**Health and Safety Checklist for Classrooms 2020**

Room Number/Description: ……………………Date: ………………….Teacher

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| --- | --- | --- | --- |
| Questions |  | Yes/No/Not applicable | Further Action Needed |
| **Movement around the classroom**  **(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 kept clear? |  |  |
| Are trailing electrical leads/cables prevented wherever possible? |  |  |
| Is lighting bright enough to allow safe access and exit? |  |  |
| Are procedures in place to deal with spillages, eg water, bodily fluids? |  |  |
| For stand alone classrooms:   * Are access stops or ramps properly maintained? * Are access stairs or ramps provided with handrails |  |  |
| **Work at Height** | Is appropriate step ladder or kick stool available for use where necessary – eg, accessing storage above head height, hanging of displays, etc. |  |  |
| Is a window opener provided for opening high level windows? |  |  |
| **Furniture and Fixtures** | Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving? |  |  |
|  | Is furniture in good repair and suitable for the size of the user, whether adult or child? |  |  |
| Are all screws fittings in place and secure? |  |  |
| Is portable equipment stable, eg a TV set on a suitable trolley? |  |  |
| Where window restrictors are fitted, are they in good working order? |  |  |
| Are hot surfaces of radiators etc, protected where necessary to prevent the risk of burns to vulnerable young people? |  |  |
| **Manual Handling** | Have trolleys been provided for moving heavy objects, eg books, materials, stacker boxes, etc? |  |  |
| Are trolleys maintained in good condition? |  |  |
| **Computers and similar equipment** | If you use computers as part of your job, has a workstation assessment been completed? |  |  |
| 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, eg laminators, been visually checked and, where necessary tested at suitable intervals to ensure that it is safe to use ? (There may be a sticker to show it has been tested) |  |  |
| **Asbestos** | If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you? | N/A |  |
| Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos? | N/A |  |
| **Fire** | If there are fire exit doors in the classroom are the:   * Unobstructed * Kept unlocked and * Easy to open from the inside? |  |  |
| Is fire fighting equipment in place in the classroom? |  |  |
| Are fire evacuation procedures clearly displayed? |  |  |
| Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children? |  |  |
| **Workplace ventilation and heating** | Does the room have natural ventilation? |  |  |
| Can a reasonable room temperature be maintained during use of the classroom |  |  |
| Are measures in place, for example blinds, to protect from glare and heat from the sun? |  |  |