

PRIMARY CLASSROOM CHECKLIST

GUIDANCE FOR SCHOOLS



# INTRODUCTION

This document has been produced to assist primary schools in completing an inspection for primary school classrooms in line with Government policy and good practice. The following procedure should be followed:

1. At the commencement of each term, teachers should be requested to complete a classroom inspection using the template below
2. The checklist provided should be completed by the classroom teacher by answering the questions detailed and where there is an issue, the hazard should be noted in the space provided
3. After the questions have been answered, any hazards identified should be noted in the ‘Further Action’ table and the additional measures or actions deemed necessary noted, along with when they should be completed
4. The teacher should then sign the checklist form and pass this to the Headteacher or person responsible for health and safety
5. The completed forms should then be stored, either electronically or in hard copy and the application of additional control measures monitored regularly

## PRIMARY CLASSROOM INSPECTION CHECKLIST

| School: | Classroom:  |
| --- | --- |
| Teacher completing inspection checklist: | Date of inspection: |

| Issue | Questions | Y/N | Hazard identified |
| --- | --- | --- | --- |
| Surfaces (slips & trips) | Is the internal flooring in good condition (no damaged or loose carpets, linoleum etc)? | Blank cell | Blank cell |
| Are there any worn, slippery, uneven surfaces or changes in floor level that need to be highlighted? | Blank cell | Blank cell |
| Are areas between desks clear of obstructions? | Blank cell | Blank cell |
| Are there procedures in place for dealing with spillages (e.g. water, sand, blood etc)? | Blank cell | Blank cell |
| Are there trailing electrical cables/leads across gangways or traffic routes? | Blank cell | Blank cell |
| Are access steps or ramps well maintained and provided with a handrail? | Blank cell | Blank cell |
| Storage | Are shelves securely fixed and not overloaded with items that are likely to fall? | Blank cell | Blank cell |
| Are cabinets stable and not overloaded? | Blank cell | Blank cell |
| Are cabinets securely locked when the classroom is empty to prevent unauthorised access? | Blank cell | Blank cell |
| Are all craft knives, scissors and other items securely stored when not in use? | Blank cell | Blank cell |
| Substances&materials | Are there any hazardous materials that can be disposed of or substituted for less hazardous materials? | Blank cell | Blank cell |
| Are there clear instructions on the use of any hazardous materials that are used? | Blank cell | Blank cell |
| Are any hazardous substances or materials securely stored? | Blank cell | Blank cell |
| Are ignition sources (e.g. candles and matches) securely stored? | Blank cell | Blank cell |
| Falls from height | Is a stepstool or stepladder provided to enable staff to reach high storage or put up wall displays? | Blank cell | Blank cell |
| Is a window opener provided for opening high-level windows?  | Blank cell | Blank cell |
| Interactive whiteboards | Are staff and pupils in direct line of the projector beam? | Blank cell | Blank cell |
| Are the whiteboard and projector securely fixed? | Blank cell | Blank cell |
| Computers | Have staff using computers completed a workstation assessment? | Blank cell | Blank cell |
| Furniture & fixtures | Are fixtures and fitting in good condition and securely fastened? | Blank cell | Blank cell |
| Are protruding fixtures and fittings protected to prevent impacts? | Blank cell | Blank cell |
| Are hot surfaces of radiators and pipes protected, where necessary, to prevent the risk of burns? | Blank cell | Blank cell |
| Is furniture in good repair and suitable for users (pupils and staff)? | Blank cell | Blank cell |
| Are window restrictors fitted, where necessary, and in good working order? | Blank cell | Blank cell |
| Asbestos | Is the location of any asbestos containing materials in the classroom known? | Blank cell | Blank cell |
| Are the asbestos containing materials free from nails, pins and screws etc? | Blank cell | Blank cell |
| Are the asbestos containing materials subject to regular inspection? | Blank cell | Blank cell |
| Are the procedures for reporting damaged asbestos containing materials known? | Blank cell | Blank cell |
| Fire | Are fire exits clear of obstruction, kept unlocked and easy to open? | Blank cell | Blank cell |
| Are call points, fire extinguishers and door vision panels kept clear of displays? | Blank cell | Blank cell |
| Are fire evacuation procedures clearly displayed and procedures known by staff and pupils? | Blank cell | Blank cell |
| Are there procedures for the evacuation of any vulnerable pupils in the classroom? | Blank cell | Blank cell |
| Electricity&electrical equipment | Are fixed electrical switches and plug sockets in good repair? | Blank cell | Blank cell |
| Are all portable plugs and cables in good repair? | Blank cell | Blank cell |
| Has portable equipment been subject to testing (PAT label)? | Blank cell | Blank cell |
| Is all electrical equipment located away from sinks and other sources of water? | Blank cell | Blank cell |
| Workplace(ventilation & heating) | Is the classroom provided with ventilation (natural or mechanical)? | Blank cell | Blank cell |
| Can a reasonable temperature be maintained in the classroom? | Blank cell | Blank cell |
| Are there measures to protect pupils from glare and heat from the sun? | Blank cell | Blank cell |

### FURTHER ACTION NEEDED

| Hazard identified | Action required, by whom and when |
| --- | --- |
| **Blank cell** | **Blank cell** |
| **Blank cell** | **Blank cell** |
| **Blank cell** | **Blank cell** |
| **Blank cell** | **Blank cell** |
| **Blank cell** | **Blank cell** |
| **Blank cell** | **Blank cell** |

| Signature: | Date:  |
| --- | --- |