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hazards checklist PREMISES

# GUIDANCE FOR SCHOOLS

[](https://www.google.co.uk/url?sa=i&url=https://www.shrm.org/resourcesandtools/hr-topics/risk-management/pages/common-office-hazards.aspx&psig=AOvVaw2Jo4a5JF9AqWfNuuLaroaW&ust=1585817329857000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCJiowofsxugCFQAAAAAdAAAAABAE)

## INTRODUCTION

Just like any other workplace, there are risks presented by the working environment within schools which need to be assessed to ensure that staff, pupils and visitors remain safe and healthy.

This guidance has been prepared to assist Headteachers and other staff in schools in complying with the health and safety regulations and to provide clear information on the hazards that need risk assessing relating to premises.

Risk assessing is nothing more than a careful examination of what in the area of your responsibility could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. This will involve identifying significant hazards in your workplace and, taking into consideration the precautions already in place, determining the level of risk.

## PREMISES RELATED ISSUES

Before determining what the risks are, it is essential that the relevant hazards are identified that need to be assessed. A number of different ways may be used to identify the hazards present in the establishment’s activities. This may include:

* Walking around the workplace and looking at what could be expected to cause harm
* Legislative guidance from the HSE, trade associations etc
* Occasional studies of work activities (such as job safety analysis)
* 'Campaign' studies of particular hazards and risks
* Manufacturers/suppliers instructions for safe use
* Talking to staff and their representatives
* Day-to-day hazard spotting by staff and supervision

| Hazards | Comments | Potential Controls |
| --- | --- | --- |
| Fire-(e.g. electrical, arson, kitchens etc) | The Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to manage fire risks. This will include completing a suitable and sufficient fire risk assessment and putting in place appropriate fire precautions for the premises.  The person/s undertaking the fire risk assessment must have an appropriate level of understanding of the fire risks associated with school premises.  Where this is not available in-house, it is recommended that an external competent person be used to undertake the fire risk assessment | Fire Risk Assessment completed  Emergency Plan completed  Personal Emergency Egress Plans prepared for vulnerable persons  Fire evacuation procedures displayed  Fire wardens appointed & trained  Fire drills held twice yearly  Fire exits and routes sign-posted and kept clear of obstructions  Fire extinguishers maintained and kept clear  Fire detection and alarm and emergency lighting systems installed, tested and maintained  Premises information systems and out-of-hours procedures in place |
| Slips and trips (e.g. extension leads, loose carpets, stairs etc) | The Workplace (Health, Safety and Welfare) Regulations 1992 require establishments to be kept free from hazards.  Slips and trips in schools are a common hazard and can result in serious harm, particularly when occurring on stairwells. | All traffic routes kept clear of obstructions  Extension leads kept to a minimum  Carpeting, stairs and traffic routes maintained and cleaned regularly  Stairwells and traffic routes well lit  Cabinet drawers kept closed and not opening onto traffic routes  Spillages to be cleaned up immediately  Regular inspections to be undertaken |
| Electrical installation (e.g. electric shock, fire etc) | The Electricity at Work Regulations 1989 require all electrical installations to be appropriate for their use, installed, tested and maintained on a regular basis by a competent person.  Any work on the electrical installation must be undertaken by a competent person. | Sufficient electrical sockets provided  Sockets not overloaded with numerous plugs  Regular maintenance of installation (once every 5 years) by competent person  All repairs or improvements on system to be undertaken by competent person  Installation intake cupboard locked and signposted with rubber matting on floor.  High voltage intakes to be kept locked  Installation cupboards not to be used as a storage area, particularly for combustible materials. |
| Electrical equipment  (e.g. electric shock, fire) | The Electricity at Work Regulations 1989 require all electrical equipment to be appropriate for their use, tested and maintained on a regular basis by a competent person.  Schools can have numerous items of electrical equipment for both educational use and administrative purposes. | All equipment to be suitable for purpose  All portable equipment subject to PAT  All staff made aware of need to report/not to use defective equipment  Use of extension leads limited  Appropriate extension lead matting used across traffic routes |
| Gas installation  (e.g. gas leak, carbon monoxide poisoning, fire/explosion) | The Gas Safety (Installation and Use) Regulations require all gas systems (boilers, other gas fired equipment, pipe work etc) to be appropriately installed, tested and maintained by a competent person. | Regular maintenance of all gas installations undertaken by a competent (gas safe registered) person  This to include site managers house and any ancillary systems  Boiler room clear of materials, locked and signposted |
| Lifts and other plant and equipment  (e.g. lift entrapment, falls etc) | The Lifting Operations and Lifting Equipment Regulations 1998 require all equipment to be maintained in a state of good repair and efficient working order with 6 monthly checks | Appropriate installation  Regular maintenance and inspection  Staff trained in lift stuck/person stuck procedures |
| Asbestos containing materials  (work on or near, broken or damaged materials) | The Control of Asbestos Regulations require all potential asbestos containing materials to be identified, assessed and appropriate control measures put in place. | Asbestos surveys completed and register prepared  Risk assessments completed  Asbestos management plan prepared  Contractors made aware of ACM’s prior to working  Regular inspections of ACM’s  Training and awareness in ACM’s |
| Water systems  (legionella, drinking water quality) | The Control of Substances Hazardous to Health Regulations 2002 and the Water Quality Regulations 1999 require water systems to be assessed and appropriate control measures to be put in place to prevent legionella and to ensure adequate drinking water quality. | Legionella risk assessment undertaken by competent person  Written scheme of control prepared for premises including control measures  Adequate drinking water supply provided  Water temperatures taken regularly |
| Lighting  (eye strain, slips and trips) | The Workplace (health, Safety and Welfare) Regulations require adequate lighting to be installed both internally and externally.  The Regulatory Reform (Fire Safety) Order requires, where necessary, emergency lighting to be installed. | All lighting to be installed to CIBSE requirements  Task lighting to be provided where required  All traffic routes well lit  Emergency lighting installed where necessary as identified by the fire risk assessment |
| Glass and Glazing  (children running into, severe cuts and lacerations) | Glass and glazing at low levels can cause serious injuries. The Workplace (health, Safety and Welfare) Regulations require safety glass to be installed where necessary. Schools should have completed a survey to ensure that safety glass is installed in the appropriate areas. | Glass and glazing survey completed for the establishment and recorded  Safety glass at required levels at per British Standard  All glass and glazing inspected as part of premises inspection regime |
| Doors (Finger traps) | Finger traps in doors, particularly in corridors can cause significant injury and even amputation to children.  Any doors that have significant gaps should be identified and appropriate action taken. | All self-closers on fire doors should close doors at a controlled speed  Finger guards installed on doors where necessary  All doors/self-closers and finger guards inspected on a regular basis |
| Heating/Temperature  (too hot or too cold) | The Education (Premises) Regulations and the Workplace (Health, Safety and Welfare) Regulations contain requirements in relation to temperatures | All heating systems to be maintained  Local heaters if provided to be subject to regular testing  All staff reminded to turn off heaters when away from desks |
| Ventilation  (no ventilation) | The Education (Premises) Regulations and the Workplace (Health, Safety and Welfare) Regulations contain requirements in relation to ventilation.  Ventilation systems if not properly maintained can catch fire. They may also fail to provide adequate ventilation | All engineered ventilation systems to be regularly maintained by a competent person  Windows that can be opened to be in good condition to allow natural ventilation |
| Welfare facilities  (unhygienic) | The Education (Premises) Regulations and the Workplace (Health, Safety and Welfare) Regulations contain requirements in relation to toilet facilities.  Toilets for both pupils and staff must be adequate in number and be well maintained | All toilets to be cleaned daily  Floors to be kept clear of spills and contamination  All toilets to have adequate ventilation  All toilets to have facilities to wash hands |
| Housekeeping/cleanliness  (build up of waste, unhygienic/rodent problems, fire risk, slips and trips etc) | A build-up of waste can create a number of hazards | Daily waste collection by cleaning contractor  Sufficient waste receptacles to be provided both internally and externally  Waste not to be stored in traffic/escape routes  Food waste to be securely stored and disposed of regularly |
| Intruders  (violence and aggression) | Schools can be the target of thieves. They can also be involved in other issues related to violence and aggression (such as gang related problems or aggressive parents) | Non-public areas secured by appropriate systems (e.g digilocks, electronic passes)  Intruder alarm system installed and maintained  Panic alarm system installed, tested and maintained  All staff aware of need to maintain security and trained in intruder procedure  Reception designed to provide security to staff  CCTV installed  Staff and visitor identification to be worn  All incidents of violence and aggression are reported |
| Playgrounds and Outdoor Play Equipment  (failure of equipment and safety surfaces) | Pupils injuries can occur when using outdoor play equipment. Some incidents can be serious (including broken bones etc). Although injuries whilst using outdoor play equipment cannot be totally eliminated, by following good practice, many injuries can be prevented or the outcomes of an accident mitigated. | All equipment designed and purchased to relevant standards  All equipment and safety surfaces installed by competent contractor  All equipment and surfaces subject to regular in-house inspection  All equipment subject to annual inspection by competent person |
| Trees and Gardens  (broken branches, root damage, unwanted plants etc) | Many school grounds contain trees and gardens. There have been a number of incidents where tree branches have broken off and caused harm to individuals and damage to property. There have also been incidents where pupils have eaten plant materials resulting in them being hospItalised.  Ponds can be a particular issues in relation to drowning incidents | All trees subject to regular in-house inspection and inspection by arboriculturalist to specified scheme  All gardens to contain children friendly plants, shrubs and bushes  Garden ponds to be appropriately fenced |
| Hazardous or dangerous substances | This can include cleaning materials, chemicals used as part of repair and maintenance procedures etc | All hazardous or dangerous substances reduced to a minimum amount  Substances to be locked away in secure storage  MSDS to be obtained for all substances  COSHH risk assessment to be completed |
| Cars, delivery vehicles and parking spaces | Vehicle movements in school grounds can create hazards particularly when undertaken during periods when children may be in the playground or when arriving/leaving school | Ensure deliveries are made at times when pupils are not in the vicinity  If parking areas are available, ensure these are clearly demarcated from the playground areas |
| Contractors  (on-site, undertaking hot work. using chemicals) | Contractors and schools should ensure that adequate procedures are in place to control any work that is to be undertaken. | Contractors competency checks to be undertaken  Method Statements and/or risk assessments to be provided  Appropriate information to be passed to contractors  Contractors to be informed of and to adhere to site rules (e.g. identification, sign-in etc)  Work to be undertaken when school closed where possible  Contractors to be informed of site access and security  Material/equipment storage to be approved  Emergency procedures including evacuation and first aid arrangements to be made known  Where necessary CRB checks to be completed  Permit-to-Work scheme to be utilized |