

ACADEMY BUILDING & SITE PREMISES SAFETY INSPECTION CHECKLIST

Establishment Name _____

Inspection carried out by _____

Accompanied by _____

Date of Inspection _____

Location	Item/Finding	Guidance on what to look for	Condition/comments	Action required Yes/No
Entrance	Signposting	Clear directions for visitors to get to Reception Reception/main entrance readily identifiable		
	Security	Are visitor control procedures in place – such as a signing in book and badge system; a lobby waiting area; all visitors having to be escorted? Are contractor signing in arrangements in place, and asbestos information readily available to them? Are other potential entrances in the vicinity of the Reception kept locked or clearly state they are not for use?		
	Slip/trip hazards	Are there any raised edges or drops on the entrance route – e.g. raised flagstones, pot holes? Is there any build up of leaves/moss/mud that can make the entrance area slippery?		

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	Lighting	Is there sufficient lighting during periods of darkness?		
Car park	Traffic management	<p>Are there separate routes in and out for vehicles and pedestrians – if not is there a method to prevent pedestrians being struck by vehicles?</p> <p>Is there a traffic management system in place – e.g. a one way system around the car park; clearly laid out parking bays; traffic calming measures and speed reduction signs?</p> <p>Have safety features been installed to power operated gates and doors to prevent people being struck or trapped?</p> <p>Are upward opening gates fitted with an effective device to prevent them falling back?</p> <p>Are gates fitted so as to ensure there is no risk of trapping or crushing?</p>		
	Slip/trip hazards	Are there any obvious tripping hazards – e.g. pot holes, raised and uneven kerbs; are there slip hazards – e.g. wet leaves, moss etc.?		
	Lighting	Is there sufficient lighting during periods of darkness?		

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Corridors	Slip/trip hazards	Are there any raised/curled up carpet edges? Are there any sunken mat wells with mats below the edge? Are there any raised floor tiles?		
	Obstructions	Are there mats at entrances to prevent corridor floors becoming wet during inclement weather? Is anything placed on the corridor so that the width is insufficient for the numbers that will be required to use it in an emergency?		
	Fire loading	Do displays and coat hooks run the full length of the corridor? Are items stored on the corridor easily ignited and would they help spread a fire if one started? Are there any dead ends on the corridors?		
	Fire safety	Is appropriate fire fighting equipment and signage in place?		
Cloakrooms/toilets	Fire protection	Are the cloakrooms segregated from the fire routes?		
	Slip/trip hazards	Is the flooring anti-slip in areas that may become wet? Are there any raised tiles/damaged flooring?		

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	Obstructions	Is anything stored in the area that impedes access?		
	Fire Safety	Is appropriate signage in place?		
Stairs	Fire protection	Are stairways free of combustible materials?		
		Are stairs fitted with fire doors at the top and bottom?		
	Slip/trip hazards	Are stair treads in good condition?		
		Are stair nosing's easily identifiable?		
		Are handrails fitted to staircases?		
	Obstructions	Is anything stored on the stairs/has anything been left on the stairs?		
Classrooms	Space	Are students coats/bags stored appropriately?		
		Can staff and students move freely around the room, and exit the room without hindrance?		
	Equipment	Is equipment in good condition and stored appropriately?		
		Is equipment causing an obstruction?		

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	Radiators	<p>Are radiators positioned so that students are unlikely to scald themselves?</p> <p>Are fixed electric heaters fitted with guards to prevent things being inserted into them?</p>		
	<p>Substances</p> <p>Obstructions</p> <p>Slip/trip hazards</p> <p>Access and egress</p> <p>Storage</p>	<p>Are any hazardous substances left out in the room?</p> <p>Are there any containers without labels?</p> <p>Is there anything that prevents quick and easy access and egress from the room?</p> <p>Are there any raised carpet edges/floor tiles/cables?</p> <p>If water and sand activities take place, is there anti-slip flooring and are the means to clear up spills close to hand?</p> <p>Do classrooms have more than one means of escape?</p> <p>Are the exit routes free from obstructions both inside and out?</p> <p>Do fire exits open easily?</p> <p>Can vehicles obstruct the exit?</p> <p>Is there sufficient storage space?</p> <p>Is anything stored at height – if so is there a safe method for accessing it?</p>		

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		Is there adequate lighting to the store? Can the lighting cause a fire hazard?		
	Windows	Do they present a risk when open? Is safety glazing installed where required?		
	Walls/ceilings	Are there any visible defects e.g. broken tiles/plaster falling off?		
	Furniture	Is it in good condition, stable, no sharp edges protruding?		
	Fire safety	Is appropriate fire fighting equipment and signage in place?		
Boiler house / plant rooms/ electrical cupboards	Space	Is there sufficient space to access controls?		
	Storage	Is the room free of storage?		
	Slip/trip hazards	Is the floor in good condition and free from trip hazards? Is the floor maintained in a clean and dry condition?		
	Access and egress	If in a basement area, do access steps have a handrail? Is the area well lit?		

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	Gas/electrical safety Fire safety	Is the door kept locked with appropriate signage in place? Are emergency cut off valves/switches in place? Is appropriate fire fighting equipment and signage in place?		
Hall	Exits P.E. equipment Stage area Fire safety	Are exits readily identifiable and not covered by curtains or obstructed by equipment? Is equipment stored safely and is it regularly maintained? Is there lighting for the backstage area? Is stage equipment maintained? Is there any waste/combustible materials stored in the stage area? How is stage lighting accessed? Is appropriate fire fighting equipment and signage in place?		
Kitchen	Hazardous substances	Are they stored appropriately? Is there suitable information regarding hazardous substances		

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		and their correct use?		
	PPE	Is appropriate safety/hygiene clothing provided, and worn?		
	Equipment	Are appliances correctly installed and maintained?		
	Space	Does the layout allow for safe access, egress and circulation?		
	Slip/trip hazards	Is the floor in good condition and free from trip hazards? Is the floor maintained in a clean and dry condition? Are spills cleaned up immediately?		
	Signage	Are machinery warning signs and safety rules clearly displayed?		
	Gas safety	Are statutory inspections/records in place and gas shut-off devices clearly identified?		
	Fire safety	Is appropriate fire fighting equipment and signage in place? Is there a build up of grease/dirt etc.?		

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Cleaning cupboards	Locked	Is the cupboard kept locked at all times when students are in the premises?		
	Hazardous substances	Are they stored appropriately? Is there suitable information regarding hazardous substances and their correct use?		
	Equipment	Is equipment in good condition, regularly maintained and stored appropriately?		
	Fire safety	Are flammable materials stored safely? Can the lighting cause a fire hazard? Are there any gaps in ceilings and walls?		
	Storage	Is there sufficient storage space?		
Office areas	Housekeeping	Are areas kept in a clean, tidy condition, free from tripping hazards, waste materials and obstructions?		
	Space	Is there sufficient space for the activities undertaken; can staff move around the area freely?		
	Storage	Is there sufficient storage space?		

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Other internal areas	Doors	Have finger protection devices been fitted to door hinges where identified? Are glass vision panels unobscured?		
	Stairs	Do stair cases have handrails and are they well lit?		
	Heating	Is the heating suitable and sufficient? (Normal environments - 16°C . If work involves physical effort at least 13°C Classrooms 18° , activity areas -physical education 15° and sickrooms 21°)		
	Fire safety	Is fire fighting equipment and signage in place? Are halogen lights kept away from displays/storage?		
	Corridors	Are they free from obstructions and slip/trip hazards?		
	Lighting	Are lighting levels adequate for the area/work activity being undertaken?		
	Ventilation	Is the ventilation (natural or powered) suitable and sufficient for the area/work activity being undertaken?		
Playground and external areas	Equipment	Is outdoor play equipment and safety surfacing maintained annually by an appointed contractor? Is the outdoor play equipment inspection checklist in place and reviewed on a termly basis?		

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		Is regular monitoring of the equipment and safety surfacing carried out by the academy?		
	Slip / trip hazards	Are there any unacceptable hazards in the playground? Is the surface flat and even? Is decking in good condition and non-slip? Are there any obvious trip hazards where students are likely to play or run?		
	Trees	Are trees in or overhanging the grounds safe and in good condition?		
	Establishment perimeter	Do fencing/boundary hedges provide adequate security?		
	Lighting	Is there sufficient lighting during periods of darkness?		
	Refuse storage	Are refuse bins secured and stored away from the building?		
	Ponds/water features	Are ponds/water features fenced off and appropriately secured?		

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Swimming and hydrotherapy pools	Security	In order to prevent unauthorised access, is entry to the pool and plant room secure? Do students/visitors only have access under direct supervision?		
	Slip/trip hazards	Is there anything on or around the poolside which students could collide with or fall on to? Is the surface flat and non-slip with no trip hazards?		
	Hazardous substances	Are they stored appropriately? Is there suitable information regarding hazardous substances and their correct use?		
	Signage	Is appropriate signage in place around the pool area (e.g. Danger Deep Water, No Running, No Diving, and Pool Depth)?		
Other locations	Anything that you think may cause a student, member of staff, visitor or contractor to be injured.e.g. External condition of building, state of slates, guttering? Accessibility of flat roofs to trespassers?			

Location	Item/Finding	Guidance on what to look for	Condition/comments	Action required Yes/No
	LPG tanks and gas cylinder storage?			

Title	Building & Site premises Safety Inspection Checklist	Ref No	
Reviewed by	Keith Furzeland	Date of Review	AUG 2014