

Resource 9: A basic health and safety audit

Answer yes, no or don't know beside each statement. Use the spaces provided for additional notes and comments			Yes; No; Don't know	Comment
1		Does your school have/promote a culture that encourages staff to take a wider view of their health and safety responsibilities?		
2	2.1	Does your school have a written health and safety policy?		
	2.2	Are there clear arrangements for carrying out the policy?		
3	3.1	Does your school have a health and safety committee?		
	3.2	Does it meet on a regular basis?		
	3.3	Are the minutes circulated to all staff?		
4		Has your school got all statutory health and safety posters displayed around the building in key, visible locations?		
5	5.1	Does your school have regular emergency evacuation practices?		
	5.2	Is feedback given to staff and pupils about the length of time the procedure takes?		
	5.3	Do you have a fire practice logbook?		

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6	6.1	Is a record kept of the servicing of all fire equipment located in the school?		
	6.2	Are fire alarms checked on a regular basis and records kept?		
	6.3	Are all suitable areas clearly marked with fire precaution and exit routes?		
	6.4	Do all fire doors have notices and working push bars, and are they free of obstacles?		
	6.5	Are all instances of fire/arson reported to the police?		
7	7.1	Does your school have sufficient people qualified in first aid?		
	7.2	Do all practical areas have first aid boxes?		
	7.3	Are they regularly checked?		
	7.4	Are staff briefed about what they can and cannot do re first aid?		
	7.5	Are first aid information posters displayed around the building?		
	7.6	Are accident report procedures in place and known to staff?		

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8	8.1	Are all potentially hazardous substances securely stored and correctly labelled?		
	8.2	Are chemicals used in science lessons, readily identified, dated and stored securely when not in use?		
	8.3	Do all laboratories have gas and electric cut-off switches?		
	8.4	Do pupils know how to use these in an emergency?		
9	9.1	Is all equipment used in the school checked on a regular and agreed basis?		
	9.2	Does the school keep records of equipment safety checks?		
10	10.1	Have fire risk assessments been done for practical areas such as science, design & technology, food, art, etc?		
	10.2	Have lesson risk assessments been done for practical subjects?		
	10.3	Are these risk assessments incorporated into schemes of work?		
	10.4	Are risk assessments completed for all school visits?		
11		Have caretakers, site or facilities staff been trained in risk assessment?		
12		Are you aware of your host country's health and safety legislation?		

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13	13.1	Are regular H/S checks carried out for the school premises?		
	13.2	Do heads of department or middle-managers carry out regular health and safety checks for the area(s) they are responsible for?		
14	14.1	Are all areas where asbestos is present clearly labelled?		
	14.2	Is there an asbestos log book?		
	14.3	Is this shown to all contractors who work on site?		
15	15.1	Are there clear health and safety procedures in place for third party use of school facilities?		
	15.2	Are these clearly communicated to users in the agreed contract?		
	15.3	Do site staff monitor these procedures with hirers?		