

## Resource 15: Health and safety file initial checklist

*Use the right hand column to make notes about the issues on the left.*

Facilities management staff: names, contact points, telephone extensions	
School site map	
Accident procedures, form	
Addresses of safety organisations	
Asbestos – policy, guidance, location of asbestos log book	
Anti-bullying policy	
Clinical waste	
Closure – health and safety issues that could cause closure	
Drug policy	
Design and technology – health and safety in the learning area	
Safety rules in science laboratories	
First aid – list of qualified first aiders and locations	
Critical incident plan	
Chemicals – storage and safety procedures	
Emergency evacuation procedures	
Educational visits and journeys – regulations, procedures, risk assessments form	
Electrical safety – testing log	
Emergency contact details – Police, Fire, Ambulance, Hospitals	
Fire regulations	
First aid regulations – school procedures	
Health and safety information from local authority or equivalent	
HIV/AIDs – information, procedures	

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Inspection reports relating to health and safety	
Mail – how to deal with suspect packages	
Manual handling – basic guidelines	
Medical room – procedures for use of	
Meetings – health and safety minutes	
Office – health and safety procedures, risk assessments	
Personal protection equipment at work	
Policies – health and safety	
Regulations	
Recycling schemes – procedures, regulations	
RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	
Risk assessments	
Risk ranking scheme	
Service checks – dates work done	
Sickness absence – monitoring procedures	
Visitors – procedures	
Working with VDUs	