

NEU Guidance for Reps and Local Officers

This checklist does not set out a comprehensive list of all possible issues and safety risks within a school, but addresses the main areas of risk and should be adapted for individual schools.

- Specialist teaching rooms have specific hazards and are the responsibility of the head of faculty/department and senior technician who could be consulted on major areas of concern.
- It may be helpful to ask members to submit any health and safety concerns they have in advance of the inspection, to help identify any new hazards or if there is a specific inspection focus e.g. heating or trips and slips. Accident records and maintenance request/log books could also be reviewed prior to an inspection.
- The following briefings are available in the health and safety section of the NEU website, <https://neu.org.uk/>:
 - Safety Inspections and Policies and Procedures
 - Standards for School Premises
 - School Safety Committees
- For other topics e.g. stress, which come under the remit of a health and safety representative, please go to the health and safety section of the NEU website, <https://neu.org.uk/>.

SUBJECT OF INSPECTION	YES/ NO	COMMENTS
1. CIRCULATION AREAS (A)		
<u>Floors</u>		
(a) Are all parts of the floor in good condition, even, clean and free from tripping hazards?		
<u>Passageways, Aisles, Exits, Doors and Fire Doors</u>		
(a) Are all of the above unobstructed, especially during fire drills?		
(b) Do fire exits display correct notices? Are manual external fire doors closed at all times?		
(c) Are there any slips and trips hazards? <ul style="list-style-type: none"> • Slips, trips and falls NEU health and safety briefing 		
<u>Stairs</u>		
(a) Are all stairs in good repair and non-slip?		
(b) Are handrails provided and in good condition?		
(c) Are all areas and staircases adequately lit?		
<u>Windows/Ventilation</u>		
(a) Are all windows which open fitted with safety latches, especially on first floor or above?		

(b) Are window fastenings in good repair and undamaged?		
(c) Is window glass free of cracks and clean?		
(d) Where there are large areas of glass facing direct sunlight, is there provision for shading, e.g. venetian blinds?		
(e) Are windows which open outwards protected with external mesh enclosure?		

SUBJECT OF INSPECTION	YES/ NO	COMMENTS
2. GENERAL PURPOSE CLASSROOMS (B) Check as for A then:		
<u>Suitability of room for purpose</u>		
(a) Is the room suitable for teaching?		
(b) Are there problems with voice projection or background noise?		
(c) Are there any hazards arising from overcrowded conditions?		
<u>Furniture, Fittings and Storage</u>		
(a) Is furniture located in a safe place i.e. not too near the door or likely to block other areas where people walk?		
(b) Are cabinets, cupboards, shelves etc, stable and fixed where required? Are steps available for use?		
(c) Are furniture or fittings in reasonable condition with no loose, worn or broken parts?		
(d) Is the interactive whiteboard projector positioned to avoid standing in the beam?		
<u>Electrical Equipment</u>		
(a) Are electrical appliances, plugs and leads in good condition?		
(b) Is the area free from trailing leads or cables?		
(c) Has electrical equipment been checked and tested recently and recorded in the PAT log?		
(d) Are the ICT stations at an appropriate height?		

SUBJECT OF INSPECTION	YES/ NO	COMMENTS
3. SPECIALIST TEACHING ROOMS, SCIENCE, DT, FOOD, PERFORMING ARTS, SPORTS AND ICT		
(a) Is there sufficient safety and protective equipment for all pupils and staff?		

<p>(b) Is all specialist machinery and equipment in good condition, regularly inspected and maintained? e.g. gas taps</p> <p>(c) Is the first aid box complete and is a phone available to summon help?</p> <ul style="list-style-type: none"> • First aid NEU health and safety briefing <p>(d) Are hazardous materials and chemicals safely stored?</p> <p>(e) Are the rooms adequately cleaned on a daily basis and are they deep cleaned on a regular basis?</p> <p>(f) Are ICT workstations ergonomic?</p> <ul style="list-style-type: none"> • Classroom ergonomics NEU guidance 		
SUBJECT OF INSPECTION	YES/ NO	COMMENTS
<p>4. STAFF ROOM/REST FACILITIES/ADMIN AREAS/OFFICES/REPROGRAPHIC ROOMS As for A and B plus:</p>		
<p>(a) Is the room large enough for the numbers to be accommodated and is suitable and sufficient seating and workspace provided?</p> <p>(b) Is the room a suitable working temperature?</p> <ul style="list-style-type: none"> • Heating NEU health and safety briefing (England) • Heating NEU health and safety briefing (Wales) • High classroom temperatures NEU health and safety briefing <p>(c) Are there adequate cloakroom and storage facilities for personal belongings?</p> <p>(d) Are suitable rest facilities provided for pregnant women and nursing mothers, including the facility to lie down?</p> <p>(e) Is there adequate ventilation, especially in rooms with a lot of heat generating equipment?</p>		
SUBJECT OF INSPECTION	YES/ NO	COMMENTS
<p>5. TOILET AND WASHING FACILITIES</p>		
<p>(a) Are there enough toilets for men, women and pupils?</p> <p>(b) Are toilet facilities and washrooms for staff separate from those provided for pupils?</p> <ul style="list-style-type: none"> • Standards for school premises NEU health and safety briefing (England) • Standards for school premises NEU health and safety briefing (Wales) <p>(c) Are they clean and in good repair and with adequate ventilation?</p>		

(d) Are washing facilities provided in the vicinity of every toilet?		
(e) Is the hot water supply at an appropriate temperature to avoid scalds? (See No 6 Water Supplies)		

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6. WATER SUPPLIES		
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(a) Is there an adequate supply of drinking water for all staff and pupils?		
(b) Have risk assessments been carried out for legionella on high risk areas e.g. showers/drinking fountains?		
(c) Is the log book available for inspection?		
<ul style="list-style-type: none"> • Legionella disease NEU health and safety briefing 		

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7. HEATING SYSTEMS		
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(a) Is the heating system regularly serviced and maintained in good order?		
(b) Does the heating system provide heating levels in line with legal requirements?		
(c) Are reasonable steps taken in hot weather to maintain comfortable working conditions?		
<ul style="list-style-type: none"> • Heating NEU health and safety briefing (England) • Heating NEU health and safety briefing (Wales) • High classroom temperatures NEU health and safety briefing 		

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8. ASBESTOS		
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(a) Has a recent asbestos survey been conducted and is it available to you? Is there an asbestos location register and management plan?		
(b) Is there full compliance with the asbestos management plan?		
(c) Are areas of encapsulated or sealed asbestos clearly labelled?		
<ul style="list-style-type: none"> • Asbestos in schools – health and safety briefing 		

SUBJECT OF INSPECTION	YES/ NO	COMMENTS
9. FIRST AID PROVISION		
(a) Is there a trained first aider rota or appointed person? (b) Are notices posted giving names and contact details of first aiders, location of first aid boxes, epi pens and inhalers and procedures for calling ambulances? (c) Do first aid boxes and first aid rooms conform to minimum requirements? (d) Are staff aware of pupils with life threatening conditions? <ul style="list-style-type: none"> • First aid NEU health and safety briefing • Administration of medicines NEU health and safety briefing 		

SUBJECT OF INSPECTION	YES/ NO	COMMENTS
10. ACCIDENTS, INJURIES AND ILLNESSES		
(a) Are accidents/near misses, illnesses and injuries to employees reported and recorded using the schools reporting systems? (b) Are accidents and injuries reported to the HSE as required by law and appropriate records kept? (c) Are the accident reports reviewed by the health and safety committee? <ul style="list-style-type: none"> • Accidents and injuries NEU health and safety briefing 		

SUBJECT OF INSPECTION	YES/ NO	COMMENTS
11. EXTERIOR OF BUILDING/PLAYGROUND		
(a) Is the area free from dangerous holes/cracked paving stones and hazards e.g. broken glass? (b) Are climbing frames and other playground equipment securely anchored? (c) Is outside lighting sufficient and working properly? (d) Are outside steps secure with a firmly fixed handrail? (e) Are roofs, guttering, drain pipes etc, as far as can be seen, sound and well-maintained?		

(f) Are all caretakers' maintenance equipment, cleaning materials etc labelled and kept securely?		
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SUBJECT OF INSPECTION	YES/ NO	COMMENTS
12. SECURITY PRECAUTIONS		
<u>General</u> (a) Has a security risk assessment been carried out? (b) Is the assessment reviewed on a regular basis, at least annually? (c) Is the incidence of crime (e.g. trespass, vandalism, theft, arson attacks, attacks on staff or pupils) in school monitored? <ul style="list-style-type: none"> • School security – NEU health and safety briefing 		
<u>Car Parks/Gates</u> (a) Do fences/gates prevent unauthorised access? (b) Is there a clear entrance with signs directing visitors? (c) Is there a reception area to greet/monitor visitors? (d) Are car parks well lit? Are pedestrians separated from cars? (e) Has security been considered for staff working alone in detached buildings? (f) Are exit doors and windows secure? (g) Does security lighting cover all the entrances and footpath? (h) Do staff have access to codes/keys for school gates to avoid being locked in?		

OTHER MATTERS

(a) Any other matters which need to be drawn to the employer's attention should be noted here.



NEU HEALTH & SAFETY REPRESENTATIVES' REPORT FORM

Notification to employer (or employer's representative) of conditions and working practices considered to be unsafe or unhealthy and of arrangements for welfare at work considered to be unsatisfactory.

Date and nature of remedial action or explanation if no action taken (this information to be given to the safety representative).

Date of inspection:

Date of receipt by employer:

Signature of safety rep(s):

Signature of employer (or their representative):

(This report does not imply that the conditions are safe and healthy or that the arrangements for welfare at work are satisfactory in all other respects.)