

Classroom Health & Safety Check

Please return completed form to Ally Harvey

Room Number: _____ Normal Use: _____

Please use this form to identify any Health and Safety issues under the following categories:

Trip hazards (any item which may cause a trip, slip or a fall)

NB:

- *All displays are to be restricted to head height to ensure they are accessible.*
- *Staff should not climb on chairs/tables, or other furniture*
- *Staff should wear appropriate footwear*
- *Floors, especially aisles, corridors and circulation areas should be kept clear of obstacles.*

Storage hazards (heavy items should be stored at a low level. Items must be stored so that they do not fall and classrooms should not be used for over storage – obtain only the quantities required from the main store room)

Ventilation (adequate ventilation must be maintained by opening windows, ventilation must not create excessive draughts and must be suitable for the area and activity)

Temperature (classroom temperatures should not drop below 18°C)

Lighting (sufficient safe lighting for all students and staff – no less than 300 lux in normal teaching classrooms)

Furniture and fittings (any defects, overall condition - include tables and chairs)

Fire Action notice displayed

YES/NO

Signature of Assessor _____

Name of Assessor _____

Date of Assessment _____

Action taken to rectify issues: