



Renfrewshire
Council

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

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Dear Colleague

JNC/5 (Revised)

JOINT HEALTH AND SAFETY INSPECTIONS OF EDUCATION ESTABLISHMENTS

The Renfrewshire Council Joint Negotiating Committee for Teachers has approved the pro-forma attached as an appendix for use in joint union and management health and safety inspections of education establishments.

Yours faithfully

David Marshall (Corporate Services)
Ian McCrone (Teachers' Panel)
Joint Secretaries

Enc



**Education General Safety
Inspection Checklist**
Revised November 2006

General or Practical Department

School

HOUSEKEEPING

Legend: Ref is Reference Number. N/A is Not Applicable Sch is School RC is Renfrewshire Council Education Resource Services FM is Facilities Management

Ref	Question	Sch is School			Comments	Target date			Action by				
		Yes	N/A	No		Sch	RC	FM	Sch	RC	FM		
1	Is there safe access and egress at all work areas?												
2	Have all tripping hazards (cables, damaged floor covering, abandoned objects etc.) been eliminated?												
3	Are there sufficient and suitable waste bins?												
4	Are the waste bins being emptied on a regular basis?												
5	Is there sufficient storage space for materials and equipment?												
6	Are all substance spillage's cleaned immediately?												
7	Are general cleaning practices suitable and sufficient?												
8	Are there suitable clothes and baggage storage facilities?												
9	Are all windows in a safe (not broken or cracked) condition?												
10	Is all other housekeeping suitable and sufficient?												

FIRE PREVENTION							Action by		
Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	FM
11	Is the council's smoking policy being adhered to?								
12	Is there a current fire risk assessment for the premises available?								
13	Do you keep a fire log book up to date?								
14	Are emergency action notices or procedures prominently displayed throughout the building?								
15	Are emergency evacuation drills carried out regularly?								
16	Can the fire alarm be heard throughout the premises?								
17	Are all fire doors being kept closed unless retrained by a fail safe system connected to the fire alarm?								
18	Are all fire doors and closure mechanisms kept in good repair?								
19	Are all fire exit doors clearly marked and kept free from obstruction?								
20	Are all fire alarm call points kept free from obstruction?								
21	Are fire alarms and emergency lighting where fitted regularly checked, maintained & recorded?								
22	Are portable extinguishers checked regularly?								
23	Are the appropriate types of extinguishers provided? (e.g. electrical equipment, etc.)								
24	Have key staff been trained on use of portable fire extinguishers?								
25	Are combustible materials kept to a minimum?								
26	If portable heaters are used are they separated from combustible materials?								
27	Are all other fire precautions suitable and sufficient?								

ACCESS							Action by		
Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	FM
28	Is there safe access and egress at all areas of work?								
29	Have all tripping hazards (e.g. From carpets, cables, damaged floor covering etc.) been eliminated								
30	Are there sufficient waste disposal bins?								
31	Are they being emptied on a regular basis?								
32	Is there sufficient storage space for materials?								
33	Are all substance spillage's cleaned immediately they are found? (look for evidence)								
34	Are cleaning practices suitable?								
35	Are there suitable clothes storage facilities?								
36	Are windows in good conditions (not broken, cracked etc.)?								
37	Are all other access provisions such as steps and ladders suitable and safe?								
ELECTRICAL									
38	Are all items portable electrical equipment regularly inspected?								
39	Are the main electrical systems regularly inspected?								
40	Are there sufficient number of electrical sockets provided?								
41	Are cables routed in a safe manner?								
42	Are cables free from any visible damage?								
43	Are all plugs and sockets in good condition?								
44	Have any unsafe items been removed from service?								
45	Have all faulty / unsafe items been reported to management?								
46	Are all other electrical precautions suitable and sufficient?								

GAS APPLIANCES						Action by
47	Are all gas appliances inspected annually by a competent person?					
48	Are all gas supplies to a room fitted with an individual and easily accessible gas isolating valve?					
49	Are all other gas precautions suitable and sufficient?					
HANDLING						
50	Have risk assessments been carried out for difficult handling tasks?					
51	Has training been given to persons required to do manual handling tasks?					
52	Are sufficient handling aids available?					
53	Is all lifting equipment inspected by a competent person?					
54	Are all other handling precautions suitable and sufficient?					
CHEMICALS						
55	Are appropriate storage facilities available for chemicals?					
56	Do all substance containers have appropriate labels?					
57	Is adequate/ appropriate protective clothing provided?					
58	Has everyone involved been trained in the safe use of chemicals?					
59	Are staff aware of the COSHH?					
60	If LPG/ Compressed air / gas cylinders are used on site are installations safely engineered and storage arrangements appropriate?					
61	Is all laboratory apparatus in good condition (e.g. glassware)?					
62	Are there adequate fume cupboards?					
63	Are safety rules prominently displayed?					
64	Are all other chemical safety precautions suitable and sufficient?					

FIRST AID		Action by							
Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	FM
65	Is there appropriate First Aid cover?								
66	Are first aid certificates up to date?								
67	Is there a First Aid Box?								
68	Are the first aid box contents appropriate?								
69	Is the box easily accessible (ie not locked away)?								
70	Are appropriate signs clearly available to notifying all persons of first aid box and first aiders location/ contact number, etc.?								
71	Are all appropriate report forms available on site (e.g. accident book, Per/SAF/1, F2508)?								
72	Are all other first aid provisions suitable and sufficient?								

PERSONAL PROTECTIVE EQUIPMENT							Action by		
Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	FM
73	Is the PPE provided suitable? (i.e adequate for work requirements)								
74	Are suitable storage facilities provided?								
75	Is PPE properly maintained?								
76	Are all other personal protective provisions suitable and sufficient?								
SECURITY									
77	Do all contractors report to a responsible person prior to & on completion of their work?								
78	Do all visitors, etc. report to a responsible person on arrival and departure from the premises?								
79	Are all parts of the roof secure from unauthorised access?								
80	Is access to school well controlled?								
81	Is there a procedure for dealing with violence and aggression?								
82	Are staff aware of procedures for reporting violent incidents?								
83	Are all other security provisions suitable and sufficient?								

WORK EQUIPMENT							Action by		
Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	FM
84	Are areas around machines free from obstacles and clear of rubbish, etc.?								
85	Are guards well constructed and in place ?								
86	Are all tools and pieces of machinery well maintained ?								
87	Are all items of plant & equipment set up taking ergonomics into consideration?								
88	Is the condition of work equipment in good condition (e.g. desks, chairs, cupboards etc.)?								
89	Have all faults been reported?								
90	Do the lighting levels appear to be sufficient ?								
91	Are computer work stations set up appropriately ?								
92	Are all moving parts of machinery adequately guarded ?								
93	Are guards in a good state of repair ?								
94	Is there safe storage for handtools close to workbenches?								
95	Are ventilation and dust extraction systems adequate?								
96	Are all other work equipment safety provisions suitable and sufficient?								

GENERAL INFORMATION							Action by		
Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	FM
97	Has information and/or training been given to ensure personnel are aware of the risk from the equipment they are using ? (e.g. relevant risk assessment contents & location i.e. COSHH, PPE, Manual handling, DSE, etc.)								
98	Is the HSE statutory health and safety information poster prominently displayed to staff?								
99	Is the employer's compulsory insurance certificate prominently displayed to staff?								
100	Is the public notice on the Council's policy on violence and aggression prominently displayed at the entrance to the premises?								
101	Is there an asbestos register readily available for inspection?								
102	Are all other general safety information provisions suitable and sufficient?								
CATERING							Action by		
Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	FM
103	Are preparation surfaces in good condition and impermeable?								
104	Are fridges/freezers operating correctly?								
105	Is crockery in good condition?								
106	Are drinking water supplies labelled drinking water.								
107	Are all other food safety provisions suitable and sufficient?								
SANITARY FACILITIES									
108	Are there sufficient sanitary facilities?								
109	Are sanitary facilities in good working order?								
110	Are sanitary facilities kept reasonably clean?								
111	Are all other sanitary provisions suitable and sufficient?								

HEATING AND VENTILATION

112	Does the heating system maintain an appropriate temperature?									
113	Are blinds in good working order?									
114	Are all other heating and ventilation provisions suitable and sufficient?									

OUTSIDE BUILDING

Ref	Question	Yes	N/A	No	Comments	Target date	Sch	RC	Action by	FM
115	Are grounds well maintained? (e.g. Paths, stairs fences, walls, playing fields)									
116	Are vehicle movements safely managed?									
117	Are all other external provisions suitable and sufficient?									

Signature s		Date	
Inspected by			
Target dates agreed by			

JNC/5
HEALTH AND SAFETY INSPECTIONS OF EDUCATION ESTABLISHMENTS

Routine inspections of education establishment facilities and equipment are fundamental to high standards of health, safety and welfare.

Trade unions have rights to inspect establishments.

The education and leisure services health and safety committee has agreed to have joint union / management inspections to avoid conflicting reports.

Since the existing Master Safety File inspection procedures required strengthening, the departmental health and safety committee developed the new inspection checklist and action process which was approved by the departmental health and safety planning group.

It is the objective of the committee to achieve one joint health and safety inspection per annum per establishment.

The inspections will, in many cases, involve one management member and one union member. However, in some schools the process may have to be split into general and departmental components, involving multiple inspections.

Initially, inspections will be assisted by the health and safety section until the procedures become routine.

The process should be completed to satisfactory conclusions. Issues may be referred to the health and safety committee for arbitration.

It is hoped that this mechanism will help ensure high standards of health and safety in Renfrewshire education establishments.

