



## CHILDREN'S SERVICES

### PRIMARY CLASSROOM CHECKLIST

### GUIDANCE FOR SCHOOLS

## INTRODUCTION

This document has been produced to assist primary schools in completing an inspection for primary school classrooms in line with Government policy and good practice. The following procedure should be followed:

- 1) At the commencement of each term, teachers should be requested to complete a classroom inspection using the template below
- 2) The checklist provided should be completed by the classroom teacher by answering the questions detailed and where there is an issue, the hazard should be noted in the space provided
- 3) After the questions have been answered, any hazards identified should be noted in the 'Further Action' table and the additional measures or actions deemed necessary noted, along with when they should be completed
- 4) The teacher should then sign the checklist form and pass this to the Headteacher or person responsible for health and safety
- 5) The completed forms should then be stored, either electronically or in hard copy and the application of additional control measures monitored regularly

## PRIMARY CLASSROOM INSPECTION CHECKLIST

<b>School:</b>	<b>Classroom:</b>
<b>Teacher completing inspection checklist:</b>	<b>Date of inspection:</b>

Issue	Questions	Y/N	Hazard identified
<b>Surfaces (slips &amp; trips)</b>	Is the internal flooring in good condition (no damaged or loose carpets, linoleum etc)?		
	Are there any worn, slippery, uneven surfaces or changes in floor level that need to be highlighted?		
	Are areas between desks clear of obstructions?		
	Are there procedures in place for dealing with spillages (e.g. water, sand, blood etc)?		
	Are there trailing electrical cables/leads across gangways or traffic routes?		
	Are access steps or ramps well maintained and provided with a handrail?		
<b>Storage</b>	Are shelves securely fixed and not overloaded with items that are likely to fall?		
	Are cabinets stable and not overloaded?		
	Are cabinets securely locked when the classroom is empty to prevent unauthorised access?		
	Are all craft knives, scissors and other items securely stored when not in use?		
<b>Substances &amp; materials</b>	Are there any hazardous materials that can be disposed of or substituted for less hazardous materials?		
	Are there clear instructions on the use of any hazardous materials that are used?		
	Are any hazardous substances or materials securely stored?		

	Are ignition sources (e.g. candles and matches) securely stored?		
<b>Falls from height</b>	Is a stepstool or stepladder provided to enable staff to reach high storage or put up wall displays?		
	Is a window opener provided for opening high-level windows?		
<b>Interactive whiteboards</b>	Are staff and pupils in direct line of the projector beam?		
	Are the whiteboard and projector securely fixed?		
<b>Computers</b>	Have staff using computers completed a workstation assessment?		
<b>Furniture &amp; fixtures</b>	Are fixtures and fitting in good condition and securely fastened?		
	Are protruding fixtures and fittings protected to prevent impacts?		
	Are hot surfaces of radiators and pipes protected, where necessary, to prevent the risk of burns?		
	Is furniture in good repair and suitable for users (pupils and staff)?		
	Are window restrictors fitted, where necessary, and in good working order?		
<b>Asbestos</b>	Is the location of any asbestos containing materials in the classroom known?		
	Are the asbestos containing materials free from nails, pins and screws etc?		
	Are the asbestos containing materials subject to regular inspection?		
	Are the procedures for reporting damaged asbestos containing materials known?		
<b>Fire</b>	Are fire exits clear of obstruction, kept unlocked and easy to open?		
	Are call points, fire extinguishers and door vision panels kept clear of displays?		
	Are fire evacuation procedures clearly displayed and procedures known by staff and pupils?		

	Are there procedures for the evacuation of any vulnerable pupils in the classroom?		
<b>Electricity &amp; electrical equipment</b>	Are fixed electrical switches and plug sockets in good repair?		
	Are all portable plugs and cables in good repair?		
	Has portable equipment been subject to testing (PAT label)?		
	Is all electrical equipment located away from sinks and other sources of water?		
<b>Workplace (ventilation &amp; heating)</b>	Is the classroom provided with ventilation (natural or mechanical)?		
	Can a reasonable temperature be maintained in the classroom?		
	Are there measures to protect pupils from glare and heat from the sun?		

**FURTHER ACTION NEEDED**

<b>Hazard identified</b>	<b>Action required, by whom and when</b>

<b>Signature:</b>	<b>Date:</b>
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