

# HEALTH & SAFETY SCHOOL CHECKLIST



# Health and Safety School Checklist



Principal / CEO Signature:	Date:
School Name:	
Inspector Name & Surname:	Date:
Department or Section:	Health & Safety Rep Signature:

## SCHOOLS CHECKLIST

### GENERAL

Has a security risk assessment been carried out? Yes  No

Is the assessment reviewed on a regular basis, at least annually? Yes  No

Is the incidence of crime (e.g., trespass, vandalism, theft, arson attacks, attacks on staff or pupils) in school monitored? Yes  No

### SPECIFIC

Do fences/gates prevent unauthorized access? Yes  No

Is there a clear entrance with signs directing visitors? Yes  No

Is there a well-organized reception area to control visitors? Yes  No

Are car parks well lit? Yes  No

Are buildings well-kept with no graffiti and not vandalized? Yes  No

Has security been considered for staff working alone in detached buildings? Yes  No

Are exit doors and windows secure? Yes  No

Does security lighting cover all the entrances and footpaths?

Yes  No

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**OTHER MATTERS**

Any other matters which need to be drawn to the employer's attention should be noted here.

Yes  No

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**ACCIDENTS, INJURIES AND ILLNESSES**

Are accidents and injuries to employees reported and recorded in an employee accident book?

Yes  No

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Are near misses and illnesses caused by work also reported?

Yes  No

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Are accidents and injuries reported to the Health and Safety Representative as required by law and appropriate records kept?

Yes  No

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Do all staff members know where the accident book is?

Yes  No

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**EXTERIOR BUILDING OR PLAYGROUNDS**

Is the area free of dangerous holes/cracked paving stones?

Yes  No

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Are climbing frames and other playground equipment securely anchored?

Yes  No

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Is the area free of broken glass?

Yes  No

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Is outside lighting sufficient and working properly?

Yes  No

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Are outside steps secure with a firmly fixed handrail?

Yes  No

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Are roofs, guttering, drain pipes, etc., as far as can be seen, sound and well-maintained?

Yes  No

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Are all building materials, caretakers' maintenance equipment, etc., kept securely? Yes  No

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Are all cars parked safely? Yes  No

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## **GENERAL AREAS**

### **FLOORS AND PLAYGROUND SURFACES**

Are all parts of the floor even and of a non-slip quality? Yes  No

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Are floors free of tripping hazards, e.g., worn lino, tools, mats, boxes, trailing wires, rubbish, etc.? Yes  No

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Are floors of a non-slip quality where appropriate (e.g., In craft rooms, etc.)? Yes  No

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Are floors cleaned regularly and are spills cleared up immediately? Yes  No

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### **SCHOOL OFFICE AREA STAFF ROOM/S AND FACILITIES**

Are there any trailing telephone cables? Yes  No

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Are there proper guards on equipment such as guillotines? Yes  No

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Do computer workstations comply with legal requirements and are safety rules prominently displayed? (e.g. Guidance on recommended time to be spent at a computer screen/ regular breaks, proper posture, adjusting workstation and furniture for comfort, not eating and drinking at workstations, not moving computer equipment without seeking assistance, etc.) Yes  No

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Is the room large enough for the numbers to be accommodated and is suitable and sufficient seating and workspace provided? Yes  No

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Is a non-smoking area provided? Yes  No

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Is the room clean and warm? Yes  No

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Are there adequate cloakroom facilities and storage facilities for personal belongings, books etc.? Yes  No

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Are suitable rest facilities provided for pregnant women and nursing mothers, including, where necessary, the facility to lie down? Yes  No

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Is equipment adequately guarded in the kitchen? Yes  No

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Is the kitchen/dining area kept clean? Yes  No

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Is a first aid box available? Yes  No

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Do facilities for staff and pupils comply with regulations? Yes  No

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Are there enough toilets for men, women and pupils? Yes  No

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Are toilet facilities and washrooms for staff separate from those provided for pupils? Yes  No

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Are toilet facilities clean and in good repair? Yes  No

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Are washing facilities provided in the vicinity of every toilet? Yes  No

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Are washing facilities supplied with hot and cold running water, soap and towels? Yes  No

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Are toilet facilities sufficiently ventilated and kept clean? Yes  No

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**USE OF CHEMICALS**

Are all chemicals such as cleaning materials, disinfectants, detergents, fly killers, etc., clearly labeled and safely stored? Yes  No

---

Do staff know what to do in an emergency (spillage, accidental poisoning, splashes on skin or eyes, etc.)?

Yes  No

---

## **GENERAL AREAS**

### **FLOORS AND SURFACES**

Are all parts of the floor even and of a non-slip quality?

Yes  No

---

Are floors free of tripping hazards, e.g., Worn lino, tools, mats, boxes, trailing wires, rubbish, etc?

Yes  No

---

Are floors of a non-slip quality where appropriate (e.g., In craft rooms, etc.)?

Yes  No

---

Are floors cleaned regularly and are spills cleared up immediately?

Yes  No

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Are all of the above unobstructed?

Yes  No

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Do all doors open freely and easily?

Yes  No

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Do doors which require them have sighting panels and are these of toughened/laminated glass?

Yes  No

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Are there any mats/carpets which may be a tripping hazard?

Yes  No

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Do fire exits display correct notices?

Yes  No

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Are all passageways and aisles adequately lit?

Yes  No

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Are all passageways and aisles adequately lit in terms of emergency evacuation?

Yes  No

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**STAIRS**

Are all stairs in good repair and of a non-slip quality?

Yes  No

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Are handrails provided and are they in good condition?

Yes  No

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Are staircases adequately lit?

Yes  No

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**LIGHTING AND ILLUMINATION**

Are all light fittings and light switches in good order and checked regularly?

Yes  No

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Is all lighting adequate and well-positioned for the purpose?

Yes  No

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**FURNITURE AND FITTINGS**

Is furniture located in a safe place i.e. Not too near the door or likely to block other areas where persons walk?

Yes  No

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Are cabinets, cupboards, shelves etc., stable and fixed where required?

Yes  No

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Are all fittings in a safe position?

Yes  No

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Is furniture or are fittings in reasonable condition with no loose, worn or broken parts?

Yes  No

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Are there any hazards arising from overcrowded classrooms?

Yes  No

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**ELECTRICAL EQUIPMENT**

Are electrical appliances, plugs and leads in good condition?

Yes  No

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Are sockets in good condition and appropriately situated?

Yes  No

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Is the area free from trailing leads or cables? Yes  No

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Has electrical equipment been checked recently? Yes  No

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Other Matters that need attention Yes  No

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**FIRST AID PROVISION**

Is there a trained first aider or appointed person on the premises? Yes  No

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Are notices posted giving names and contact details of first aiders, location of first aid boxes and procedures for calling ambulances? Yes  No

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Do first aid boxes and the first aid rooms conform to legal standards and requirements? Yes  No

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**WATER SUPPLIES**

Is there an adequate supply of wholesome drinking water for all staff and pupils? Yes  No

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Is the water readily accessible and is a sufficient number of cups provided (except in the case of drinking fountains)? Yes  No

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**STORAGE**

Are all storage units stable and fixed where necessary? Yes  No

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Are all shelf mountings secure and in a safe condition? Yes  No

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Are steps available for high shelves? Yes  No

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Are there any flammable materials exposed to fire risk? Yes  No

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Is there sufficient storage with adequate access? Yes  No

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## **SCIENCE CLASSROOM**

### **GENERAL**

In addition to the general questions of floors, furniture, ventilation and storage, and First aid provision: the following should be considered. Yes  No

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Are all hazardous materials (e.g., toxic matter, highly flammable liquids, etc.)? Clearly labelled and safely stored? Yes  No

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Are safety goggles and other protective equipment provided and used? Yes  No

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Is all equipment adequate and in good and correct working order? Yes  No

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Does the layout of the laboratory allow safe access/exit/circulation? Yes  No

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Have asbestos products such as mats been replaced? Yes  No

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Are safety rules prominently displayed? Yes  No

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Is a first aid box available? Yes  No

---

Are all hazardous materials (e.g., toxic matter, highly flammable liquids, etc.)? Yes  No

---

Clearly labelled and safely stored? Yes  No

---

Are safety goggles and other protective equipment provided and used? Yes  No

---

Is there a materials sheet present? Yes  No

---

**USE OF CHEMICALS**

Are all chemicals such as cleaning materials, disinfectants, detergents, fly killers, etc, clearly labelled and safely stored?

Yes  No

Do staff know what to do in an emergency (spillage, accidental poisoning, splashes on skin or eyes, etc.)?

Yes  No

**FOOD TECHNOLOGY CLASSROOM**

**GENERAL**

In addition to the general questions of floors, furniture, ventilation and storage, the following should be considered.

Yes  No

Are all hazardous materials clearly labelled and safely stored?

Yes  No

Is adequate protective clothing provided and used?

Yes  No

Are electrical appliances properly wired and earthed and operating correctly?

Yes  No

Are washing facilities provided for washing and drying hands prior to handling food?

Yes  No

Does the layout of the room allow safe access/exit/circulation?

Yes  No

Are safety rules prominently displayed?

Yes  No

Is a first aid box available?

Yes  No

**USE OF ELECTRICAL EQUIPMENT**

Is the main supply capable of meeting the maximum demand?

Yes  No

Is the distribution system (i.e., Sockets, bench supplies, etc.)? Suitable for the type of work being carried out?

Yes  No

Are isolating switches marked, well-sited, accessible and known to staff? Yes  No

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Are residual current (earth leakage) circuit breakers used where appropriate? Yes  No

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Are electrical sockets and equipment placed away from sinks and hotplates? Yes  No

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Is all electrical equipment maintained and checked regularly? Yes  No

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### **CLEANING**

Is cleaning carried out regularly and to a satisfactory standard overall? Yes  No

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Is regular cleaning carried out on high ceilings, light fittings, light switches and fan heaters? Yes  No

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### **USE OF CHEMICALS**

Are all chemicals such as cleaning materials, disinfectants, detergents, fly killers, etc, clearly labelled and safely stored? Yes  No

---

Do staff know what to do in an emergency (spillage, accidental poisoning, splashes on skin or eyes, etc.)? Yes  No

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### **COMPUTER CLASSROOMS**

#### **GENERAL**

In addition to the general questions of floors, furniture, ventilation and storage, and electrical Equipment, First aid provision Fire Inspection checklist, the following should be considered. Yes  No

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Does the suitability and layout of computer rooms ensure that the teacher has minimal problems with voice projection, background noise, heat, overcrowding and screen glare? Yes  No

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Are all power cables secured, covered and not trailing? Yes  No

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Does the suitability and layout of computer rooms ensure that pupils have minimal problems with glare, heat and seating?

Yes  No

---

Are safety rules prominently displayed? (e.g., Guidance on recommended time to be spent at a computer screen/regular breaks, proper posture, adjusting workstation and furniture for comfort, not eating and drinking at workstations, not moving computer equipment without seeking assistance, etc.)

Yes  No

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Do workstations comply with legal requirements on space requirements, provision/type of chairs, heating, lighting, noise, etc?

Yes  No

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## **GENERAL ASSEMBLY HALLS AND GYMNASIA**

### **GENERAL**

In addition to the general questions of floors, furniture, ventilation and storage, first aid provision the following should be considered.

Yes  No

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Are brackets securing ropes and wall bars sound?

Yes  No

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Is wooden equipment free from splinters?

Yes  No

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Is equipment safely stored when not in use?

Yes  No

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Is stage lighting safely stored or secured?

Yes  No

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Is there a regular routine for inspecting furniture, floors, apparatus, equipment and fittings?

Yes  No

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Is a first aid box available?

Yes  No

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**FIRE EXTINGUISHER MONTHLY CHECKLIST**

Extinguisher No.	Location	SHE Inspection Date	Pin In Place	Pressure OK	Symbolic Signs	Demarcated	Signature

- \* SHE inspection is only valid for three (3) months
- \* SHE service date is only valid for twelve (12) months
- \* Both symbolic signs must be in place, i.e. A red fire extinguisher and a red arrow preferably above the fire extinguisher

## FIRE INSPECTION CHECKLIST

This example checklist can be tailored to adapt to specifics and are not to be taken solely as what is needed. List can be tailored to specific school activities

### GENERAL

Is smoking permitted? Yes  No

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Does work activity involve work processes such as incineration, welding, soldering, flame cutting or frictional heat? Yes  No

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Is there oil or gas burning equipment? Yes  No

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Are there ducts or flues/chimney? Yes  No

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Are there portable heaters? Yes  No

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Does cooking occur in the workplace? Yes  No

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Is there any lighting equipment such as halogen lamps? Yes  No

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Are there lighting bulbs and fittings near flammable materials? Yes  No

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Is any electrical equipment faulty, damaged or misused? Yes  No

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Is there any portable electrical equipment which is untested or out of date (including privately owned equipment)? Yes  No

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Does electrical equipment have extension leads? Yes  No

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Are there multi-point adapters in use in electrical sockets? Yes  No

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Is arson a potential problem?

Yes  No

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Other sources of heat (specify and locate)

Yes  No

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**SOURCES OF FUEL**

Are there flammable liquids such as petrol, paint or adhesives?

Yes  No

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Are there other flammable chemicals?

Yes  No

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Are there excessive amounts of packaging materials stored?

Yes  No

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Are quantities of combustible waste allowed to accumulate in the workplace?

Yes  No

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Are excessive amounts of combustible materials displayed/stored in the workplace?

Yes  No

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Are substantial areas of walls or ceilings covered with flammable linings?

Yes  No

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Other hazardous combustible materials (specify and locate) e.g. furniture or fabrics:

Yes  No

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**SOURCES OF OXYGEN**

Are there any ventilation or air conditioning systems in use?

Yes  No

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Are there any chemicals (oxidising materials) which can provide fire with additional oxygen?

Yes  No

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There any oxygen supplies used, for e.g., for welding or experiments?

Yes  No

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Other sources (specify and locate):

Yes  No

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**PERSONS AT RISK**

School teachers?

Yes  No

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Other staff?

Yes  No

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Learners?

Yes  No

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Visitors?

Yes  No

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Contractors?

Yes  No

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People with disabilities?

Yes  No

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Other building occupants where the building is shared?

Yes  No

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Other persons (specify and locate):

Yes  No

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**PROCEDURES, TRAINING AND RECORDING**

Are fire procedures and policies satisfactory?

Yes  No

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Is the training adequate?

Yes  No

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Is the fire drill performance satisfactory?

Yes  No

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Are fire drills held at least once per term?

Yes  No

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Is the record keeping of drills, training and testing of alarms, lighting and extinguishers adequate?

Yes  No

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**FIRE DETECTION AND FIRE WARNING**

Is the means of alarm-raising satisfactory?

Yes  No

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Can the alarm be heard and understood throughout the entire premises?

Yes  No

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Can the detection system discover a fire quickly enough in all areas in order for the alarm to be raised in sufficient time for all occupants to evacuate safely?

Yes  No

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Can all occupants react quickly to the alarm?

Yes  No

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Are the number, locations and sizes of fire exits adequate (e.g. Wide enough for wheels of wheel chairs)

Yes  No

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**MEANS OF FIGHTING FIRE**

Are escape routes free from obstructions?

Yes  No

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Are escape routes clearly signposted?

Yes  No

---

Are escape routes adequately lighted?

Yes  No

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Are fire exit doors easy to open?

Yes  No

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Do fire exit doors open outwards?

Yes  No

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How are fire exit doors secured?

Yes  No

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Is the assembly point adequately signposted and illuminated?

Yes  No

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Are there any other hazards concerning evacuation?

Yes  No

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**EXTINGUISHERS**

Are all fire extinguishers in position?

Yes  No

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Are all pins and seals provided?

Yes  No

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Are all fire extinguishers ready for use?

Yes  No

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Are clear procedures in place for the use of these extinguishers?

Yes  No

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**EGRESS (ROUTE OF ESCAPE)**

Are all escape routes clear and available?

Yes  No

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Are all escape routes clearly indicated?

Yes  No

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Do the door devices on all escape routes operate satisfactorily?

Yes  No

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Are all external escape routes clear?

Yes  No

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**FIRE ACTION NOTICES**

Are sufficient fire action notices, fire steward notices and general fire notices, prominently displayed throughout the school?

Yes  No

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Are these notices legible?

Yes  No

---

**FIRE WARNING SYSTEM**

Are all operating points (i.e., break-glass units) of the fire warning system unobstructed?

Yes  No

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Are all operating points ready for use?

Yes  No

---

**ELECTRICAL**

Are all electrical supply points operating within safe limits (i.e. None are overloaded)?

Yes  No

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Are all cables protected?

Yes  No

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Are all cables, plugs, etc., damage-free?

Yes  No

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**HAZARD CONTROL**

Are appropriate (red on white) no-smoking signs available as required?

Yes  No

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Is correct/suitable process control in place?

Yes  No

---

Are flammables within the school being correctly used and stored?

Yes  No

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Are ignition sources within the school being correctly used?

Yes  No

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General matters pertaining to fire inspection checklist

Yes  No

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Further Questions Specific to this List and area of inspection

Once the inspection is completed, those items which have attracted a "No" response will normally require remedial attention. Deficiencies identified in this way should be notified to the appropriate office, e.g. Estates and Buildings, Works Division, Health and Safety Department, Head of School etc, and appropriate action requested.

Copies of the inspection form and requests for remedial action should be retained on file.

**INSPECTION AREA:**

**PORTABLE LADDERS**

Ladder numbered Yes  No

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All rungs firm; do not move by hand Yes  No

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No cracks or bends Yes  No

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No loose nails, screws, etc. Yes  No

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Ladder stable (check hinges to be firm; stops on spreaders) Yes  No

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Ladder castors (wheels), brakes and platform in good condition Yes  No

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Check extension system Yes  No

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Check extension locks for safety Yes  No

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Non-slip devices in good condition Yes  No

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No paint on wooden ladders Yes  No

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**FIXED LADDERS**

Ladder numbered Yes  No

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No damage or missing rungs Yes  No

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Cage 700mm away from level of rungs Yes  No

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All metal parts in good condition (cracks)

Yes  No









Questions should be answered for each ladder as per numbered ladder register.

## PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENT LIST

PPE List per Department and Signature in terms of acceptance of use.

### Conditions of use:

1. PPE will be issued at the expense of the school.
2. PPE remains the property of the school and must be handed back on termination of service.
3. Loss or willful damage to PPE may result in disciplinary action being taken against the user after an investigation.
4. I will immediately report if PPE issued to me is lost or damaged.
5. I will wear/use PPE issued to me where and whenever required to do so.
6. PPE may not be removed from the school's premises.
7. I understand that it is a legal requirement to wear PPE and that refusal to do so can lead to disciplinary procedures being instituted.
8. I have received comprehensive training on the use and limitations of PPE.

SYMBOLIC SIGN	DESCRIPTION	DEPARTMENT/ AREA /TASK	QUANTITY	IF APPLICABLE MOTIVATE	SIGNATURE
	Overall				
	2 - Piece Suit Pants				
	2 - Piece Suit Top				
	Dust Coat				
	Apron				
	Hard Hat				
	Gum Boots				
	Safety Shoes				

	Gloves				
	Safety Glasses				
	Face Shield				
	Welding Hood				
	Breathing Apparatus				
	Respirator				
	Dust/Chemical Mask				
	Hearing Protection				
	Full Body Harness				
	Thermal Suit				
	Thermal Jacket				
	Jersey				
	Socks				
	Other Unspecified PPE Required				



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