

CHILDREN'S SERVICE

Local Code of Practice

No.22

Health & Safety Audits

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General and Administration

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
A1	Are copies of the school's Health and Safety Policy posted in prominent positions or issued to governors, staff and safety representatives?				HSWA 74 Section 2 (3)
A2	Are copies of Barnet's Health and Safety Policy and the Children's Service policy for Health and Safety available for inspection by governors, staff and safety representatives?				HSWA 74 Section 2 (3)
A3	Have all staff acknowledged that they have seen or received receipt of the school's Health and Safety Policy?				HSWA 74 Section 2 (3)
A4	Is the Health and Safety at Work etc., Act 1974 poster "Health and Safety Law What You Should Know" prominently displayed?				Health & Safety (Information for Employees) Regulations 1989

SECTION A
General and Administration

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
A5	i) Are all accidents reported and investigated? ii) Is the action taken to prevent a recurrence and appropriate records completed? (Local Code of Practice No.4 outlines procedure)				Social Security Act 1985 and RIDDOR 85
A6	Are governors and staff regularly consulted on Health and Safety matters?				HSWA 74 Section 2
A7	Is Health and Safety information communicated to staff?				HSWA 74 Section 2
A8	Are instructions and supervision adequate to ensure safe methods of working and work areas which are safe and without risk?				HSWA 74 Section 2
A9	Are contractors, work persons and other visitors requested to abide by all Health and Safety legislation and made aware of the school's policies and procedures? (See Local Code of Practice No.9 – Contractors)				HSWA 74 Section 3 and 4

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SECTION A
General and Administration

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
A9.1	Are contractors, work persons forewarned of any hazards they may encounter during the course of their task which are known to the school?				HSWA 74 Section 3 and 4
A10	Does the school have any safety representatives?				HSWA 74 Section 2 (4) Safety Representatives & Safety Committee Regulations 1977
A10.1	Are safety representatives provided with copies of Safety Bulletins and Local Codes of Practice?				
A10.2	Are they allowed time to carry out their functions?				
A11	Are all the personnel aware of their Health and Safety responsibilities as outlined in the school's and Children's Service Health and Safety Policy Statements and Local Codes of Practice?				HSWA 74 Section 2 (3)
A12	Has a fire/evacuation area been identified which is in such a position as to enable an assembled group to keep moving away from the fire/hazard should this be necessary, but not directly in front of an entrance where emergency vehicles are likely to enter at speed?				HSWA 74 Section 2

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SECTION A
General and Administration

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
A12.1	Does the school have a : i) Bomb Alert Procedure? ii) Fire Procedure? iii) Floor Procedure? iv) Power Failure Procedure? v) Gas Leak Procedure?				M.H.S.W. Regulations
A13	Are records kept of what Health and Safety courses staff have attended?				
A14	Does the school hold copies of plans detailing services, e.g. gas, water, electricity?				

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Access and Egress

	Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
B1	Is safe access and egress provided to all points within the school/college?				HSWA 74 Section 2
B2	Are designated smoke doors, final exit fire doors and escape routes unlocked and unobstructed?				HSWA 74 Section 2
B2.1	Are escape routes in case of fire adequately signed "Fire Exit"?				ESP Regulations
B3	Are steps/stair treads and nosing present and free of defect?				HSWA 74 Section 2
B3.1	Do steps blend together making it difficult to distinguish individual steps?				
B4	Are handrails/balustrades secure?				HSWA 74 Section 2
B5	Is floor covering free of rucks, defects, slip and trip hazards?				HSWA 74 Section 2

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
B6	Are floor surfaces free of defects, slip and trip hazards?				HSWA 74 Section 2
B7	Are corridors/landings unobstructed by furniture, lockers, etc. (at least one metre width must be maintained throughout)?				HSWA 74 Section 2
B8	Illumination : (i) Natural light – adequate and serviceable? (ii) Artificial light – adequate and serviceable?				HSWA 74 Section 2 DES Design Note 17 – CFIL 84
B9	Do all final exit fire doors have external lighting which is either time operated, responsive to natural light or has an operating switch adjacent to the door?				HSWA 74 Section 2
B10	Drains/gulleys, inspection chamber : are covers in good condition and flush fitting?				HSWA 74 Section 2
B11	Are internal fire doors hooked, wedged or left open during the day?				HSWA 74 Section 2 ESP Regulations

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
B12	Are cupboard doors which open into fire routes lockable and marked "Keep locked shut when not in use"?				HSWA 74 Section 2
B13	Portable access platforms, ladders and scaffolds : are they : (i) Suitable for their intended purpose? (ii) Complete and in good condition without defect? (iii) Regularly inspected, records of inspection kept? (iv) Properly stored and secure when not in use?				HSWA 74 Section 2 LCOP 16
B13.1	(i) Are staff and other users trained to use access equipment safely? (ii) Are records of access equipment training held?				
B14	Do any doors have glazing below one metre, or a large proportion of their total mass as glazing?				BS 6262
B15	Does any corridor have glazed panels which are below one metre?				BS 6262

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Housekeeping

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
C1	Is there a system for discovering building defects and making them safe, e.g. building inspections?				
C2	Are statutory temperatures maintained (see Education School Premises Regulations 1982)?				ESP Regulations
C4	Does any building or room exceed 27°C on more than 10 days in any year?				ESP Regulations
C6	Are drip trays positioned where necessary, e.g. beneath water urn?				
C7	Have you sufficient metal or non-combustible waste disposal bins?				HSWA 74
C8	Are bins regularly emptied?				WHSW Regulations
C9	Are toilet and washing facilities sufficient, clean, serviceable and adequately lit?				HSWA 74 WHSW Regulations

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
C11	Are facilities adequate for the disposal of clinical waste (i.e. used bandages, plasters, sanitary towels, unwanted biology specimens)?				SB 108
C13	Are current cleaning practices satisfactory (e.g. able to control levels of mud, dirt, dust and remove grease build up)?				HSWA 74 WHSW Regulations
C14	Is rubbish and/or combustible waste including paper, cardboard, plastics and unwanted chemicals allowed to accumulate in any : (i) High risk area (laboratories, workshops, craft rooms, boiler rooms, etc.)? (ii) Any other areas (please specify)?				HSWA 74 WHSW Regulations
C15	Is rubbish and or combustible materials ever stored in escape routes including corridors, dual purpose areas, protected lobbies, stairways, entrance and exit areas?				HSWA 74 Section 2
C16	Are work areas or storage areas cluttered?				HSWA 74 WHSW Regulations

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
C17	In workshops are tools regularly cleaned and stored properly?				HSWA 74
C18	Are all chemicals stored and labelled according to recommended procedures?				HSWA 74 COSHH
C19	Are all windows clean, serviceable and in good condition?				

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Electrical Equipment

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
D1	<p>Are all items of electrical equipment serviceable and in good repair?</p> <p>Look for :</p> <p>(i) Signs of overheating on plugs, sockets and insulation, e.g. scorch marks, melted plastic or rubber components, etc.</p> <p>(ii) Loose connections in plugs and portable equipment.</p> <p>(iii) Damage to portable equipment, plugs and sockets.</p> <p>(iv) Defective insulation.</p> <p>(v) Broken or 'hissing' switches.</p> <p>(vi) Worn or dangerous appliances (in particular check for worn or frayed cables).</p> <p>(vii) Cables which trail through doors or cause a trip hazard.</p>				<p>HSWA 74 EW</p>

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Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
(viii) Correct fuse rating. (ix) Cable/flex secured by plugs secure card grip.				
D2 Does all equipment receive an annual recorded inspection which is made by a competent person (in house)?				GS 23 Electrical Safety in Schools
D3 Is there excessive reliance on extension cables.				
D4 Are extension cables used permanently in the same position?				HSWA 74
D5 Do extension cables and telephone cords cause trip hazards, are they trapped beneath furniture?				HSWA 74
D6 (i) Are all appliances and machinery registered and tested by a competent person on a regular basis? (ii) How frequent are these tests on electrical equipment?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
D7	Are records of all electrical equipment test/inspections kept on site?				
D8	In winter do walls of heaters, central heating pipes, radiators become extremely hot to touch?				HSWA 74 Sections 2 & 3
D9	Is there excessive reliance on multi-ways adaptors?				
D10	(i) Is the fuse box marked so it can be easily identified in the event of an emergency? (ii) Is a CO ² extinguisher located in close vicinity to the electrical intake cupboard?				
D11	(i) Does the establishment have any radiant heaters? (ii) Are these fixed to the wall? (iii) Do they have a permanent guard?				
D12	Is any 240 volt portable electrical equipment used externally or in swimming pool areas?				EWR

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
D13	(i) Are batteries charged on site? (ii) Is the battery charging area adequately ventilated? (iii) Are there any possible ignition sources in the charging area? (iv) Are there procedures for dealing with battery acid spills?				Sec Ind (G) 1396 Electric Storage Batteries (Safe charging and use)

Fire Prevention

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
E1	Are all personnel conversant with the action to be taken in the event of a fire; do they know their evacuation drill?				MHSW Regulations
E2	Is the drill practised at least once each term and is it reported to Governors?				LCOP 14
E3	Are fire alarms sounded weekly at different times of the day to ensure all staff are familiar with its sound and that it can be heard?				LCOP 14
E4	(i) Are fire alarms and emergency lighting tested regularly? (ii) When were they last tested?				LCOP 14
E5	Are records kept of : (i) When fire alarms are sounded and tested? (ii) Evacuation drills concluded?				LCOP 14

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Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
(iii) Emergency lighting checked, together with any observations?				
E6				LCOP 14
E7				LCOP 14
E8				LCOP 14
<p>Are "end of day" checks made to prevent possible fires by :</p> <ul style="list-style-type: none"> <li data-bbox="259 903 1021 975">(i) Returning all flammable materials to the storage cupboards? <li data-bbox="259 1015 1021 1086">(ii) Switching off and unplugging all non essential equipment? <li data-bbox="259 1126 1021 1198">(iii) Emptying all ashtrays, after checking for smouldering contents, into metal containers? <li data-bbox="259 1238 1021 1310">(iv) Clearing up shavings and saw dust in workshops? <li data-bbox="259 1350 1021 1382">(v) Closing all fire doors? 				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
E8.1	(vi) Checking on-going science experiments for safety and naming a person to check? Is there an active awareness of fire prevention amongst staff and pupils?				
E9	Are escape routes free from obstructions, slip and trip hazards.				HSWA 74 Section 2
E10	Fire/smoke stop doors in good working condition and check : (i) Self-closing devices serviceable. (ii) Doors move freely (don't wedge or bind). (iii) When double doors are left to close unaided, do they come to rest opposite each other with gap of less than 4 millimetres? (iv) Where appropriate, is all intermescent strips intact.				LCOP 14
E11	Are unserviceable extinguishers reported promptly?				LCOP 14

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
E12	Are all heavy fire extinguishers (e.g. 9 litre water, foam, etc.) positioned so that the handle is approximately one metre from the floor?				
E13	(i) Are staff familiar with the various types of fire media and against which variety of fire they are effective? (ii) Do they know how to operate the extinguishers and hose reel?				LCOP 14
E14	Do final exit doors open in the direction of escape and are they kept unlocked at all times while people are in the building(s)?				LCOP 14
E15	Are changes of room use, structural alterations, etc. notified to the Central Health and Safety Unit?				
E16	Is wall hung display material limited to restrict surface flame spread in escape route corridors and stairways?				Building Bulletin 7
E17	Are sufficient 'Fire Exit' signs prominently displayed so that visitors unfamiliar with the building can escape?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
E18	Are any members of staff instructed to “sweep” the building for people who have failed to evacuate when there is a drill or the alarms are sounded without warning?				LCOP 14
E19	Are all flammables stored in the flammable cupboards?				
E20	Does any room or work area suffer from a static electricity problem?				
E21	In the event of a fire is someone designated to meet the emergency services and direct them to the scene?				LCOP 14

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First Aid (see Local LEA Code of Practice No.5)
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Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
F1 Is there an adequate number of trained first aiders to cover all locations, allowing for staff absences?				LCOP 5
F2 Is there an adequate number of 'appointed persons' designated to cover in the absence of first aiders?				LCOP 5
F3 Is there an up-to-date list of first aiders and appointed persons prominently displayed on notice boards and at other strategic locations?				LCOP 5
F4 Is there always an appointed person or first aider on site when employees are working?				LCOP 5
F5 Is there a designated person responsible for checking and maintaining the contents of first aid boxes and kits?				LCOP 5
F6 (i) Is there a properly equipped first aid room on the premises?				LCOP 5

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Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
(ii) Does each first aider have a key to its door?				
F7				LCOP 5
F8				LCOP 5
F9				LCOP 5
F10				LCOP 5
F11				
F12				LCOP 5

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
F13	Does the Premises Controller maintain a record of first aiders certificate dates?				
F14	Is there an established procedure for transporting and escorting casualties to hospital?				LCOP 5

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Physical Education

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
G1	Teachers/instructors ;; are they trained and authorised to supervise the lessons or games for which they take responsibility?				HSWA 74
G2	Are students checked for : (i) Correct clothing and footwear? (ii) Appropriate guards, i.e. shin pads, cricket pads, fencing guards, etc? (iii) Medical status (e.g. suffers from asthma, diabetes, brittle bones, etc.)? (iv) Parental permission in specialist sports?				DES Safety in Physical Education
G3	(i) Are pitches/jumping/courts/gymnasia checked for hazards (such as hygiene, dangerous objects, substances, etc) before games commence?				HSWA 74 Sections 2 & 3

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
(ii) Who carries this out? a) Ground Staff b) Pupils c) Teacher-in-Charge				
G4 Are weather conditions considered when deciding which external PE lessons are to be taught?				HSWA 74 Sections 2 & 3
G5 Do staff check the size of any group and the experience of pupils when preparing lessons?				SPPE
G6 Are activities carefully planned, especially where pupils may go out of sight?				
G7 Boundary areas : Are they clearly defined for field events?				
G8 (i) Is the PE equipment checked before it is issued before it is issued from the store room? Equipment : Is the potentially dangerous apparatus stored securely and access/use regulated?				HSWA 74 Sections, 2 3 & 4

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
G9	Javelins, weights, etc. – is the use of such equipment adequately supervised?				SSPE
G10	(i) Are all PE staff, either first aiders or appointed persons (see Children’s Service Code of Practice No.5)? (ii) Are first aid facilities available and can a first aider or emergency service be readily contacted in the event of an injury?				LCOP 5
G11	Are young persons accompanied by a member of staff or other responsible adult on the journey to and from matches/competitions played at venues other than their own school?				
G12	Swimming : Will this be carried out in accordance with Children’s Service Local Code of Practice No.11 – Swimming Safely?				
G13	Are pool staff trained to carry out their tasks which includes being able to effect a rescue and carry out cardiopulmonary resuscitation?				Safety Bulletin 75

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
G14	<p>Are the following safety signs, warning notices, displayed in appropriate and conspicuous locations about the pool?</p> <p>(i) Clear marking of the depth of water.</p> <p>(ii) Signs showing areas where it is safe to swim or to dive or not as the case may be.</p> <p>(iii) Suitable instructions on the safe use of diving or other equipment.</p>				HSC Book Safety in Swimming Pools
G15	Is rescue equipment in good condition and readily available?				HSC Book Safety in Swimming Pools
G16	Are all pool staff conversant with the maximum number of bathers?				Safety Bulletin 75
G17	Is water temperature and chlorination rates regularly checked by a competent person?				HSC Book Safety in Swimming Pools
G18	Are COSHH assessments on swimming pool chemicals readily available?				COSHH

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
G19	Is a first aid box located near the pool?				LCOP 5
G20	(i) Are there any electrical sockets in the bathing area? (ii) Is portable electrical equipment used in the bathing area? (iii) If portable electrical equipment is used in the bathing or changing areas, is it protected by a residual current circuit breaker (RCCB)?				EWR
G21	Is the caretaker trained to operate the plant and manage chemicals safely?				HSWA 74 HSC Book Safety in Swimming Pools
G22	Are shower areas and changing rooms cleaned daily during term time?				HSWA 74
G23	(i) Are foam mats stored in a fire rated cupboard which is locked when not in use? (ii) If foam mats are stored in the hall or gymnasium, are they located away from fire exits?				HSWA 74

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
G24	Do staff have access to the following publications : (i) Local Codes of Practice and Safety Bulletins. (ii) DCSF (DfES) Safety Services No.4 – Safety in Physical Education. (iii) BAALPE’s Safe Practice in Physical Education				
G25	Are new Safety Bulletins brought to the attention of PE staff (where relevant)?				HSWA 74
G26	Are all storage shelves level, securely fixed and free from damage or corrosion?				HSWA 74
G27	(i) Are filing cabinets fitted with interlocks to prevent more than one drawer being opened at a time? (ii) If not, are they labelled with a warning notice or secured to the wall or floor?				HSWA 74
G28	(i) Are risk assessments made to ensure that all Personal Protective Equipment issued to staff who supervise lessons is suitable.				Personal Protection Equipment at Work Regulations 1992

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
	(ii) Is this Personal Protective Equipment stored in a safe/suitable location after use and maintained?				LCOP 15
G29	Are Manual Handling Assessments available?				LCOP 18 will be produced. See Corporate Code of Practice on Manual Handling
G30	If your Gymnasium or Hall (which is used for Sports) has glazing, is it safety glass or protected by a film or metal guards.				HSWA 74 B56262
G31	(i) Can all surfaces in shower and changing rooms be easily cleaned? (ii) Are showers and changing rooms adequately cleaned to help prevent spread of mud, dirt and infection.				
G32	Does the school have a policy on the fitness of pupils to undertake certain physical activities, e.g. verruca, asthma?				

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Science

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H1	(i) Are science subjects taught under the direct supervision of a qualified science teacher? (ii) Are there any exceptions? Why?				HSWA 74 Sections 2 & 3
H2	Do staff have access to the following publications, and do they comply with them : (i) Local codes of Practices and Safety Bulletins. (ii) Safety in Science Education 1996. (iii) CLEAPSS Publications, i.e. CLEAPSS HANDBOOK, HAZCARDS, etc. (iv) Local rules for accounting and use of radioactive substances. (v) Topics in safety (ASE). (vi) AM 3/90. (vii) AM1/92 DCSF (DfES) circular–Use of ionising radiations in Education Establishments in England and Wales. (viii) CLEAPSS Guide L214 re. Autoclaves.				HSWA 74 Section 2
H3	Are Safety Bulletins and new or revised CLEAPSS publications brought to the attention of staff?				HSWA 74 Section 2

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Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H4 (i) Are suitable goggles, marked BS2092C or EN 166.3 available for use by pupils and members of staff who may engage in science practicals? (ii) Are other forms of eye protection, marked BS2092, or at least EN 166.F available for use by each pupil and members of staff who may engage in science practicals? (iii) Are same eye protectors of a type which can be worn over spectacles? (iv) Are face shields available for technician/teacher use when required? (v) Are eye protectors cleaned each term and in good condition?				LCOP 15 HSWA 74 Section 3 Personal Protective Equipment at Work Regulations 1992
H5 Are experiment safety screens available and serviceable?				HSWA 74
H6 Are spill kits available and serviceable?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H7	(i) Are all storage shelves level, securely fixed and free from damage or corrosion? (ii) Is all shelving clearly labelled or colour coded? (iii) Are chemical shelves surfaces non-slip and impervious?				
H8	(i) Are filing cabinets fitted with interlocks to prevent more than one drawer being opened at a time? (ii) If not, are they labelled with a warning notice or secured to the wall or floor?				HSWA 74
H9	Is chemical storage organised in accordance with the advice given in CLEAPSS Handbook, Section 7?				CLEAPSS Handbook
H10	Do hazardous chemicals carry suitable warning labels?				COSHH
H11	Are particularly hazardous chemicals locked away?				HSWA 74 COSHH
H12	Are radioactive materials locked away from permanently occupied areas and flammables in suitable cupboards?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H13	(i) Is there an accounting system for chemicals and corrosive substances, and (ii) Are quantities of hazardous chemicals kept to a minimum?				
H14	Are large containers of corrosive materials stored at low level and protected from kicking and low level knocks?				CLEAPSS Handbook
H15	Are large containers stored in a tray or similar to contain any possible spills?				
H16	Are bottle carriers, cylinder trolleys, etc. available and used?				Manual Handling Operations Regulations 1992
H17	Are flammable liquids in containers greater than ½ litre kept in the flammable store?				CLEAPSS Handbook
H18	Are incompatible chemicals stored away from each other (e.g. sodium etc. phosphorus; powerful oxidising/reducing agents)? See Topics in Safety ASE and CLEAPSS Handbook.				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H19	(i) Are gas cylinders stored in a ventilated area away from sources of heat? (ii) Are cylinders securely supported, e.g. chained? (iii) Are valves regularly checked for leakage? (iv) Are cylinders stored vertically? (v) Is there a no smoking sign positioned near cylinders?				HSWA 74
H20	Are immersion fluids topped up (phosphorus with water, sodium and other alkalis, metals with paraffin, etc.)?				
H21	Are stocks of chemicals date stamped and clearly labelled?				
H22	When were short life chemicals last checked for deterioration (e.g. potassium, diethylether)?				
H23	Are all heavy items stored at low level?				
H24	Are biological specimens in bottles free from leaks?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H25	Are poisons labelled clearly and locked securely away?				
H26	Are Radon generators, both bottles and tubes, checked regularly for cracks and splits to prevent a release of Thorium or Uranium dust to atmosphere?				
H27	(a) Does the establishment keep Ionising Radiation Sources. If so, how many? (b) Are Ionising Radiation records maintained?				
H28	(i) Are disposal arrangements for Chemical and Biological waste satisfactory? (ii) Are stocks audited (at least annually) to identify out-dated and unwanted substances? (iii) Do all staff follow the correct disposal procedures for hazardous waste?				
H29	Are there an adequate number of suitable size metal bins available?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H30	Are separate disposal facilities available and marked for : (a) biological waste (b) glass				
H31	Is glassware free from cracks, chips and sharp edges?				
H32	Are regular inspections of Bunsen burners made to ensure that : (i) air sleeves are adjustable and that jets and flame-retention collar are not clogged. (ii) that tubing remains in good condition.				
H33	(i) Are disposal/clear up kits available for spillages of mercury, acids, alkalis, flammable liquids, etc. (ii) Are staff trained in their use?				
H34	Are centrifuges, autoclaves, aquaria vacuum pumps, etc. in good condition?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H35	Are operators of autoclaves fully instructed properly, trained in correct operating procedures, purpose and function of controls and safety devices? In addition, are they aware of the dangers of by passing or interfering with safety devices or of other malpractice?				
H36	(i) Are all pressure devices regularly checked and examined by a competent person (autoclaves at least every 26 months)? (ii) Are records of these examinations and tests available?				CLEAPSS Guide L214
H37	Is the maximum loading of beams clearly marked?				
H38	(i) Is the floor in good condition? (ii) Clear of trip and slip hazards? (iii) Clean?				HSWA 74 Section 2
H39	Are tables, benches, chairs, stools in a safe condition?				HSWA 74 Section2

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H40	Is the chalk board etc. satisfactory (i.e. is writing on the board legible at the back of the classroom?)				
H41	Are all electrical sockets and switches secured without cracks or defects?				
H42	Are plugs and flexes visually inspected by competent staff before they are used?				EWR
H43	Do all laboratories have an electrical master switch which is clearly marked?				
H44	Do all laboratories have a master gas stopcock which is located near a fire door and clearly marked?				
H45	Are all laboratories protected by earth leakage circuit breakers? Do they all operate when the test button is pressed?				
H46	Are the mains services colour coded?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H47	<p>During your check of the laboratories, have you noted from taps or pipe work, any :</p> <p>(i) Evidence of potential gas leaks?</p> <p>(ii) Evidence of water leaks?</p>				
H48	<p>(i) Is a first aid kit readily accessible to every laboratory?</p> <p>(ii) Are the location of first aid kits marked by a white cross on a green background?</p> <p>(iii) Are the first aid kits fully equipped?</p>				LCOP 5
H49	<p>(i) Are eye wash facilities available and visible?</p> <p>(ii) If eye wash bottles are used, have they passed their expiry date?</p>				
H50	Are sand buckets dry and free from rubbish?				
H51	<p>(i) Does each laboratory have either a carbon dioxide extinguisher?</p> <p>(ii) Are the extinguisher pins in place?</p>				Building Bulletin No.7

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H52	Is each laboratory equipped with a fire blanket?				Building Bulletin No.7
H53	Are animal cages cleaned regularly?				
H54	Are there procedures for ensuring animals have adequate food and water, especially during weekends and holidays?				
H55	Are there procedures for ensuring the animals remain in a healthy condition?				
H56	Are rooms adequately ventilated (any detectable fumes/odours)?				
H57	Are all fume cupboards operational? (i) Do all services work? (ii) Is the extraction fan able to contain all glasses, vapours, fumes, odours which are produced within the cupboard? (iii) Is the maximum opening for the front of the fume cupboard fixed with a stop?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H58	Are any fume cupboards being used as a store?				COSHH
H59	Have all fume cupboards been checked by a competent person in the last 14 months?				COSHH
H60	(i) Are the lights working and in a safe condition? (ii) Is the level of illumination adequate?				HSWA 74 DES Design Note 17 CFIL 84
H61	(i) Do all laboratories/preparation rooms with washing facilities include : - running hot and cold water - soap - scrubbing brush - paper towels				
H62	(ii) Are all sinks and drains cleaned and unblocked? (iii) Are dilution traps regularly cleaned?				
H63	Have all staff issued laboratory safety rules to their pupils and discussed them?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
H64	Are all staff aware of the location of first aid kits in the laboratories/prep rooms?				
H65	Are all staff trained in the eyewash drill?				
H66	What proportion of science staff have attended the Borough's emergency treatment course?				LCOP 5
H67	Are staff aware of the procedures for clearing up spills?				
H68	(i) Are laboratory/prep rooms used/accessed by non-science staff? If so, for what purpose/lesson? (ii) What is the procedure for briefing them regarding hazards? (iii)				
H69	Is there any evidence that laboratory/prep rooms are used for eating, drinking, smoking, application of cosmetics?				
H70	Do Science staff access to risk assessments on hazards in the workplace, manual handling, etc?				MHSW Regulations LCOP 18

S:

Technology (Workshops)

	Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I1	(i) Are technology subjects taught under the direct supervision of a suitably qualified teacher? (ii) Are there any exceptions and why?				
I2	Do staff have access to the following publications and do they comply with them? (i) Local Codes of Practices and Safety Bulletins (where relevant). (ii) DCSF (DfES) Safety Services No.3 – Safety in Practical Departments. (iii) CLEAPSS ‘Risk Assessments for Technology’. (iv) Copies of the Woodworking Machines Regulations 1974 and the Abrasive Wheels Regulations 1970. (v) “Make It Safe!” produced by The National Association of Advisers and Inspectors in Design and Technology (Primary Schools only).				HSWA 74 Section 2

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I3	Are Safety Bulletins brought to the attention of staff?				
I4	<p>(i) Are suitable goggles marked B"S" 2092 C, D Grade I impact available for use by pupils and members of staff who may be engaged in practicals?</p> <p>(ii) Are other forms of eye protection marked BS2092 Grade I available?</p> <p>(iii) Are eye protectors of a type which can be worn over spectacles?</p> <p>(iv) Are eye protectors cleaned and in good condition?</p>				Personal Protection Equipment Regulations 1992 LCOP 15
I5	<p>(i) Is respiratory protection equipment (RPE) available? If so,</p> <p>a) what standard does it conform to?</p> <p>b) when is it used and by whom?</p> <p>(ii) If the type of RPE in use is not disposable, are they kept hygienic and clean?</p>				LCOP 15 Or LCOP 16
I6	Are staff and pupils given advice on cleaning of overalls?				COSHH

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
17	<p>(i) Does the technology section store LPG on site (what is the maximum quantity). If so,</p> <p>(a) Are cylinders stored in a purpose designed outside lockable cage?</p> <p>(b) Are cartridges stored in a lockable cabinet 30 minutes flame resistant cupboard located either at or above ground level, where it does not endanger any means of escape?</p>				The Keeping of LPG in Cylinder and Similar Containers Guidance Note
18	Are all flammable substances kept in the flammable store which is marked with a flammable label?				
19	If answer to 18 is no, what quantities of flammable liquids re stored in the workshops either on open shelves or in ordinary cupboards?				
110	Are 'In Use' flammable liquids kept to the minimum required in the workshop properly contained and labelled?				
111	Does each workshop have a first aid box which is readily accessible in an emergency?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I12	Are all storage shelves level and securely fixed and free from danger?				
I13	(i) Are filing cabinets fitted with interlocks to prevent more than one drawer being opened at a time? (ii) If not, are they labelled with a warning notice or secured to the wall or floor?				
I14	Are chemical stocks audited (at least annually to identify outdated and unwanted substances)?				
I15	Are all raw materials, e.g. wood, metal, plastic, etc. stored safely?				
I16	Are all storage areas clearly defined?				
I17	Are cutting tools safely and tidily stored in cupboards or on shelves designated for the purpose?				
I18	Are cutting tools carried in a box or other form of protection to ensure tools are not directly handled during transportation to and from machines?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I19	What temperature is the workshop(s)?				
I20	Are procedures established for locking and unlocking workshops?				
I21	Are unsafe tools/machinery labelled, taken out of use, and where possible, locked away until they are repaired or disposed of safely?				
I22	Is all machinery fixed in position (e.g. secured to bench wall or floor)?				
I23	(i) Do power isolator or key switch work on all machines? (ii) Are power isolators lockable on all circular saws, narrow band saws, and combined planer thicknesser?				
I24	Do NVOL stop-start units work on all machines?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I25	(i) Do all machines which require the operator to use both hands have emergency foot/knee stops? (ii) Do all emergency foot/knee stops work?				
I26	Are all machines, cables/conduits in good condition?				
I27	Wood turning lathe(s) : (i) Is the machine's switchgear in a safe operation position? (ii) Is the pulley drive totally enclosed? (iii) Is there a positive catch or interlock to pulley drive? (iv) Is spindle guarded? (v) Are tool rests properly adjusted and secure? (vi) Is chuck guarded? (vii) Does low-volt light unit work?				

S:

	Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I28	Disc Sander : (i) Is the machine switchgear in a safe operating position? (ii) Is the pulley drive totally enclosed? (iii) Is there a positive catch or interlock to pulley drive? (iv) Is the sanding table made of steel? (v) Is the sanding table adjusted and secured close to the disc? (vi) Is abrasive disc in good order? (vii) Is dust extraction unit effective? (viii) Does low volt light unit work?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I29	<p>Drilling Machine :</p> <p>(i) Is the machine switchgear in a safe operating position?</p> <p>(ii) Are all drive mechanisms, i.e. pulleys, belts and gears enclosed?</p> <p>(iii) Is there a positive catch or interlock to gear/pulley drive?</p> <p>(iv) Is spindle/mandrel guarded?</p> <p>(v) Is chuck guarded?</p> <p>(vi) Is head collar secure?</p> <p>(vii) Is table collar secure?</p> <p>(viii) Are machine vice and work clamps serviceable and effective?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I30	<p>Circular Saw :</p> <p>(i) Is machine switchgear in a safe operating position?</p> <p>(ii) Is there a positive switch or interlock to drive mechanisms?</p> <p>(iii) Are the drive mechanisms and underside of the blade totally guarded?</p> <p>(iv) Is Riving knife in accordance with the Woodworking Machines Regulations 1974?</p> <p>(v) Is crown guard in accordance with the Woodworking Machines Regulations 1974?</p> <p>(vi) Is the minimum saw diameter displayed?</p> <p>(vii) Does fence move freely and in good condition?</p> <p>(viii) Are push sticks available at machine?</p> <p>(ix) Is dust extraction unit fitted and effective?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I31	<p>Band Saw :</p> <p>(i) Is machine switchgear in a safe operating position?</p> <p>(ii) Is the blade's drive mechanism guarded?</p> <p>(iii) Is there a positive catch or interlock to drive mechanism?</p> <p>(iv) Is the whole of the blade except for the down running part through the table enclosed by the frame of the machine and or fixed guards which are interlocked or require the use of a tool for removal?</p> <p>(v) Are push sticks available?</p>				
I32	<p>Mortiser :</p> <p>(i) Is the machine switchgear in a safe operating position?</p> <p>(ii) Does the low-volt light unit work?</p> <p>(iii) Is there a positive switch or interlock to pulley drive?</p> <p>(iv) Is the drive mechanism totally enclosed?</p> <p>(v) Is spindle/mandrel guarded?</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>I33 Combined Planer Thicknesser :</p> <ul style="list-style-type: none"> (i) Is machine switchgear in a safe operating position? (ii) Is there a positive switch or interlock to drive mechanism? (iii) Are pulley drives totally enclosed by machine casing or guard? (iv) Is bridge guard in accordance with Woodworking Machines Regulations 1974? (v) Is the behind fence guard in accordance with Woodworking Machines Regulations 1974? (vi) Are cutters secure and properly set? (vii) Is an anti-kickback device fitted? (viii) Are push blocks available near machine? (ix) Is a dust extraction fitted and effective? 				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I34 Centre Lathe : (i) Is the machine switchgear in a safe operating position? (ii) Are drive mechanisms, i.e. pulleys, belts and gears in good condition and totally enclosed by the body of the machine or goods? (iii) Is there a positive catch or interlock to drive mechanisms? (iv) Is spindle/mandrel guarded? (v) Is chuck guarded? (vi) Is rear screen/splash guard effective? (vii) Does low-volt light unit work?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
I35	<p>Power Hacksaw :</p> <p>(i) Is the switchgear in a safe operating position?</p> <p>(ii) Is the drive mechanism totally enclosed?</p> <p>(iii) Is there a positive catch or interlock to drive mechanism?</p> <p>(iv) Is the hydraulic/dash-pot control effective?</p> <p>(v) Is the vice effective.</p>				
I36	<p>Polisher :</p> <p>(i) Is the machine switchgear in a safe operating position?</p> <p>(ii) Is the drive mechanism totally enclosed?</p> <p>(iii) Is there a positive catch or interlock to the drive mechanisms?</p> <p>(iv) Is the spindle and spindle ends guarded?</p> <p>(v) Are the polishing mops guarded?</p> <p>(vi) Is the spindle speed displayed?</p> <p>(vii) Does the low volt light unit work?</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>137 Off-hand grinding machine :</p> <ul style="list-style-type: none"> (i) Is the machine's switchgear in a safe operating position? (ii) Is there a positive catch or interlock to the drive mechanisms? (iii) Are the drive mechanisms totally enclosed? (iv) Are wheels guarded according to the Abrasive Wheel Regulations 1970? (v) Are tool tests correctly adjusted and secured? (vi) Are transport screens effective? (vii) Is an 'eye protection must be worn" sign displayed adjacent to off-hand grinding machine? (viii) Are wheels in good condition? (ix) Is safe working speed marked on the wheels? (x) Is the maximum spindle speed displayed? (xi) Does low-volt light unit work? 				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>138 Vertical milling machine/horizontal milling machine:</p> <ul style="list-style-type: none"> (i) Is the machine's switchgear in a safe operating position? (ii) Is there a positive catch or interlock to drive mechanism? (iii) Is drive mechanism totally enclosed? (iv) Is spindle/mandrel guarded? (v) Are guards appropriate to the size of the cutter? (vi) Is the cutter and work face zone appropriately protected? (vii) Is the machine's vice and table clamps effective? (viii) Does the low-volt light unit work? 				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
139	<p>Tool and Cutter grinding machine :</p> <p>(i) Is the machine's switchgear in a safe operating position?</p> <p>(ii) Is there a positive catch or interlock to drive mechanism?</p> <p>(iii) Is drive mechanism totally enclosed?</p> <p>(iv) Is spindle/mandrel guarded?</p> <p>(v) Are the centre heads in good condition?</p> <p>(vi) Are wheels guarded according to the requirement of the Abrasive Wheels Regulations 1970?</p> <p>(vii) Are the wheels in good condition, e.g. no cracks, chips, worn on one side only, etc.?</p> <p>(viii) Are wheels marked with their safe working specification?</p> <p>(ix) Is the maximum spindle speed displayed?</p>				
140	<p>Bench Shears :</p> <p>(i) Can the handle be locked when not in use?</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>141 Before pupils/students use power driven machinery for the first time, are they instructed in the following :</p> <p>(i) Starting and stopping and the method of isolating the machine when work is finished and for cleaning and or changing tools/bits?</p> <p>(ii) Dangers, loose clothing, ties, scarves, necklaces, long hair and the use of rags and cotton waste to hold items?</p> <p>(iii) The needs for personal protective equipment including :</p> <ul style="list-style-type: none"> • Eye protection/safety screens • Ear protection • Respiratory protection of the correct grade/standard when using certain machinery. <p>(iv) That guards must always be in position before work commences.</p> <p>(v) That any change of machine speed which involved a belt and pulley system is only to be done by an authorised teacher/technician.</p> <p>(vi) No pupils should use or attempt to use a machine without the teacher's permission.</p> <p>All mandatory signs such as wear eye</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
142	<p>Portable Electric Tools</p> <p>(i) Do all portable electric tools comply with British Standards BS 2769?</p> <p>(ii) When purchasing new portable equipment, is there a preference towards battery or 100 volts operated?</p> <p>(iii) Are all 240-volt portable equipment double insulated (if answer is no, please state if the equivalent is earthed)?</p> <p>(iv) Are all portable electrical tools fitted with the correct plug to match the socket outlet?</p> <p>(v) Are adaptors used with portable electrical tools?</p> <p>(vi) How often are portable electrical equipment checked by a competent person?</p> <p>(vii) Do cables/conduit appear to be in good condition?</p> <p>(viii) Are students instructed in the use of portable electric tools before they are issued?</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>(ix) Are there any circumstances where portable electric tools could be used where there is a likelihood of a concentration of inflammable gases, e.g. spray booths.</p> <p>(x) Are portable electric tools ever used in wet conditions.</p>				
<p>143 Hand Tools</p> <p>(i) Are students instructed not to leave hand tools projecting from the bench?</p> <p>(ii) Are sharp or pointed tools handled with care (how are students told to carry item)?</p> <p>(iii) Are tools stored at a suitable height?</p> <p>(iv) Do all tools comply with the relevant British Standard?</p> <p>(v) Are edge tools sharp and kept in racks?</p> <p>(vi) Are handles secure?</p> <p>(vii) How often are hammers inspected for damage or loose heads?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
	(viii) Are metalwork chisel ends mushroomed? (ix) Are sawing boards (bench books) regularly checked and maintained?				
144	Compressors (i) Does air receiver comply with BS 5169. (ii) Is receiver installed outside the workshop? (iii) Is safe working pressure marked on receiver? (iv) Does the receiver have a pressure gauge, safety valve and appliance for draining any condensation? (v) Is the receiver regularly checked and maintained by a competent person? State the frequency of these checks. (vi) Does power isolator work?				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
145	<p>Metal Arch Welding</p> <p>(i) Is welding bench level and secure?</p> <p>(ii) Does the power isolator work?</p> <p>(iii) Is local exhaust equipment provided and used to remove fumes during arc welding operations?</p> <p>(iv) Is switchgear in a safe and readily accessible position?</p> <p>(v) Is welding bench double earthed?</p> <p>(vi) Are power cables/conduit free from visual damage?</p> <p>(vii) Is welding bay adequately screened from workshop area?</p> <p>(viii) Are welding bay surfaces non-reflective?</p> <p>(ix) Is equipment regularly checked and maintained by a competent person (who performs checks and how often are these checks carried out)?</p> <p>(x) Does protective clothing issued to <i>Rest of text is missing – please see original</i></p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
146	<p>Oxy-acetylene Welding</p> <p>(i) Is welding bench unlevel, insecure or inadequate?</p> <p>(ii) Are fire bricks and refractory surfaces serviceable?</p> <p>(iii) Do acetylene and oxygen regulators work?</p> <p>(iv) Do acetylene and oxygen gauges work?</p> <p>(v) Are flash back arrestors fitted in both the oxygen and acetylene lines?</p> <p>(vi) Do hoses appear in good condition?</p> <p>(vii) Do torch controls move freely and shut off supply?</p> <p>(viii) Is equipment free from grease and oil?</p> <p>(ix) Is local exhaust ventilation equipment provided and used to remove welding fumes?</p> <p>(x) Is cylinder store adequately ventilated?</p> <p>(xi) Are cylinders stored vertically?</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>(xii) Are cylinders chained?</p> <p>(xiii) Is equipment regularly checked and maintained by a competent person?</p> <p>(xiv) What is the maximum quantity of Oxygen and Acetylene on the school site at one time?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
147	<p>Crucible Furnace</p> <p>(i) Is furnace level and secure?</p> <p>(ii) Does power isolator work?</p> <p>(iii) Does NVOL stop-start unit work?</p> <p>(iv) Is the switchgear in a safe and readily accessible position?</p> <p>(v) Do power cables/conduit appear in good condition?</p> <p>(vi) Does equipment gas taps isolate supply?</p> <p>(vii) Is a non return valve fitted in the gas line and is gas piped through armoured hose?</p> <p>(viii) Does temperature indicator work?</p> <p>(ix) Are crucibles in sound condition?</p> <p>(x) Is sand tray adequate in size and suitable for purpose?</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>(xi) Is equipment regularly checked and maintained by a competent person (how frequent are these checks)?</p> <p>(xii) Is a 'NO WATER OR MOISTURE IN FURNACE AREA' sign displayed?</p> <p>(xiii) Is local exhaust ventilator equipment used to extract fumes from crucible?</p> <p>(xiv) Are all crucible handles/trays a good fit?</p> <p>(xv) Are all tools in good condition, e.g. no sign of rust?</p> <p>(xvi) Does the school have a system for disposal of cracked crucibles?</p> <p>(xvii) Does all pouring of molten metal take place under direct supervision of qualified teaching staff?</p> <p>(xviii) Does protective clothing issued to people involved in crucible furnace pouring operations include :</p> <ul style="list-style-type: none"> - substantial footwear, eye protectors (BS 2092 M), heat resistant gloves (non-asbestos material), spats or gaiters? 				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
148	<p>Gas Furnace</p> <p>(i) Is furnace level and secure?</p> <p>(ii) Does equipment gas taps isolate supply?</p> <p>(iii) Does temperature indicator work?</p> <p>(iv) Is chamber ventilated?</p> <p>(v) Will door remain open?</p> <p>(vi) Is furnace regularly checked and maintained by a competent person (How frequent are these checked)?</p> <p>(vii) Does protective clothing issued to people involved in pouring operations include :</p> <ul style="list-style-type: none"> - substantial footwear, eye protection, heat resistant gloves, spats and gaiter, leather apron? <p>(viii) Are boxes used for heat treatment properly constructed of steel?</p> <p>(ix) Is local exhausts and ventilation equipment provided and used to remove fumes from the gas furnace?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
149	<p>Electric Furnace</p> <p>(i) Is furnace level and secure?</p> <p>(ii) Does power isolator work?</p> <p>(iii) Is switchgear in a safe and readily accessible position?</p> <p>(iv) Do power cables/conduit appear in good condition?</p> <p>(v) Does temperature indicator work?</p> <p>(vi) Does electrical door interlock work?</p> <p>(vii) Is chamber ventilated?</p> <p>(viii) Will door remain open?</p> <p>(ix) Is furnace regularly checked and maintained by a competent person (how frequently are these checked)?</p> <p>(x) Does protective clothing issued to people involved in pouring operations include :</p> <ul style="list-style-type: none"> - substantial footwear, eye protectors (BS 2092 M), heat resistant gloves (non-asbestos material), spats and gaiters, leather apron? 				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
150	<p>Brazing Hearth</p> <p>(i) is hearth standing firm?</p> <p>(ii) Does power isolator work?</p> <p>(iii) Does NVOL stop-start unit work?</p> <p>(iv) Is switchgear in a safe and readily accessible position?</p> <p>(v) Do power cables/conduit appear in good condition?</p> <p>(vi) Does equipment gas tap isolate the supply?</p> <p>(vii) Are non-return valves fitted in both the air and gas lines?</p> <p>(viii) Do all hoses appear in good condition?</p> <p>(ix) Does pilot light work?</p> <p>(x) Do torch controls move freely and shut off supply?</p> <p>(xi) Are fire bricks or refractory surfaces ???????????????????????????? (text missing)</p> <p>(xii) This section is missing.</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>(xiii) Is hearth located below or in front of a window?</p> <p>(xiv) Is local exhaust ventilation equipment provided and used to remove fumes from brazing hearth?</p> <p>(xv) How often is the local exhaust ventilation checked and who carries out the inspections?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
151	<p>Forge</p> <p>(i) Is forge standing firm?</p> <p>(ii) Does power isolator work?</p> <p>(iii) Does NVOL stop-start unit work?</p> <p>(iv) Does speed regulator work?</p> <p>(v) Is the switchgear in a safe and readily accessible position?</p> <p>(vi) Do power cables/conduit appear in good condition?</p> <p>(vii) Does the equipment gas tap isolate supply?</p> <p>(viii) Is non-return valve fitted in both gas and air lines?</p> <p>(ix) Is flue unobstructed?</p> <p>(x) Is equipment and its accessories regularly checked and maintained (how frequent are these checked and who carries them out)?</p> <p>(xi) What is the maximum number of pupils allowed to work at the hearth at one time?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
152	<p>Hot Wire Cutter</p> <p>(i) Is expanded polystyrene the only material cut on the hot wire cutter?</p> <p>(ii) Does cutter operate at an even temperature below red heat?</p> <p>(iii) Do power cables/conduit appear in good condition?</p> <p>(iv) Is switchgear in a safe and readily accessible position?</p> <p>(v) Is cutting carried out in a well ventilated area?</p> <p>(vi) Is expanded polystyrene stored in cool, dry conditions away from heat and other sources of ignition?</p>				

S:

Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
<p>153 NO TITLE!!!!</p> <p>(i) Is the machine fitted with safety guards around the nozzle area?</p> <p>(ii) Are all moulds clamped when in use?</p> <p>(iii) Are interlock guards provided where moulds are mechanically closed?</p> <p>(iv) Is nylon stored in airtight drums and dried in accordance with manufacturer's instructions before use?</p> <p>(v) Does protective clothing issued to operators include :</p> <p style="padding-left: 20px;">- heat resistant gauntlet gloves</p> <p>(vi) Is switchgear in a safe and readily accessible position?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
154	<p>Vacuum Forming Machine</p> <p>(i) Is heater unit protected to prevent people burning themselves?</p> <p>(ii) Are regular checks made by staff to ensure plastic is not overheated when it is being formed?</p> <p>(iii) Is switchgear in a safe and readily accessible position?</p> <p>(iv) Do power cables/conduit appear to be in a good condition?</p>				
155	<p>Strip Heater</p> <p>(i) Is heating element shielded and fitted with a thermostatic control or with an overheat cut out?</p> <p>(ii) Do power cables/conduit appear to be in a good condition?</p>				

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
156	<p>Ovens</p> <p>(i) Are all ovens used to heat plastics thermostatically controlled?</p> <p>(ii) How frequently is oven chamber cleaned?</p> <p>(iii) Are operators instructed to wear heat resistant gauntlet gloves when removing heated plastics?</p>				

Arts and Crafts

In addition to Section J, please use I42 & I43 to I44 (where applicable) to audit Art and Craft Areas

	Topic	Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J1	<p>Do staff have access to the following publications and do they comply with them :</p> <p>(i) Local Codes of Practice and Safety Bulletins, where relevant?</p> <p>(ii) DES Safety Series No.3 – Safety in Practical Departments?</p> <p>(iii) Health and Safety in Ceramics (a guide for educational workshops and studios) produced by The Institute of Ceramics?</p> <p>(iv) COSHH Risk Assessments for Art and Crafts?</p> <p>(v) COP41 Control of Substances Hazardous to Health in the Production of Pottery, The Control of Substances Hazardous to Health Regulations 1988 – The Control of Lead at Work Regulations 1980?</p>				HSWA 74
J2	Are Safety Bulletins brought to the attention of staff?				HSWA 74

S:

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J3	<p>(i) Are suitable goggles marked BS 2092 CD Grade I or II impact available for use by pupils and members of staff?</p> <p>(ii) Are other forms of eye protection marked BS 2092 Grade I and II available?</p> <p>(iii) Are eye protectors of the type which can be worn over spectacles?</p> <p>(iv) Are eye protectors regularly cleaned and inspected by staff before they are issued?</p>				<p>HSWA 74</p> <p>LCOP 15</p>
J4	<p>(i) Is respiratory protection equipment (RPE) available?</p> <p>(ii) If so :</p> <p style="padding-left: 40px;">A.) What standard does it conform to</p> <p style="padding-left: 40px;">B.) When is it used and by whom?</p> <p>(iii) If the type of RPE in use is not disposable, are they kept hygienic and clean?</p>				<p>HSWA 74</p> <p>LCOP 15</p>
J5	Are staff and pupils given advice on cleaning of overalls?				LCOP 15

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J6	Are art room floors non-slip and washable?				HSWA 74
J7	Is supplementary lighting located a safe distance from carbonation/flammable materials?				HSWA 74
J8	Are pupils advised of the dangers of loose clothing, ties, scarves, necklaces and long hair when using machinery?				HSWA 74
J9	Are paints, varnishes and other art chemicals stored and used according to COSHH Risk Assessment and Manufacturers information?				COSHH
J10	<p>Pottery</p> <p>Does each kiln have the following safety devices :</p> <p>(i) An automatic cut-out device on each door?</p> <p>(ii) An interlocking key-switch by which the main supply must be turned off before the key which opens the kiln door can be used?</p> <p>(iii) A 40-watt red warning light linked to the main supply mounted in a prominent position?</p>				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J11	Are all kilns located in either a purpose built kiln room or protected by a lockable cage?				
J12	(i) Is the kiln positioned to allow free air movement all round? (ii) Is the kiln positioned so that an air gap of not less than 15cm exists between the sides of the kiln and the nearest wall and the ceiling or roof over one metre above the kiln?				
J13	Is the kiln adequately ventilated?				
J14	If the kiln is gas or oil, are the fumes adequately ducted away to a safe distance outside the building?				HSWA 74
J15	If a carbon dioxide extinguisher located near the kiln?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J16	<p>(i) Are kiln operating instructions and position of master gas tap displayed or electricity power switch in kiln area?</p> <p>(ii) Does operating procedure include :</p> <p>a) start up procedure? b) operating procedure? c) shut down procedure? d) emergency procedure?</p>				
J17	Is the kiln only operated under the direct supervision of trained staff?				HSWA 74
J18	Is wiring to kiln enclosed in armoured cable or metal conduit?				EWR
J19	Is the kiln regularly serviced by a competent person (how frequently are these inspections and are records kept by the school/establishment)?				HSWA 74

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J20	<p>Mechanical Mixers</p> <p>(i) Who operates mechanical mixers?</p> <p>(ii) a.) is a cover fitted to the 'bowl' to prevent access to moving peddles and blades?</p> <p>b.) If answer to ii(a) is 'no', because a feed opening is required, there is a chute or hopper fitted.</p> <p>(iii) Is sign displayed instructing operators to switch off machine before removing mix?</p> <p>(iv) Is switchgear in a safe and readily accessible position?</p> <p>(v) Do power cables/conduit appear to be in good condition?</p>				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J21	<p>Pug Mills</p> <p>(i) Do pug mills have a suitable finger guard at mouth of the hopper?</p> <p>(ii) Is guar strong and secure?</p> <p>(iii) Are guards and worn covers electrically interlocked (i.e. if guards or worn cover removed, machines do not activate)?</p> <p>(iv) Is switchgear in a safe and readily accessible position?</p> <p>(v) Do power cables/conduit appear to be in good condition?</p> <p>(vi) Does the power isolator work?</p>				
J22	<p>Potters Wheels</p> <p>(i) Is belt/pulling adequately protected by a fixed guard?</p> <p>(ii) Is electrical apparatus protected from ingress of moisture?</p> <p>(iii) Do power cables/conduit appear to be in good condition?</p> <p>(iv) Does power isolator work?</p>				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
J23	Are all pottery workroom floors and work surfaces smooth and impervious to facilitate easy cleaning?				HSWA 74 COSHH
J24	Are benches covered in a tough impermeable surface (not untreated wood) and designed to allow easy cleaning underneath.				HSWA 74 COSHH
J25	Is eating and drinking prohibited in the pottery room?				COSHH
J26	Are spillages cleared up as soon as they occur in order to prevent accidents and reduce dust levels?				COSHH
J27	Are all equipment and utensils washed or wet spray cleaned after use?				COSHH
J28	Do contract cleaners clean workshops using either suitable vacuums or wet methods?				COSHH
J29	Are clays stored in wherever possible wet rigid containers fitted with lids?				COSHH

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Home Economics

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
K1	Do all Home Economics teachers hold a Basic Food Hygiene Certificate or its equivalent?				HSWA 74 Section 2 (3)
K2	Do staff have access to the following publications? (i) Local Code of Practice and Safety Bulletins.				HSWA 74 Section 2 (3)
K3	(i) Is there a first aid box in the room? (ii) Is it correctly stocked?				LCOP 5
K4	Are isolation switches directly above cookers?				HSWA 74 Section 2 (3) EWR 1989
K5	(i) Are all electrical appliances in good condition (no visual damage)? (ii) Are plugs and cables attached to portable electrical equipment in good condition?				HSWA 74 Section 2 EWR 1989

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
K6	(i) Has portable electrical equipment been tested within the last 12 month? (ii) Is portable equipment next to sinks?				HSWA 74 Section 2 EWR 1989
K7	Is there a Carbon Dioxide or Powder extinguisher in the Home Economics room?				HSWA 74 Section 2 (2)
K8	(i) Is there a fire blanket in the Home Economics Room? (ii) Is there sufficient room beneath the blanket's container to allow the blanket to be easily withdrawn?				HSWA 74 Section 2
K9	Do staff know how to operate the fire extinguishers and where the nearest call point is?			HSWA Section 2	HSWA 74 Section 3 & 4
K10	Is there adequate lighting in the room?			CFIL 84	HSWA 74 Section 2 (4)
K11	Is the room temperature acceptable during the academic year (i.e. too hot in summer, too cold in winter)?			DES Design Note 17 WHSW Regulations	HSWA 74 Section 2 (3)

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
K12	Are gas valves accessible and signed?				HSWA 74 Section 2
K13	Do you have thermometer in refrigerator?				FH 1991
K14	Do you have thermometer in freezer?				FH 1991
K15	Is your refrigerator's temperature set below 6 degrees Celsius?				FH 1991
K16	Is your freezer's temperature set at 18 degree Celsius?				FH 1991
K17	Is exhaust hose on tumble dryer in good condition? Does it extract to outside?				EWR
K18	Are extractor fans clean? Are filters regularly checked?				
K19	Are ovens cleaned regularly for removal of grease and food deposits?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
K20	Are microwaves cleaned regularly for removal of food deposits?				
K21	Are chopping boards in good order, i.e. not split or grooved?				FH 1991
K22	Are utensils clean?				
K23	Are knives sharpened?				
K24	Are wooden handled utensils in good order?				
K25	Are baking trays clean?				
K26	Are prep tables in good condition?				
K27	Are there hand washing facilities nearby?				
K28	Are cupboards clean and dust free?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
K29	Are floor surfaces in good condition, impervious and cleaned daily?				
K30	Does food store have insect or rodent protection?				
K31	Is there a place for hanging outdoor clothing and storing bays?				
K32	Is there a place for storing aprons?				
K33	Is there a behaviour policy for students in the Home Economics Room?				
K34	If Home Economics Room is used to register classes, are all surfaces sterilized before use?				

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Primary/Nursery Classroom

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
L1	Are your cupboard doors kept closed when not in use?				HSWA 74 Section 2
L2	If you have high level cupboards, are steps available to enable you to reach them safely?				HSWA 74 Section 2
L3	Are chairs and desks in good condition (smooth, without cracks, or missing bolts, etc)?				HSWA 74 Section 2
L4	Do you check classroom equipment for weakness or faults, etc?				HSWA 74 Section 2
L5	Are children trained in the use of equipment?				HSWA 74 Section 3 & 4
L6	Is PE apparatus checked as you get it out of the storage area?				HSWA 74 Section 2

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
L7	Are there any electrical hazards in your classroom (i.e. trailing wires, faulty sockets, frayed cables)?				HSWA 74 Section 2 EWR
L8	Are dangerous tools, e.g. pointed end scissors stored in a suitable cupboard away from children's unsupervised use?				HSWA 74 Section 3
L9	Are there loose mats or carpets which people could trip or slip on?				HSWA 74 Section 2 & 3
L10	Can the pen/chalkboard be observed from the rear of the classroom?				HSWA 74 Section 3
L11	Do you regularly check rules before commencing cooking, science, teaching?				
L12	Is your classroom warm, clean, tidy and free of clutter?				HSWA 74 Design Note 17 WHSW Regulations
L13	Is the Fire Exit kept clear of furniture, etc.				HSWA 74 Building Bulletin 7 LCOP 14
L14	Are fire Procedures displayed on the wall?				LCOP 14

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
L15	Are Accident Procedures displayed on the wall?				HSWA 74 Section 2
L16	If you have a final exit fire door in your classroom, do you have a 'Fire Exit' sign above?				LCOP 14
L17	If there are steps from your classroom, are they clearly marked?				HSWA 74
L18	Is lighting adequate for the classroom and clean?				CFFIL 84 Design Note 17
L19	Do you know where the nearest Call Point is?				LCOP 14
L20	Do you know who are the First Aiders and Appointed Persons during normal school day and out of hours?				LCOP 15
L21	Do you know who to report hazards or safety problems to (please name the person)?				
L22	In summer months does your classroom get very hot?				Design Note 17

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
L23	Does your classroom have glazing which is below one metre?				BS 6262
L24	Does the Computer Monitor have reflections on the screen?				
L25	Do you have any substances in unmarked or incorrectly marked containers?				COSHH LCOP 6
L26	Do you have access to Risk Assessments on Hazards in Workplace, COSHH, Manual Handling?				LCOP 6 LCOP 18
L27	Are all floor surfaces including steps free of defect?				
L28	Are plastic gloves available for cleaning up body fluid spillages and the procedure for disposing of clinical waste known?				
L29	Are walls of heaters/radiators very hot to touch?				
L30	Are you familiar with the School's Emergency Procedures (i.e. fire, bomb, gas leak, water leak)				

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General Secondary Classroom

Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
M1	Are cupboard doors kept closed when not in use?				HSWA 74
M2	If you have high level cupboards, are steps available to enable you to reach them safely?				HSWA 74
M3	Is classroom furniture in good condition (smooth, without cracks or missing bolts, etc)?				HSWA 74
M4	Do you periodically check classroom furniture and equipment for weakness or faults, etc?				
M5	<p>Are all items of electrical equipment serviceable and in good repair?</p> <p>Look for signs of :</p> <ul style="list-style-type: none"> • overheating, e.g. scorch marks, melted plastic • broken switches • worn or frayed cables/flexes • cable/flex not secured by plug cord grip 				EWR

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
M6	Are extension cables or adapters regularly used in the classroom?				
M7	Do trailing cables or leads create a trip hazard?				HSWA 74
M8	Are there loose mats or carpets which people could trip or slip on?				
M9	Is the floor covering free of defect and slip or trip hazards?				
M10	Can the pen/chalkboard be observed from the rear of the classroom?				
M11	i.) Do you have access to Risk Assessments on Hazards in the Workplace, COSHH Manual Handling? ii.) Do you refer to these Assessments before engaging in activities where there may be a potential risk?				
M12	Is your classroom warm in winter, clean, tidy and free of clutter?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
M13	Are waste bins emptied regularly?				
M14	Is the room adequately illuminated?				
M15	Are there sufficient blinds or curtains?				
M16	Are all blinds and or curtains clean and serviceable?				
M17	Is the fire exit kept clear of furniture, etc.				
M18	Are fire procedures displayed on the wall?				
M19	If you have a final exit fire door in your classroom, does it have a fire exit sign above and is the door easily opened?				
M20	Are Accident Procedures displayed on the wall?				
M21	If there are steps from your classroom, are they clearly marked?				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
M22	Are filing cabinets fitted with interlocks to prevent more than one drawer being opened at a time, or is there a warning notice, or is the cabinet secured to the wall/floor?				
M23	Do you know where your nearest Call Point is?				
M24	Is the Fire Alarm audible in your classroom?				
M25	Do you know where the nearest fire extinguisher to your classroom is located and on what kind of fires it may be used?				
M26	Do you know who are the First Aiders and Appointed Persons during the normal school day and out of hours?				
M27	Do you know who to report hazards and safety problems to? (Please name the person)				

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Topic		Yes	No	Remarks (Location of fault) if necessary attach additional sheet using topic numbers for reference	References
M28	In summer months does your classroom get very hot?				
M29	Are walls of heaters/radiators very hot to touch?				
M30	Does your classroom have glazing which is below one metre?				
M31	Does any computer monitor in the room have reflections or glare on the screen?				
M32	Do you have any substances/containers which are unmarked or incorrectly marked?				
M33	Are you familiar with the school's body fluid spillage and clinical waste procedures?				
M34	Are you familiar with the school's emergency procedures (i.e. fire, bomb, gas, water leak, etc.)?				

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	Legislation and Reference Documents	Code
1	Health and Safety at Work Act 1974	HSWA 74
2	Management of Health & Safety at Work Regulations 1999	MHSW Regulations
3	Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1985	RIDDOR 95
4	Educational Schools Premises Regulations 1981	ESP Regulations
5	DCSF (DfES) Design Note 17 Guidelines for "Environmental Design in Schools"	DES Design Note 17
6	Chartered Institution of Building Services Code for Internal Lighting 1984	CFIL 84
7	Local Code of Practice	LCOP *
8	Workplace Health, Safety and Welfare Regulations 1992	WHSW Regulations
9	Safety Bulletin	SB *
10	Control of Substances Hazardous to Health 2002	COSHH
11	Electricity at Work Regulations 1989	EWR
12	DCSF (DfES) Building Bulletin 7 – Fire and the Design of Educational Buildings	Building Bulletin 7
13	BAALPE Safe Practice in Physical Education	SPPE

