

NUT Safety Representatives' Inspection Checklist



NUT SAFETY REPRESENTATIVES' INSPECTION CHECKLIST

This checklist is not intended to set out a comprehensive list of possible issues for inspection.

It is not intended to be appropriate for every single school.

The checklist covers the main areas of concern in most schools

SUBJECT OF INSPECTION	YES/ NO	COMMENTS
<p>CIRCULATION AREAS (A)</p> <p><u>Floors</u></p> <p>(a) Are all parts of the floor even and non-slip? (b) Are floors free from tripping hazards, e.g. worn lino, tools, mats, boxes, trailing wires, rubbish, etc? (c) Are floors non-slip where appropriate (e.g. in craft rooms etc)? (d) Are floors cleaned regularly and are spills cleared up immediately?</p> <p><u>Passageways, Aisles, Exits and Doors</u></p> <p>(a) Are all passageways and aisles sufficiently wide to allow people to circulate easily? (b) Are all of the above unobstructed? (c) Do all doors open freely and easily? (d) Do doors which require them have sighting panels and are these of toughened/laminated glass? (e) Are there any mats/carpets which make a tripping hazard? (f) Do fire exits display correct notices? (g) Are all passageways and aisles adequately lit?</p> <p><u>Stairs</u></p> <p>(a) Are all stairs in good repair and non-slip? (b) Are handrails provided and in good condition? (c) Are staircases adequately lit?</p> <p><u>Lighting</u></p> <p>(a) Is all lighting adequate and well-positioned for the purpose? (b) Are all light fittings and light switches in good order and checked regularly?</p>		

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<p>CIRCULATION AREAS Contd.</p> <p><u>Windows/Ventilation</u></p> <p>(a) Are all windows easily openable to maintain comfortable working conditions even in hot weather?</p> <p>(b) Do any windows open safely, not protruding into circulation areas?</p> <p>(c) Are window fastenings in good repair and undamaged?</p> <p>(d) Is window glass free of cracks?</p> <p>(e) Are windows cleaned regularly?</p> <p>(f) Where there are large areas of glass facing direct sunlight, is there provision for shading, e.g. Venetian blinds?</p> <p>(g) Is every enclosed space ventilated by a sufficient quantity of fresh or purified air?</p>		
<p>GENERAL PURPOSE CLASSROOMS (B)</p> <p>Check as for A then:</p> <p><u>Suitability of room for purpose</u></p> <p>(a) Is the room suitable for teaching?</p> <p>(b) Are there problems in voice projection or background noise?</p> <p><u>Furniture and Fittings</u></p> <p>(a) Is furniture located in a safe place i.e. not too near the door or likely to block other areas where people walk?</p> <p>(b) Are cabinets, cupboards, shelves etc., stable and fixed where required?</p> <p>(c) Are any fittings in a safe position?</p> <p>(d) Are furniture or fittings in reasonable condition with no loose, worn or broken parts?</p> <p>(e) Are there any hazards arising from overcrowded classrooms?</p> <p><u>Storage</u></p> <p>(a) Are all storage units stable and fixed where necessary?</p> <p>(b) Are all shelf mountings secure and in a safe condition?</p> <p>(c) Are steps available for high shelves?</p> <p>(d) Are there any flammable materials exposed to fire risk?</p> <p>(e) Is there sufficient storage with adequate access?</p> <p><u>Electrical Equipment</u></p> <p>(a) Are electrical appliances, plugs and leads in good condition?</p> <p>(b) Are sockets in good condition and appropriately situated?</p> <p>(c) Is the area free from trailing leads or cables?</p> <p>(d) Has electrical equipment been checked recently?</p> <p><u>Windows/Ventilation</u></p> <p>(a) Are all windows easily openable to maintain comfortable working conditions even in hot weather?</p> <p>(b) Do any windows open safely, not protruding into circulation areas?</p> <p>(c) Are window fastenings in good repair and undamaged? Is window glass free of cracks?</p>		

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<p><u>Windows/Ventilation</u> (Contd.)</p> <p>(d) Are windows cleaned regularly?</p> <p>(e) Where there are large areas of glass facing direct sunlight, is there provision for shading, e.g. Venetian blinds?</p> <p>(f) Is every enclosed space ventilated by a sufficient quantity of fresh or purified air?</p>		
<p>SCIENCE LABORATORIES</p> <p>As for A and B plus:</p> <p>(a) Are all hazardous materials (e.g., toxic matter, highly flammable liquids, etc.) clearly labelled and safely stored?</p> <p>(b) Are safety goggles and other protective equipment provided and used?</p> <p>(c) Is all equipment adequate and working correctly?</p> <p>(d) Is the layout of the laboratory such as to allow safe access/exit/circulation?</p> <p>(e) Have asbestos products such as mats been replaced?</p> <p>(f) Are safety rules prominently displayed?</p> <p>(g) Is a first aid box available?</p>		
<p>CDT WORKSHOPS</p> <p>As for A and B plus:</p> <p>(a) Are all hazardous materials clearly labelled and safely stored?</p> <p>(b) Are safety goggles and other protective equipment provided and used? Is this equipment appropriate and in good condition?</p> <p>(c) Are machines adequately guarded and equipped with automatic safety cut-out switches at each workstation?</p> <p>(d) Is there adequate provision of dust extractors and dust masks for use with woodworking machinery?</p> <p>(e) Is all machinery and equipment regularly inspected and maintained?</p> <p>(f) Are tools safely stored when not in use? Is there provision for safe storage of hand tools at or near work benches?</p> <p>(g) Is the area regularly cleaned and waste matter disposed?</p> <p>(h) Is the layout of the workshop such as to allow safe access/exist/circulation?</p> <p>(i) Are safety rules prominently displayed?</p> <p>(j) Is a first aid box available?</p>		
<p>FOOD TECHNOLOGY ROOMS</p> <p>As for A and B plus:</p> <p>(a) Are all hazardous materials clearly labelled and safely stored?</p> <p>(b) Is adequate protective clothing provided and used?</p> <p>(c) Are electrical appliances properly wired and earthed and operating correctly?</p> <p>(d) Are washing facilities provided for washing and drying hands prior to handling foods?</p> <p>(e) Is the layout of the room such as to allow safe access/exit/circulation?</p>		

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<p>FOOD TECHNOLOGY ROOMS (Contd.)</p> <p>(f) Are safety rules prominently displayed? (g) Is a first aid box available?</p>		
<p>ART ROOMS</p> <p>As for A and B plus:</p> <p>(a) Are all hazardous materials clearly labelled and safely stored? (b) Is there a safety cut-out and lock on the kiln? (c) Is there adequate provision of dust extractors and dust masks for use with the kiln? (d) Are any prohibited glazes in use? (e) Is adequate protective clothing provided and used? (f) Is the layout of the room such as to allow safe access/exit/circulation? (g) Is the area properly cleaned? (h) Is a first aid box available?</p>		
<p>COMPUTER ROOMS</p> <p>As for A and B plus:</p> <p>(a) 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? (b) Are all power cables secured, covered and not trailing? (c) Does the suitability and layout of computer rooms ensure that pupils have minimal problems with glare, heat and seating? (d) 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. (e) Do workstations comply with legal requirements on space requirements, provision/type of chairs, heating, lighting, noise etc?</p>		
<p>HALLS AND GYMNASIA</p> <p>As for A and B plus:</p> <p>(a) Are brackets securing ropes and wall bars sound? (b) Is wooden equipment free from splinters? (c) Is equipment safely stored when not in use? (d) Is stage lighting safely stored or secured? (e) Is there a regular routine for inspecting furniture, floors, apparatus, equipment and fittings? (f) Is a first aid box available?</p>		

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<p>SCHOOL OFFICE/ADMIN AREA</p> <p>As for A and B plus:</p> <p>(a) Are there any trailing telephone cables? (b) Are there proper guards on equipment such as guillotines? (c) 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.)</p>		
<p>STAFF ROOM/FACILITIES</p> <p>As for A and B plus:</p> <p>(a) Is the room large enough for the numbers to be accommodated and is suitable and sufficient seating and workspace provided? (b) Is a non-smoking area provided? (c) Is the room clean and warm? (d) Are there adequate cloakroom facilities and storage facilities for personal belongings, books etc? (e) Are there clean and hygienic facilities for making hot drinks? (f) Are suitable rest facilities provided for pregnant women and nursing mothers, including, where necessary, the facility to lie down?</p>		
<p>KITCHEN AREAS</p> <p>As for A and B plus:</p> <p>(a) Is equipment adequately guarded? (b) Is the kitchen/dining area kept clean? (c) Is a first aid box available?</p>		
<p>EXTERIOR OF BUILDING/PLAYGROUND</p> <p>(a) Is the area free from dangerous holes/cracked paving stones? (b) Are climbing frames and other playground equipment securely anchored? (c) Is the area free from broken glass? (d) Is outside lighting sufficient and working properly? (e) Are outside steps secure with a firmly fixed handrail? (f) Are roofs, guttering, drain pipes, etc., as far as can be seen, sound and well-maintained? (g) Are all building materials, caretakers' maintenance equipment, etc., kept securely? (h) Are all cars parked safely?</p>		

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<p>TOILET AND WASHING FACILITIES</p> <p>(a) Do facilities for staff and pupils comply with regulations? (b) Are there enough toilets for men, women and pupils? (c) Are toilet facilities and washrooms for staff separate from those provided for pupils? (d) Are they clean and in good repair? (e) Are washing facilities provided in the vicinity of every toilet? (f) Are washing facilities supplied with hot and cold running water, soap and towels? Are they sufficiently ventilated and kept clean?</p>		
<p>WATER SUPPLIES</p> <p>(a) Is there an adequate supply of wholesome drinking water for all staff and pupils? (b) Is the water readily accessible and is a sufficient number of cups provided (except in the case of drinking fountains)?</p>		
<p>ELECTRICAL EQUIPMENT AND SUPPLY (GENERAL)</p> <p>(a) Is the main supply capable of meeting the maximum demand? (b) Is the distribution system (i.e. sockets, bench supplies etc.) suitable for the type of work being carried out? (c) Are isolating switches marked, well-sited, accessible and known to staff? (d) Are residual current (earth leakage) circuit breakers used where appropriate? (e) Are electrical sockets and equipment placed away from sinks and hotplates? (f) Is all electrical equipment maintained and checked regularly?</p>		
<p>FIRST AID PROVISION</p> <p>(a) Is there a trained first aider or appointed person on the premises? (b) Are notices posted giving names and contact details of first aiders, location of first aid boxes and procedures for calling ambulances? (c) Do first aid boxes and first aid rooms conform to legal standards and requirements?</p>		
<p>ACCIDENTS, INJURIES AND ILLNESSES</p> <p>(a) Are accidents and injuries to employees reported and recorded in an employee accident book? (b) Are near misses and illnesses caused by work also reported? (c) Are accidents and injuries reported to the HSE as required by law and appropriate records kept? (d) Do all staff know where the accident book is?</p>		


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<p>HEATING SYSTEM</p> <p>(a) Is the heating system regularly serviced and maintained in good order and is the boiler regularly maintained by a competent person?</p> <p>(b) Does the heating system provide heating levels in line with legal requirements?</p> <p>(c) Can windows be easily opened for adequate ventilation?</p> <p>(d) Are reasonable steps taken in hot weather to maintain comfortable working conditions?</p>		
<p>USE OF GAS</p> <p>(a) Is the location of gas isolator valves known and are these accessible to all appropriate staff (but obviously not accessible to children)?</p> <p>(b) Are gas taps and valves tested regularly?</p> <p>(c) Are cylinders of compressed gas clearly labelled and correctly stored away from heat sources, flammable substances and out of direct sunlight?</p>		
<p>USE OF CHEMICALS</p> <p>(a) Are all chemicals such as cleaning materials, disinfectants, detergents, fly killers etc., clearly labelled and safely stored?</p> <p>(b) Do staff know what to do in an emergency (spillage, accidental poisoning, splashes on skin or eyes, etc.)?</p> <p>CLEANING</p> <p>(a) Is cleaning carried out regularly and to a satisfactory standard overall?</p> <p>(b) Is regular cleaning carried out on high ceilings, light fittings, light switches and fan heaters?</p>		
<p>SECURITY PRECAUTIONS</p> <p><u>General</u></p> <p>(a) Has security risk assessment been carried out?</p> <p>(b) Is the assessment reviewed on a regular basis, at least annually?</p> <p>(c) Is the incidence of crime (e.g., trespass, vandalism, theft, arson attacks, attacks on staff or pupils) in school monitored?</p> <p><u>Specific</u></p> <p>(a) Do fences/gates prevent unauthorised access?</p> <p>(b) Is there a clear entrance with signs directing visitors?</p> <p>(c) Is there a well-organised reception area to control visitors?</p> <p>(d) Are car parks well lit?</p> <p>(e) Are buildings well kept with no graffiti and not vandalised?</p> <p>(f) Has security been considered for staff working alone in detached buildings?</p> <p>(g) Are exit doors and windows secure?</p> <p>(h) Are waste and recycling bins locked up at night?</p> <p>(i) Does security lighting cover all the entrances and footpaths?</p>		

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<p>OTHER MATTERS</p> <p>(a) Any other matters which need to be drawn to the employer's attention should be noted here.</p>		

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	NUT HEALTH & SAFETY REPRESENTATIVES' REPORT FORM	
<p>Notification to employer (or employer's representative) of conditions and working practices considered to be unsafe or unhealthy and of arrangements for welfare at work considered to be unsatisfactory.</p>	<p>Date and nature of remedial action or explanation if no action taken (this information to be given to the safety representative).</p>	
<p>Date of inspection:</p>	<p>Date of receipt by employer:</p>	
<p>Signature of Safety Rep(s):</p>	<p>Signature of employer (or his representative):</p>	
<p>(This report does not imply that the conditions are safe and healthy or that the arrangements for welfare at work are satisfactory in all other respects.)</p>		