**HEALTH & SAFETY & WELFARE INSPECTION CHECKLIST**

# Guidance notes on using this checklist

Health and safety responsibilities derive from the Health and Safety at Work etc. Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.

This premises safety checklist has been designed to assist the awarding organizations, Ofqual, local authority, Police and Security Industry Authority Team (SIA) when conducting such monitoring.

 CENTRE NAME……………………………………………. AREA INSPECTED………………………………………

**DATE INSPECTED………………………………………… INSPECTED BY…………………………………………..**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POLICY**  | **Y**  | **N**  | **N/A**  | **COMMENTS / ACTIONS NEEDED**  |
| Is there a health & safety policy (signed & dated by Head teacher / Chair of Governors)?   |   |   |   | DATE OF LAST REVIEW: (Good practice is to review annually)  |
| Policy is in line with latest H&S guidance for centers and considers all key risks?  |   |   |   |   |
| The H&S policy is included in the induction process and policy changes are effectively communicated to all staff?   |   |   |   |   |
| Every maintained centre must publish specific [information.](https://www.egfl.org.uk/news/2016/05/information-schools-must-publish-their-website)   |   |   |   |   |
| **RISK ASSESSMENT**  | **Y**  | **N**  | **N/A**  | **COMMENTS / ACTIONS NEEDED**  |
| Are centre specific risk assessments in place for those activities presenting a *significant* risk?  *A* [*Health and Safety checklist*](http://www.hse.gov.uk/risk/classroom-checklist.htm) *for classrooms is available via the HSE.*   |   |   |   | DATE OF LAST REVIEW: (Should be reviewed annually / sooner if circumstances change)  |
| Are individual risk assessments being carried out where required? (e.g. known medical conditions where there are H&S implications, such as epilepsy etc.)  |   |   |   |   |
| Is there evidence that heads of department/ subject leads have adopted / adapted model risk assessments for relevant curriculum activities? *e.g. In FA, PI and other practical work there should be a clear link made between daily use texts, such as the scheme of work and relevant national advice.*  |   |   |   |   |
| Are staff aware of the content and location of all relevant risk assessments?  |   |   |   |   |
| [**FIRE SAFETY**](https://www.egfl.org.uk/facilities/buildings-and-assets/fire-safety)   | **Y**  | **N**  | **N/A**  | **COMMENTS / ACTIONS NEEDED**  |
| Has a suitable fire risk assessment been completed / reviewed within the last 12 months? *(If there have been subsequent changes to the site /building layout the fire risk assessment should be revised to reflect these changes.)*  |   |   |   | DATE OF LAST REVIEW:  |
| Has the capacity for communal areas such as the main hall been calculated as part of this assessment?   |   |   |   |   |
| Is a documented centre [evacuation plan](https://www.egfl.org.uk/sites/default/files/Facilities/Health_safety/Fire/TG-Fire-precautions-and-fire-protection%20%282%29.pdf) in place? Does this evacuation plan also consider any individuals who may need [specific assistance](https://www.egfl.org.uk/sites/default/files/Personal%20emergency%20evacuation%20plans.pdf) during evacuation? (e.g. due to mobility impairment etc.) ?   |   |   |   |   |
| Are fire drills conducted termly and recorded?  Have any issues identified as a result been resolved?  |   |   |   | DATE OF LAST DRILL: TIME TAKEN TO EVACUATE BUILDING:  |
| Are fire alarm call points tested weekly *(a different call point to be tested each week on a rotational basis)* and documented?  |   |   |   |   |
| Are appropriate fire extinguishers available and inspected annually?   |   |   |   | DATE OF ANNUAL INSPECTION:  |
| Are all emergency exits / routes clearly signed, available for immediate use and unobstructed?   |   |   |   |   |
| Do all areas of the centre used outside of ambient daylight hours have emergency lighting available on escape routes? *(in particular focus on those areas used for lettings)*   |   |   |   |   |
| Is emergency lighting tested monthly (in house) with a full discharge test completed annually (by a competent service engineer)?   |   |   |   | DATE OF FULL DISCHARGE TEST:  |
| Is the fire alarm system serviced / inspected by a competent engineer (6 monthly for systems with a battery backup, annually for mains only systems)? |   |   |   | DATE OF LAST SERVICE / INSPECTION:  |
| Does the fire alarm system have a battery back up?   |   |   |   |   |
| Are all key internal fire doors (e.g. cross corridor and stairwell doors) in place and fully closing?   |   |   |   |   |
| [**ACCIDENT REPORTING**](https://www.egfl.org.uk/facilities/health-and-safety/accident-and-incident-reporting-first-aid)  | **Y**  | **N**  | **N/A**  | **COMMENTS / ACTIONS NEEDED**  |
| Accident records are kept locally and monitored for trends?  |   |   |   |   |
| Have all accidents to employees and significant incidents to pupils / visitors been reported?   |   |   |   |   |
| Are governors routinely notified of any significant accidents, such as those that are [RIDDOR reportable?](http://www.hse.gov.uk/riddor/report.htm)   |   |   |   |   |
| **COMMUNICATION**  | **Y**  | **N**  | **N/A**  | **COMMENTS / ACTIONS NEEDED**  |
| Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?   |   |   |   |   |
| Is health and safety a standing agenda item at relevant governing body committee meetings?   |   |   |   |   |
| Are there formal arrangements in place to discuss health & safety matters with other users/groups/other occupants of the site? E.g. Centre staff, Visitors, Learners, and Subcontractors etc.   |   |   |   |   |
| [**TRAINING**](https://www.egfl.org.uk/facilities/health-and-safety/health-and-safety-training)  | **Y**  | **N**  | **N/A**  | **COMMENTS / ACTIONS NEEDED**  |
| Have all staff health and safety training needs been assessed?  |   |   |   |   |
| Is all health and safety training recorded?   |   |   |   |   |
| Has all staff received an effective and documented health and safety induction?  |   |   |   |   |