |  |  |  |
| **7.26** | Do you have processes for when an employee or pupil has a temporary illness or injury which may impact upon their daily life? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |

# 8.0 Fire Hazards and Controls / Prevention Methods

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **8.1** | Has a fire risk assessment (FRA) been completed by a competent person, and is it reviewed annually? |  |  |  |  |  |  |  |
| **8.2** | Do you use the Suffolk Fire and Rescue Service (SFRS) log book to record all your **local** and **professional** checks and inspections? |  |  |  |  |  |  |  |
| **8.3** | Do you carry out fire drills at least termly? |  |  |  |  |  |  |  |
| **8.4** | Are emergency evacuation drills recorded in the log book? |  |  |  |  |  |  |  |
| **8.5** | Are fire escape routes free from obstruction? |  |  |  |  |  |  |  |
| **8.6** | Are all fire exits unlocked and easily opened for speedy egress? |  |  |  |  |  |  |  |
| **8.7** | If you have concerns about children absconding through fire exit doors, have you carried out measures to ensure the safety of those children AND the safety of all people on the premises if evacuation is needed? |  |  |  |  |  |  |  |
| **8.8** | Does everyone who needs a Personal Emergency Evacuation Plan have one, and is it still relevant? |  |  |  |  |  |  |  |
| **8.9** | Are your means of escape suitable for those people with disabilities or temporary conditions? |  |  |  |  |  |  |  |
| **8.10** | Do all fire doors **close** properly and have no more than the maximum gap if double doors? |  |  |  |  |  |  |  |
| **8.11** | Do all fire doors **work** correctly & are closers present and functioning properly? |  |  |  |  |  |  |  |
| **8.12** | Are fire call points and extinguishers clearly signed? |  |  |  |  |  |  |  |
| **8.13** | Are fire exit signs placed so that escape routes can be seen easily from any location in the building? |  |  |  |  |  |  |  |
| **8.14** | Are fire assembly point signs clear? |  |  |  |  |  |  |  |
| **8.15** | Are Emergency Fire Evacuation Procedures or maps displayed clearly?  Are your Fire Action signs clearly displayed? |  |  |  |  |  |  |  |
| **8.16** | Are all curtains, blinds and furniture made of fire resistant material or have they been proofed within the recommended period for the substance used? |  |  |  |  |  |  |  |
| **8.17** | Are all CoSHH products stored appropriately? |  |  |  |  |  |  |  |
| **8.18** | Are all electrical socket outlets in good condition? |  |  |  |  |  |  |  |
| **8.19** | Are items of electrical equipment **visually** inspected before each use? |  |  |  |  |  |  |  |
| **8.20** | Is the use of extension cables minimised, and definitely NOT 'daisy chained'? |  |  |  |  |  |  |  |
| **8.21** | Is your school adhering to the SCC H&S 2016 alert regarding socket covers? |  |  |  |  |  |  |  |
| **8.22** | Are all portable appliances tested within the timescale advised (PAT Testing)? |  |  |  |  |  |  |  |
| **8.23** | If an oil tank is in use, is the tank bund in good condition and clear of rubbish and flammable items? |  |  |  |  |  |  |  |
| **8.24** | If applicable, is the flammable gas cylinder storage area free from weeds and combustible material? |  |  |  |  |  |  |  |
| **8.25** | Are kitchen staff trained to deal with fire? |  |  |  |  |  |  |  |
| **8.26** | If it is necessary to store items on wall shelving, are the items at least 30cm away from the ceiling? |  |  |  |  |  |  |  |
| **8.27** | Are all openings, holes and joints in walls or ceilings fire stopped? |  |  |  |  |  |  |  |
| **8.28** | Have you considered the likelihood of malicious use of fire warning equipment or fire extinguishing equipment? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |

# 9.0 General Areas

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **Q. no.** | **Question** | **YES / NO / NA** | **Document or inspection last date (as relevant)** | **Document or inspection review date due (as relevant)** | **Evidence to back up ‘yes’ or ‘no’ answers** | **What more do we need to do?** | **When do we need to do it by?** | **Completed (date, name and signature)** |
| **9.1** | What method of alert is used for starting sports races, instead of a blank starting pistol? |  |  |  |  |  |  |  |
| **9.2** | Are dangerous parts of machinery in the school adequately and suitably guarded? Are these suitably inspected at appropriate intervals? |  |  |  |  |  |  |  |
| **9.3** | Are arrangements in place to ensure that any hazardous materials or articles are not left unattended in classrooms in reach of children and young people? |  |  |  |  |  |  |  |
| **9.4** | Are there risks of falls or falling objects (e.g. high level storage areas, gutter clearing, retrieval of articles from roofs etc)? |  |  |  |  |  |  |  |
| **9.5** | Are doors and gates suitable and fitted with necessary safety devices including closers, hinge protectors, ‘child proof’ latches etc (where appropriate)? |  |  |  |  |  |  |  |
| **9.6** | If provided, are drinking water fountains suitably sited, cleaned and maintained? |  |  |  |  |  |  |  |
| **9.7** | If water cannisters are provided are measures in place to ensure spillages are cleared as quickly as possible? |  |  |  |  |  |  |  |
| **9.8** | Are all chemicals stored in their correct containers? |  |  |  |  |  |  |  |
| **9.9** | Are the chemical containers being stored correctly? |  |  |  |  |  |  |  |
| **Extra Notes:** | |  | | | | | | |