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# Lanesend Primary School

## Health and Safety Inspections Policy School Health and Safety Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

Review Date: April 2021 (Every 5 Years)  
Reviewed By: Headteacher and Site Manager

# Lanesend Primary Health and Safety Inspections Policy

Regular inspection of Lanesend Primary School's premises is necessary to ensure that our school is maintained in a good condition and that any required repairs can be arranged in good time. Regular inspection of our school premises will also help to reduce the possibility of any accidents occurring that could have easily been prevented.

## Premises Inspection and Records

The Site Manager must ensure that premises health and safety inspections are conducted daily and recorded on our online Every system. A blank Inspection form for conducting these premises inspections can be found at the end of this policy for guidance (see appendix 1). These inspections should be incorporated into the normal work routine. The inspection form found in this section should be used to ensure full consideration is made to the workplace.

In some instances potential hazards and dangers may be identified which are not included on the health and safety inspection form and these should be clearly communicated to the Headteacher.

The Headteacher and Site Manager will carry out a joint inspection every half term and Governors should accompany the Headteacher and Site Manager on one inspection per year.

## Inspection Guidelines

The following guidance can be used to help with the conduct of premises inspections. The check list is not designed to be exhaustive but to offer some general guidance to areas which regularly lead to accidents and that will require consideration

Means of access to the premises	Doors fully functioning Pathways clear of rubbish / snow etc
Corridors safe and clear of hazards	Are corridors clear? Are carpets secure?
Floor surfaces clean and free of damage	Are carpets in good condition? Are carpets torn, loose or stretched? Are vinyl's secured in kitchen and toilet areas? Are holes present in the flooring? Are there any spillages of flooring? Consideration should be made to communal areas and premises external entrances.

Slipping and tripping hazards	Are there any hazards observed which may need to a slip or trip of a person?
Cables and Wires secured	Check for leads and flexes trailing which may lead to a trip or fall of persons.
Window Cleaning procedures	Are the internal surfaces of windows cleaned as part of the normal cleaning routine? Are the external surfaces of windows cleaned regularly by a competent contractor?
Satisfactory lighting	Is lighting sufficient in office areas? Is lighting sufficient in service user areas? Is all lighting secured? Are all diffusers present? Do light bulbs need changing? Are any lights flickering?
Suitable ventilation	Different people have different needs, but are all staff reasonably satisfied and comfortable? Do all windows open satisfactorily?
Satisfactory heating	Different people have different needs, but are all staff reasonably satisfied and comfortable?
Clean washing / toilet facilities	Are toilet facilities clean and tidy? Are toilet supplies replenished adequately?
Furniture and fittings safe and sturdy	Check for older filing cabinets which may topple if more than one drawer is opened at a time – where possible, cabinets should be secured against toppling. Check other furniture for damage and integrity. Are there any loose fittings? Are screws in tables and chairs tight?
Doors and windows	Do any windows cause risk of persons falling out? Are all door closures and combination locks working satisfactorily?

Storage easy reach / accessible	Do all internal doors have vision panels where children are working?
Waste removed in reasonable timescales	Check for badly positioned storage, e.g. too high, unstable, close to heaters. Look at cleaners equipment which may be incompatible or flammable Are waste bins emptied on a daily basis? Is adequate external waste storage provided for the storing of waste between collection

## **Appendix 1**

### **HEALTH AND SAFETY INSPECTION GUIDANCE**

#### **TEMPERATURE**

1. Is the temperature above 15o C?
2. Is the temperature above 30o C?

#### **NOISE**

3. Is the noise too high?

#### **FLOORS/PASSAGES/STAIRS**

4. Are the floors/passages/stairs free of trailing cables?
5. Are they free of spillages?
6. Are they free of obstructions?
7. Are mats to external doors secure?
8. Are exit routes and doors clearly marked?

#### **LIGHTING**

9. Are all lights working?

#### **FURNITURE AND FITTINGS**

10. Are filing cabinets and shelves stable?
11. Is there sufficient desk space for the equipment each employee uses?

#### **FIRST AID**

12. Is there a trained first aider/appointed person on site?
13. Is the first aid box properly stocked?

#### **FIRE**

14. Are fire exits free from obstruction and easily opened?
15. Are internal fire doors kept shut?
16. Are appropriate fire extinguishers readily available and in appropriate places?
17. Are litter bins being emptied daily in the evenings?
18. Have smoke detectors been tested?
19. Has a fire drill been conducted?
20. Are rubbish collection points kept away from potential sources of ignition?
21. Are fire extinguishers secure in stands or wall mounted (not free standing on the floor)
22. Have fire extinguishers been checked by an engineer within the last 12 months?

#### **OFFICE EQUIPMENT**

23. Is electrical equipment in good working order?

#### **DISPLAY SCREEN EQUIPMENT**

24. Has a Display Screen Equipment (DSE) assessment been undertaken for all
25. Has each user been trained in the safe use, ergonomics and posture at the DSE
26. Is the screen stable and without flicker?

27. Is the screen regularly cleaned?

### **COSHH**

28. Are hazardous substances, if used, stored and disposed of correctly?

### **ACCIDENT REPORTING**

29. Have any incidents been recorded in the accident book?

30. If yes, do they require specific responses?

31. Have you reported all matters that are reportable under the RIDDOR (Report Dangerous Occurrences) Regulations?

32. Have any defects in the premises been reported?

33. If yes, were they actioned?

### **KITCHEN AREA/STAFF ROOM**

34. Is the kitchen area/staff room kept clean and tidy?

35. Are adequate supplies provided?

### **BATHROOM AND TOILETS**

36. Are the bathrooms and toilets kept clean and tidy?

37. Are adequate supplies provided?

38. Are dryers working or adequate towels provided?