**General (schools) H&S workplace inspection checklist (SWPI)**

**Introduction:**

Under the Health and Safety at Work etc. Act 1974, Suffolk County Council (as the employer of maintained school staff) must take reasonable steps to ensure that staff, pupils, contractors and visitors are not exposed to risks to their health and safety. This applies to workplace activities on or off school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

* assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment
* introduce measures to manage those risks (risk management)
* tell their employees about the risks and measures to be taken to manage the risks, and
* ensure that adequate training is given to employees on health and safety matters.

A member of the senior leadership team in each school will take on the role of Premises Responsible Person / Premises Manager, and it is via this person that SCC looks to, to assess and manage local risks (usually in conjunction with their senior colleagues). This basic checklist is a good start to be able to assess premises risks within your school. More in-depth checks will be undertaken by your Property Advisor during their three annual planned visits to carry out a Condition Survey, specialist inspections for water hygiene or assessments for fire risk and precautions (dependent on which service schools buy). **It should not be forgotten that ALL staff members have a legal responsibility in terms of their own, and their colleagues’ safety, so workplace inspections can be everyone’s role.**

**The checklist:**

This is **not** a health and safety **audit.** Audits will either be conducted by your Health and Safety Advisor or a school’s Premises Manager via the ‘self-audits’ coming out in the academic year 2017-18. **Audits** will include scrutiny of staff training, safety records, paperwork and documents, including policies and procedures, risk assessments, and local plans.

This checklist is designed for school staff to check the **basic** health and safety aspects of a school premises. As a staff member, Business Manager or Headteacher in your school, you know the premises best, and therefore will be able to add items to this checklist as required. This basic checklist does not consider specialist classes such as science, art, DT, etc. Specific checklists and assessments can be found for those via CLEAPSS at <http://science.cleapss.org.uk/> for science, <http://primary.cleapss.org.uk/> for primary schools, and <http://dt.cleapss.org.uk/> for Design and Tech, nor does it consider some topics in depth (e.g., fire or water hygiene), which is covered by other local checks and robust assessments.

Any concerns on standards you should be meeting with regards to this checklist, please contact your Health and Safety Advisor at [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk) or see the Suffolk Learning H&S pages at: <http://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing>

It is recommended that this checklist should be completed at the termly, and then the appropriate areas ***reviewed*** at the following intervals:

1. If there has been a significant incident relating from a premises fault
2. Where there has been significant building works (i.e., new build / conversion / rerouting of fire plans)
3. Where there is a significant change in building use (i.e., a hall is now used for classroom purposes)
4. If you hire out your premises in the holidays to clubs / societies.

Keep a record of the checks. If you are concerned about building issues, contact your Property Advisor for assistance.

**Who can use this form?**

Any school, irrespective of type, can use this form. If an area doesn’t apply, simply state ‘NA’ in the column named ‘Acceptable’. If there are any areas which are specific to your school premises that you want to add on, please do so.

What do I do with this form when I’ve carried out my termly check?

As said, it recommended that you use this form on a termly basis and review it as required (i.e., if there are concerns). To save paperwork mounting up, at the end of each term you can scan it and carry over any actions. It is important to keep a record of what you’ve done, and why

**Related forms:**

You might find that another schools health and safety form will be useful in conjunction with this one. The *Detailed Record for Schools’ Workplace Inspections* (reference **DRSWPI – also found on Suffolk Learning**) may be of use after you fill this out, because:

a) there may be one or two parts of the premises identified which have more problems to resolve than others, and that needs more frequent checks than a workplace inspection

b) you wish to record all that information on one area / room in one place

c) the **DRSWPI** can be used as an on-going record of action on one area (e.g., you can use it as a constant record of works / liaison with other agencies like Vertas or contractors etc / risk assessment retention etc).

The DRSWPI form has some examples filled in so it might be worth having a look to see how it could fit to your school.

This form **(SWPI)** would also be useful in conjunction with some **risk assessments** – i.e., you identify some issues within your workplace inspection which cannot be resolved swiftly – perhaps a carpet has risen in a corridor which can’t be shut off due to fire routing and footfall from one area of the school to another. Your risk assessment, which you would write to document the further controls which are necessary (both to stop slips / trips and falls AND to keep the area open as it’s an evacuation route) and which you wish to communicate to staff, can reference this workplace inspection. It would document the fact that you are exercising your duty of care by finding resolutions to the problem, and any results thereof.

**Any queries?**

Please contact Nina Bickerton – Schools’ H&S Advisor - 01473 260 399 / [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General (schools) workplace inspection checklist (SWPI)** | | | | |
| **Premises:** | | **Assessor (name and job title):** | | **Date:** |
| **General header** | **Specific questions** | **Acceptable?**  **(Yes / no / NA)** | **Further action needed – who by and when?** | **Completed? Date and initials** |
| **Movement around the classroom and offices**  **(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 in classrooms kept clear? |  |  |  |
| Are trailing electrical leads/cables prevented or tidied? |  |  |  |
| Is lighting bright enough to allow safe use, access and exit? |  |  |  |
| Are procedures in place to deal with spillages? |  |  |  |
| ***For stand-alone classrooms / spaces:***   * Are access steps or ramps properly maintained and records kept? * Are access stairs or ramps provided with handrails? * Is the temperature appropriate? * Is the space designed for the proposed use and is there agreement for this? |  |  |  |
|  |
| **Work at height (falls)** | Do you have an ‘elephant-foot’ step-stool or stepladder available for use where necessary? |  |  |  |
| Are these checked for stability and suitability of use? |  |  |  |
| Have staff been shown how to use these safely? |  |  |  |
| Is a window-opener provided for opening high-level windows? |  |  |  |
| **Fixtures, furniture and fittings** | Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving? |  |  |  |
| Do any fixtures pose a collision hazard with people in the room – e.g., shelving near head height etc? |  |  |  |
| Is furniture in good repair and suitable for the size of the user, whether adult or child? |  |  |  |
| Does the furniture meet current fire standards? |  |  |  |
| Is the furniture provided suitable for the use of the young people (i.e., sturdiness / inability to be used as a threat)? |  |  |  |
| Is portable equipment stable, e.g. a TV set on a suitable trolley? |  |  |  |
| Are blind cord cleats provided or are the cords inaccessible to the children / young people via encasing? |  |  |  |
| Where window restrictors are fitted to upper-floor windows, do they work as intended? |  |  |  |
| Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to young people?  Is pipework protected? |  |  |  |
| **Manual handling** | Have trolleys been provided for moving heavy objects, e.g. computers / sports equipment? |  |  |  |
| **Computers (etc)** | Are DSE self-assessments completed by relevant staff? |  |  |  |
| 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, e.g. 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? |  |  |  |
| Do staff or pupils bring in their own electrical equipment (e.g., phone chargers) and do you have a means of checking the safety of these? |  |  |  |
| **Staff kitchen facilities**  **NB: this does not include pupils’ cookery facilities or general catering areas** | Are the facilities appropriate for the numbers of staff? Have they:   * Been checked for gas / electrical safety? * Been made inaccessible to young people? |  |  |  |
| **Staff rest space** | Is staff space adequate, and does it provide respite from the working day during rest breaks? |  |  |  |
| **Shared premises issues** | Is there a SLP (Service Level Plan) in place and are the arrangements clear and agreed upon?  If emergency evacuation areas are to be shared, is this adequate and appropriate for both provisions? |  |  |  |
| **Water hygiene** | Is there a water hygiene management plan in place and are all actions completed? |  |  |  |
| **Asbestos** | If the school contains asbestos, have details of the location and its condition in the building 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** | Are fire exits:   * unobstructed; * kept unlocked; and * easy to open from the inside? |  |  |  |
| Are there any building defects which compromise fire or smoke spread (e.g., fire doors not closing / large gaps between fire doors / holes in walls etc)? |  |  |  |
| If your provision requires that external doors should be secure, are there measures in the event of a fire that these will open automatically or easily by staff? |  |  |  |
| Is fire-fighting equipment in place? (and protected if required) |  |  |  |
| Are fire evacuation procedures clearly displayed? |  |  |  |
| Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children? |  |  |  |
| Are the evacuation routes and muster points suitable for your provision? |  |  |  |
| **Welfare facilities (toilets / washrooms / showers etc)** | Are the welfare facilities adequate for the numbers of staff and pupils? |  |  |  |
| Are the water temperatures appropriate and are these checked? |  |  |  |
| **Ventilation and heating** | Does the room have natural ventilation? |  |  |  |
| Can a reasonable room temperature be maintained during use of the premises? |  |  |  |
| Are measures in place, for example blinds, to protect from glare and heat from the sun? |  |  |  |
| **Safe spaces / calm rooms / sensory rooms** | Are these areas safe for the young people who will use them? Is / are there:   * Appropriate surfaces to walls and the floor to ensure injury cannot occur? * An appropriate temperature within the space? * Any obtrusions on the walls or floors which could cause injury (e.g., pipework, radiators etc)? * The ability to exit without assistance (i.e., doors are not lockable from either side)? * The ability for a staff member to be able to appropriately monitor the young person within the room? * Recorded checks on any sensory equipment (e.g., electrical checks)? * Appropriate agreement that these areas can be used? |  |  |  |
| **CoSHH** | Are all substances hazardous to health in appropriately locked and labelled cupboards (and if necessary – fireproof)? |  |  |  |
| Do staff know what to do in an emergency relating to the release or contamination of CoSHH products? |  |  |  |
| **Access for those with disabilities** | Does the premises allow reasonable access, egress and manoeuvrability to all people? |  |  |  |
| **Roofs and roof spaces / voids** | Are you aware of any fragile roofs? |  |  |  |
| Are there appropriate methods for stopping inappropriate access to roofs? |  |  |  |
| Are there appropriate measures for stopping inappropriate access to internal roof spaces or voids? |  |  |  |
| **External grounds** | Are the external grounds suitable for your provision (size / areas / surface type etc)? |  |  |  |
| Is the land or ground surface free from obstruction? |  |  |  |
| Are there rights of way through the grounds and if so, how are these managed? |  |  |  |
| **Premises’ perimeter security and safety** | Is the fencing secure? |  |  |  |
| Is the fence type appropriate e.g.:     * no protrusions to cause injury * adequate to withstand severe weather * no easily accessible areas or steps up for trespassers? |  |  |  |
| Is the fence height appropriate for your provision? |  |  |  |
| Is the reception area of your provision secure? |  |  |  |
| Are there appropriate measures in place to deter from arson? |  |  |  |

**This is not an exhaustive list and you should identify any other hazards associated with the daily use of your provision on further pages.**

**Ensure that you include any further actions needed and a record of completion.**

**This inspection checklist will be shared with:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Job title:** | **Date shared:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |