

Guidance on how to use this Checklist is available, please see <https://onesourcehealthandsafety.co.uk/checklist/classroom-health-and-safety-checklist>

| Classroom Checklist                                                                                                                                          |                                                                                                                               |                |          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|----------|
| Classroom Identification                                                                                                                                     |                                                                                                                               | Date completed |          |
|                                                                                                                                                              | Advice link                                                                                                                   | Y-N-N/A        | Comments |
| <b>Access &amp; Egress</b>                                                                                                                                   |                                                                                                                               |                |          |
| Is the internal flooring in a good condition?                                                                                                                | <a href="https://onesourcehealthandsafety.co.uk/checklist/access">https://onesourcehealthandsafety.co.uk/checklist/access</a> |                |          |
| Are there any changes in floor level or type of flooring that need to be highlighted?                                                                        |                                                                                                                               |                |          |
| Are gangways between desks wide enough to walk through unhindered and kept clear?                                                                            |                                                                                                                               |                |          |
| Is lighting suitable to allow safe navigation around the room?                                                                                               |                                                                                                                               |                |          |
| Is the floor free of trip hazards?                                                                                                                           |                                                                                                                               |                |          |
| Is there suitable equipment to deal with any contaminants spilt on the floor?                                                                                |                                                                                                                               |                |          |
| Are entrance and exit routes maintained in a safe condition?                                                                                                 |                                                                                                                               |                |          |
| <b>Fire Safety</b>                                                                                                                                           |                                                                                                                               |                |          |
| If the entrance door or any internal doors are fire doors are they in the state specified (e.g. shut, locked, clear) on the mandatory blue sign on the door? | <a href="https://onesourcehealthandsafety.co.uk/checklist/fire">https://onesourcehealthandsafety.co.uk/checklist/fire</a>     |                |          |

|                                                                                                                                                                                                                           | Advice link                                                                                                                             | Y-N-N/A | Comments |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
| Are exit doors unrestricted?                                                                                                                                                                                              |                                                                                                                                         |         |          |
| Do fire exit doors open easily and with a single action?                                                                                                                                                                  |                                                                                                                                         |         |          |
| Are you familiar with the requirements of PEEPS for your students with disabilities /impairments?                                                                                                                         |                                                                                                                                         |         |          |
| Is there a fire action notice in the room?                                                                                                                                                                                |                                                                                                                                         |         |          |
| Are any fire extinguishers in the room: <ul style="list-style-type: none"><li>• On their stand /wall mount;</li><li>• Locking tags in place;</li><li>• Gauge (if fitted) in green area;</li><li>• Unobstructed.</li></ul> |                                                                                                                                         |         |          |
| Are flammable materials kept away from ignition sources?                                                                                                                                                                  |                                                                                                                                         |         |          |
| Electrical Safety                                                                                                                                                                                                         |                                                                                                                                         |         |          |
| Are fixed electrical switches and plug sockets in good repair?                                                                                                                                                            | <a href="https://onesourcehealthandsafety.co.uk/checklist/electricity">https://onesourcehealthandsafety.co.uk/checklist/electricity</a> |         |          |
| Are cables for fixed appliances in good repair?                                                                                                                                                                           |                                                                                                                                         |         |          |
| Are portable electrical appliances in a serviceable condition?                                                                                                                                                            |                                                                                                                                         |         |          |
| Are extension leads being used safely?                                                                                                                                                                                    |                                                                                                                                         |         |          |
| Adapter blocks are not being used?                                                                                                                                                                                        |                                                                                                                                         |         |          |

| Storage                                                                                                               |                                                                                                                                         |         |          |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------|----------|
|                                                                                                                       | Advice link                                                                                                                             | Y-N-N/A | Comments |
| Is student medication securely stored?                                                                                | <a href="https://onesourcehealthandsafety.co.uk/checklist/storage">https://onesourcehealthandsafety.co.uk/checklist/storage</a>         |         |          |
| Is general storage tidy and safe?                                                                                     |                                                                                                                                         |         |          |
| Are hazardous substances stored appropriately?                                                                        |                                                                                                                                         |         |          |
| Are items which could be used as weapons/to cause self-harm securely stored and easily counted?                       |                                                                                                                                         |         |          |
| Fixtures & Fittings                                                                                                   |                                                                                                                                         |         |          |
| Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?             | <a href="https://onesourcehealthandsafety.co.uk/checklist/fixtures">https://onesourcehealthandsafety.co.uk/checklist/fixtures</a>       |         |          |
| Is furniture in good repair and suitable for the size of the user, whether adult or child?                            |                                                                                                                                         |         |          |
| Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people? |                                                                                                                                         |         |          |
| Is portable equipment stable, e.g. a TV set on a suitable trolley, white boards, flip charts etc.?                    |                                                                                                                                         |         |          |
| Ventilation & Lighting                                                                                                |                                                                                                                                         |         |          |
| Do windows only open 10cm where they open onto pedestrian areas or above ground floor?                                | <a href="https://onesourcehealthandsafety.co.uk/checklist/ventilation">https://onesourcehealthandsafety.co.uk/checklist/ventilation</a> |         |          |
| Are light levels on desks suitable for tasks being undertaken?                                                        |                                                                                                                                         |         |          |

|                                                                                                                                                                                                                                                             | Advice link                                                                                                                   | Y-N-N/A   | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| Can a minimum room temperature of 18°C be maintained during winter?                                                                                                                                                                                         |                                                                                                                               |           |          |
| Can reasonable temperatures be maintained during periods of hot weather?                                                                                                                                                                                    |                                                                                                                               |           |          |
| <b>Work at Height</b>                                                                                                                                                                                                                                       |                                                                                                                               |           |          |
| Have ladders, stepladders & kickstools in your classroom been inspected in last 12 months?                                                                                                                                                                  | <a href="https://onesourcehealthandsafety.co.uk/checklist/height">https://onesourcehealthandsafety.co.uk/checklist/height</a> |           |          |
| <b>Computers &amp; Laptops</b>                                                                                                                                                                                                                              |                                                                                                                               |           |          |
| Has your workstation been correctly set-up?                                                                                                                                                                                                                 | <a href="https://onesourcehealthandsafety.co.uk/checklist/dse">https://onesourcehealthandsafety.co.uk/checklist/dse</a>       |           |          |
| If a laptop charging trolley is used in your classroom does the room have automatic smoke detection fitted?                                                                                                                                                 |                                                                                                                               |           |          |
| <b>Visual Check</b>                                                                                                                                                                                                                                         |                                                                                                                               |           |          |
| Checklists cannot identify all possible hazards and can also make the inspector blinkered. Now ignore this checklist and just look around the room. Does anything appear “not right”. If so write in the spaces below so it can be queried with management. |                                                                                                                               |           |          |
|                                                                                                                                                                                                                                                             |                                                                                                                               |           |          |
|                                                                                                                                                                                                                                                             |                                                                                                                               |           |          |
|                                                                                                                                                                                                                                                             |                                                                                                                               |           |          |
| <b>Completed by</b>                                                                                                                                                                                                                                         |                                                                                                                               |           |          |
| Name                                                                                                                                                                                                                                                        |                                                                                                                               | Signature |          |
|                                                                                                                                                                                                                                                             |                                                                                                                               |           |          |