

Health and safety monitoring

Introduction

Ensuring health and safety in schools, is an essential part of any school manager's responsibility and to do this successfully, an effective health and safety management system needs to be in place.

One of the key elements of health and safety management is monitoring the effectiveness of the safety policy, which can be achieved by the use of a checklist.

The results from such a checklist will be vital in analysing strengths and weaknesses within the organisation and for future inspection and reporting to the Board of Governors.

A checklist pro-forma for the use of the school management is enclosed.

Note: a "No" tick normally requires prompt action by the school.

Health and safety monitoring checklist for schools.

Note: a 'No' tick normally requires prompt action by the school.

Management of health and safety	Yes	No
Does the school have a safety policy?		
Are all staff aware of the policy?		
Does it identify the roles and responsibilities of members of staff, and Board of Governors?		
Is it signed, and dated by the Chairperson of the Board of Governors, and Principal?		
Is there a review date?		
Are the arrangements for health and safety, e.g. first aid etc, clearly defined?		
Does the school have an emergency management plan?		
Does the school budget make adequate health and safety provision for: <ul style="list-style-type: none"> • Training • Personal Protective Equipment • Safety signs, and notices • The testing of pressure systems, if applicable • The testing of portable electrical equipment • The testing of fume cupboards • The regular maintenance of heavy electrical equipment 		
Action required	Responsibility of	Date completed

Accidents		Yes	No
Is the procedure followed (contact of parents, administering first aid, etc.) as is outlined in the safety policy?			
Are all accidents, no matter how minor, recorded?			
Is an accident report form completed as required and forwarded to the Board/CCMS?			
Are all serious accidents investigated?			
Are accident records checked regularly to determine if there may be a trend?			
Action required	Responsibility of	Date completed	

General	Yes	No
Have all members of staff been told that they must keep their workplace clean and tidy?		
Are teachers encouraged to visually inspect their classrooms for hazards each day before class?		
Is there a system in place for the reporting of any hazards noted, e.g. missing tiles, uneven surfaces, etc?		
Are lights on when they should be?		
Is there a procedure in place for the replacement of missing light bulbs, light switches, etc?		
Is there adequate lighting in stairways and corridors?		
Are the banister rails in stairways secure?		
Are steps worn or broken?		
Are window frames sound?		
Can windows be opened?		
Is glazing secure, not cracked or broken?		
Have areas been identified where safety glazing may be necessary?		
Do roof areas have any loose or broken tiles, or loose coping stones?		
Are there any roofing areas that might be vulnerable to damage in high winds?		
Have any large building cracks being assessed to ensure structure stability and safety?		
Action required	Responsibility of	Date completed

Contractors on school premises		Yes	No
Has an individual been delegated the duty of liaising with contractors on school premises?			
Are only Board approved contractors used?			
If the school appoints contractors directly, have they supplied the school with confirmation of: Adequate public liability insurance; and Criminal Record Checks carried out on contractors staff.			
Are all contractors asked to report to the office prior to commencing any work?			
Has the contractor informed the school of any risks that the work will involve?			
Is there a clear understanding of the work involved?			
If work involves roof renewal or repairs, or structural alterations, are adjacent classroom areas cleared and areas fenced off?			
Does the contractor adhere to the safe working procedures written down in the contract?			
Action required	Responsibility of	Date completed	

Control of substances hazardous to health (COSHH)		Yes	No
Are there safety data sheets for each substance used?			
Has a COSHH assessment been completed for any hazardous substance used?			
Is there a procedure in place for the review and revision of these assessments?			
Is there a procedure for the disposal of hazardous chemicals?			
Is there a procedure in place for dealing with a chemical spill?			
Are chemicals stored in accordance with guidelines, e.g. CLEAPSS?			
Is there a procedure in place to ensure that all new purchases, especially those not on the Board's schedule, are controlled and assessed prior to purchase?			
Is appropriate Personal Protective Equipment (PPE) available, e.g.? • Gloves • Goggles/face masks • Barrier cream			
Are all staff/pupils aware of the necessity to use any PPE supplied?			
Is there a procedure in place for the replacement of PPE?			
Is PPE stored in accordance with manufacturers instructions?			
Are all ventilation systems used to control harmful emissions (dust, vapours, fumes, gases) checked for efficiency every 14 months?			
Is there a person who acts as a co-ordinator?			
Action required	Responsibility of	Date completed	

Electricity		Yes	No
Have the fixed electrical installations been tested by a competent electrician within the last five years?			
Is there provision for checking all portable electrical equipment in accordance with the schedule of test intervals by a competent electrician?			
Do you know when this was last carried out?			
Do members of staff prior to use examine portable electrical items of equipment to identify broken plugs, loose or damaged cable?			
Are members of staff barred from bringing personal items of portable electrical equipment into school?			
Is all defective electrical equipment labelled and removed from use?			
Do you keep, and regularly update a record of all portable electrical equipment held in the school?			
Are there a sufficient number of switched socket outlets to eliminate the need to use multi-way adaptors?			
Is a residual current device (RCD) used when portable equipment is used externally?			
Action required	Responsibility of	Date completed	

Fire precautions	Yes	No
Has the school a written fire evacuation policy?		
Are all members of staff aware of their duties and responsibilities in a fire evacuation?		
Are regular fire evacuation drills carried out?		
Is a record kept of the drills (date, time, any problems)?		
Has someone been delegated the duty of monitoring fire precautions in the school?		
Is there a no-smoking policy in the school?		
Are members of staff encouraged to adopt a good housekeeping policy?		
Are there signs/notices showing assembly points, routes for escape, fire doors, etc?		
Is all fire fighting equipment checked annually?		
Have members of staff received training in how to use fire-fighting equipment?		
Action required	Responsibility of	Date completed

First aid		Yes	No
Has a risk assessment been completed to determine the number of first aiders and or appointed persons that the school requires?			
Do all members of staff know who the first aid personnel are for the school and how to contact them?			
Do first aid boxes contain only the HSE recommended contents?			
Is someone delegated the task of checking and refilling the first aid boxes as required?			
Does the school have adequate first aid cover in place for outdoor trips, visits, etc?			
Is there a written procedure for the administration of prescribed and non-prescribed drugs?			
Is there a policy for the reporting and recording of infectious diseases?			
Action required	Responsibility of	Date completed	

Services	Yes	No
Are members of staff encouraged to report all electrical and mechanical services defects, e.g. corroded pipes, broken sockets, etc?		
Are there written emergency procedures to deal with gas leaks and water leaks?		
Is the school heating system regularly serviced?		
Are fresh drinking water supplies located in the school and marked accordingly?		
Action required	Responsibility of	Date completed

Exterior of premises		Yes	No
Are there any uneven paving slabs, walkways, potholes, etc?			
Is the external lighting to the premises adequate, especially where the school is used after hours?			
Are all external handrails in position and secure?			
Do members of staff check playgrounds prior to use?			
Is play equipment in good condition?			
Is there a safety surface under potentially high-risk equipment (nursery)?			
Are playgrounds in good condition without any trip hazards?			
If areas are in bad condition, are procedures in place to cordon the area off pending remedial action?			
Action required	Responsibility of	Date completed	

Educational visits and activities		Yes	No
Does the school have written procedures controlling school trips/visits?			
Is parental consent obtained before pupil participation?			
Is the team leader competent and trained as necessary?			
If the school trip includes activities, is the activities team leader trained and competent?			
Is there adequate first aid provision for the group?			
Are there procedures in place for: <ul style="list-style-type: none"> • The monitoring of pupils who may need to take certain medications • Management of emergencies • Ensuring adequate arrangements for pupils if trip includes an overnight stay • Ensuring adequate supervision 			
Action required	Responsibility of	Date completed	

Office safety		Yes	No
Are all members of staff aware of the school's health and safety policy?			
Is there an individual responsible for monitoring health and safety matters in the school offices?			
Are all new and temporary staff provided with induction training on arrival?			
Have risk assessments been completed for all Display Screen Equipment users?			
Is the use of multi-way adaptors avoided?			
Are storerooms tidy and paper stores separate from flammable substances?			
Is there an adequate number of signs/notices, e.g. no smoking, fire exit?			
Are the following adequate: <ul style="list-style-type: none"> • Lighting levels • Heating • Ventilation 			
Action required	Responsibility of	Date completed	

Art – Craft - Pottery		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk/COSHH assessments been carried out for machinery, equipment, substances, and operational tasks?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers and substitute teachers made aware of the department' s safe working arrangements?			
Are members of staff trained in the safe use of machinery, equipment and substances used?			
Is equipment, machinery inspected on a regular basis?			
Are there adequate cleaning arrangements in the department?			
Are there adequate storage arrangements in the department?			
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?			
Is a regular check carried out on PPE and defective items replaced?			
Are floors non-slip and easy to clean?			
Are windows and ventilation easily accessible?			
Are work surfaces in good condition?			
Do members of staff know the location of shut off devices for main services?			
Is there suitable fire-fighting equipment located in the area?			
Are members of staff aware of how to use this equipment?			
Are there an adequate number of suitable safety signs?			
Is there an adequate amount of working space?			
Are regular inspections of the area carried out?			
Is the level of supervision adequate?			
Has an assessment of first aid needs been made?			
Action required	Responsibility of	Date completed	

Craft – Design - Technology		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk/COSHH assessments been carried out for machinery, equipment, substances and operational tasks?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers and substitute teachers made aware of the department's safe working arrangements?			
Are members of staff trained in the safe use of machinery, equipment and substances used?			
Is equipment, machinery inspected on a regular basis?			
Are there adequate cleaning arrangements in the department?			
Are there adequate storage arrangements in the department?			
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?			
Is a regular check carried out on PPE and defective items replaced?			
Are floors non-slip and easy to clean?			
Are windows and ventilation easily accessible?			
Are work surfaces in good condition?			
Do members of staff know the location of shut off devices for main services?			
Is there suitable fire-fighting equipment located in the area?			
Are members of staff aware of how to use this equipment?			
Are there an adequate number of suitable safety signs?			
Is there an adequate amount of working space?			
Are regular inspections of the area carried out?			
Is the level of supervision adequate?			
Has an assessment of first aid needs been made?			
Action required	Responsibility of	Date completed	

Home Economics		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk/COSHH assessments been carried out for machinery, equipment, substances and operational tasks?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers and substitute teachers made aware of the department's safe working arrangements?			
Are members of staff trained in the safe use of machinery, equipment and substances used?			
Is equipment, machinery inspected on a regular basis?			
Are there adequate cleaning arrangements in the department?			
Are there adequate storage arrangements in the department?			
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?			
Is a regular check carried out on PPE and defective items replaced?			
Are floors non-slip and easy to clean?			
Are windows and ventilation easily accessible?			
Are work surfaces in good condition?			
Do members of staff know the location of shut off devices for main services?			
Is there suitable fire-fighting equipment located in the area?			
Are members of staff aware of how to use this equipment?			
Are there an adequate number of suitable safety signs?			
Is there an adequate amount of working space?			
Are regular inspections of the area carried out?			
Is the level of supervision adequate?			
Has an assessment of first aid needs been made?			
Action required	Responsibility of	Date completed	

Science	Yes	No
Is there a departmental health and safety policy?		
Is there an individual responsible for monitoring health and safety matters?		
Have risk/COSHH assessments been carried out for machinery, equipment, substances and operational tasks in accordance with CLEAPSS guidance?		
Do these assessments form part of the safe working arrangements?		
Are all new staff, student teachers and substitute teachers made aware of the department's safe working arrangements?		
Are members of staff trained in the safe use of machinery, equipment and substances used?		
Is equipment, machinery inspected on a regular basis?		
Are there adequate cleaning arrangements in the department?		
Are there adequate storage arrangements in the department?		
Is there sufficient and suitable Personal Protective Equipment (PPE) for staff and pupils?		
Is a regular check carried out on PPE and defective items replaced?		
Are floors non-slip and easy to clean?		
Are windows and ventilation easily accessible?		
Are work surfaces in good condition?		
Do members of staff know the location of shut off devices for main services?		
Is there suitable fire-fighting equipment located in the area?		
Are members of staff aware of how to use this equipment?		
Are there an adequate number of suitable safety signs?		
Is there an adequate amount of working space?		
Are regular inspections of the area carried out?		
Is the level of supervision adequate?		
Has an assessment of first aid needs been made?		
Action required	Responsibility of	Date completed

Sports and PE		Yes	No
Is there a departmental health and safety policy?			
Is there an individual responsible for monitoring health and safety matters?			
Have risk assessments been carried out for the use of equipment and undertaking activities such as gymnastics, and outdoor pursuits?			
Do these assessments form part of the safe working arrangements?			
Are all new staff, student teachers and substitute teachers made aware of the department's safe working arrangements?			
Is a regular inspection made of halls, floors, gyms and equipment prior to use?			
Is there a planned programme of inspection for equipment used?			
Are there adequate storage arrangements for equipment?			
Are there a sufficient number of safety mats for placing under equipment?			
Are they a non-slip type?			
Are they stored safely?			
Are halls and gyms free of dangerous projections where running and ball games are played?			
Are there adequate first aid arrangements in place?			
Are members of staff aware of safe lifting and carrying procedures?			
Are the guidelines and checklist provided in the BAALPE publication "Safety in Physical Education" followed?			
If used, are freestanding goal posts safely secured?			
Action required	Responsibility of	Date completed	

Transport and vehicles		Yes	No
Is there an individual responsible for monitoring vehicular access to school premises?			
Is there a written procedure for the use of school minibuses?			
Is there a safe procedure for the coaches arriving and departing?			
Is there safe access and egress for delivery vehicles and emergency vehicles (fire, ambulance)?			
Is there a procedure for bringing cars onto school premises?			
Is there a separate access for the kitchen and school meals delivery service?			
Are there safe procedures that minimise the risk of accident or collision with staff, pupils or visitors?			
Is there a clear procedure for contractors using vehicles on school premises (plant hire, grass cutting, etc)?			
Action required	Responsibility of	Date completed	