

HEALTH AND SAFETY CHECKLIST FOR SCHOOL CLASSROOMS .

▶ Slips, trips, and falls		YES	FURTHER ACTION REQUIRED	N/A
1	Is the flooring in the classroom in good condition?			
2	Are there any changes in the floor level or type of flooring that need to be highlighted? (e.g. steps, ramps, uneven floor)			
3	Are the aisles or walkways between desks kept clear?			
4	Are there minimal trailing electrical leads and cables?			
5	Are wires out of reach and hidden as far as possible?			
6	Is the lighting bright enough to allow safe access and exit?			
7	Are there procedures in place to deal with spillages (e.g. water, blood from cuts)?			
8	For stand-alone classrooms: <ul style="list-style-type: none"> • Are access steps or ramps properly maintained? • Are access stairs or ramps provided with handrails? 			
9	Is there an 'elephant-foot' stool or stepladder available for use where necessary? Is this in good condition?			
10	Is a window-opener provided for opening high-level windows?			
11	Are the classroom's entries and exits kept clear?			
▶ Furniture and fixtures		YES	FURTHER ACTION REQUIRED	N/A
12	Are permanent fixtures in good condition, securely fastened, and not overloaded (e.g. cupboards, bookcases, display boards, and shelving)?			
13	Is furniture (e.g. desks) in good condition and suitable for the size of the user?			
14	Is portable equipment stable (e.g. a TV set on a suitably sized trolley)?			
15	If there are window restrictors in place, are these functional and in good condition?			

16	Are hot surfaces (e.g. radiators) guarded to prevent the risk of burns?			
17	Is there adequate storage for learning materials and equipment in the classroom?			
18	Are windows in proper working order, with the glass free of cracks?			
19	Are there measures in place (e.g. blinds) to protect the classroom from glare and heat from the sun?			
▶ Manual handling		YES	FURTHER ACTION REQUIRED	N/A
20	Have trolleys been provided for moving heavy objects, e.g. computers?			
21	Can storage areas be reached easily?			
22	Do staff have a good grasp of safe manual handling techniques?			
▶ Computers		YES	FURTHER ACTION REQUIRED	N/A
23	If the staff use computers, has a workstation assessment been completed?			
24	Have pupils been advised about good practice when using computers?			
▶ Electrical equipment and services		YES	FURTHER ACTION REQUIRED	N/A
25	Are fixed electrical switches and plug sockets in good condition?			
26	Are all plugs and cables in good condition?			
27	Has portable electrical equipment (e.g. a laminator) been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker displaying this information.)			
28	Are wires in good condition?			
29	Has any damaged electrical equipment been removed or replaced?			
30	Are electrical cables routed to prevent tripping the circuits?			
31	Are wall-mounted projection screens functioning correctly and properly secured to the wall?			

▶ Asbestos		YES	FURTHER ACTION REQUIRED	N/A
32	If the school contains asbestos, have details of its location in the classroom and its condition been provided and explained to staff?			
33	Have staff been provided with guidance on securing pieces of work to walls or ceilings that may contain asbestos?			
▶ Fire		YES	FURTHER ACTION REQUIRED	N/A
34	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> • Unobstructed; • Kept unlocked; and • Easy to open from the inside? 			
35	Is fire-fighting equipment easy to access in the classroom?			
36	Are fire evacuation procedures clearly displayed?			
37	Are staff aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
▶ Ventilation and heating		YES	FURTHER ACTION REQUIRED	N/A
38	Does the room have natural ventilation?			
39	Can a reasonable room temperature be maintained during use of the classroom?			
▶ Comments on items needing further action				
Question Number	Action to be taken	When		

Note: This list is not exhaustive. Any other hazards that you may encounter during daily use of the classroom should be written in the next section (additional risks), including hazards due to specialist equipment in the classroom. You may wish to discuss this with your headteacher or employer.

▶ Additional Risks

Name of Staff Member			
Position			
Location / name of classroom			
Signature		Date	