**Premises Health and Safety Checklist for School Caretakers and Building Managers.**

**Name of School / Block etc:** ………………………………………………………

**Month**…………………..  **20**......

If no defects are found please indicate this in the box as - ‘NO’

 **Date/s Checked**

Perimeter Fencing and Gates ……………..

(Damage caused by inclement weather / vandalism etc)

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| Defects: |

Car Park ……………..

(Surface damage eg. potholes / other)

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| Defects: |

Footpaths ……………..

(Raised paving, damage etc)

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| Defects: |

Play Ground / Yard Areas ……………..

(Damage to floor surface / equipment)

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| Defects: |

Playing Field ……………..

(Damage caused by inclement weather / Vandalism,

litter etc)

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| Defects: |

School Safety and Security systems

(alarms, shutters, other safety / Security equipment) ……………..

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| Defects: |

Doors and Windows ……………..

(Signs of damage to doors, windows, restrictors etc)

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| Defects: |

Corridors and Stairs ……………..

(Trip, slip and fall hazards, articles blocking walkways)

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| Defects: |

Classrooms ……………..

(trip and slip hazards, faulty equipment)

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| Defects: |

Storage Areas ……………..

(Articles and substances stored safely)

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| Defects: |

Staff Room ……………..

(Trip and slip hazards, faulty equipment)

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| Defects: |

Electrical equipment ……………..

(Portable and fixed appliance testing up to date / damage)

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| Defects: |

Other (Please State) ……………..

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| **Defects:** |

**Caretaker / Site Managers Comments and action taken:**

**Name of Caretaker / Site Manager:**

**Signature:**

**Date:**

**Action taken by Head Teacher / Responsible Person:**