

School Inspection Checklist

External Areas			
	Checked – Yes/No	Comments	Actions
Playground surface good and free of litter (daily)	Yes	Daily	Litter picking and brushing as needed
External stairs and ramps in good condition	Yes	- Year 5 & 6 block - Front	
Play equipment in safe condition – report in July		Some rotten wood in EYFS area, some of trim and trail.	Summer holiday “pruning” to remove items deemed unsafe.
Seating/tables in good condition	Yes		
Safety surfaces in good condition	Yes	Garden drain at entrance and water pipe.	Paving slabs at Garden area entrance to be relaid
Boundary secure and in safe condition		½ holes in fence by field to fix.	Section to be reinforced
Signing to Reception clear	Yes		
Rubbish store - secure and free of excess debris	Yes	ABM rubbish.	Cooking oil and redundant fixtures to be removed
External stores secure and uncluttered	Yes	Consider racking.	Next racking order in Autumn
Toilets clean and in good condition		N/A	No exterior toilets
*Nature garden/pond in safe condition	Yes		

School Inspection Checklist

Corridors and Staircases			
	Checked – Yes/No	Comments	Actions
Free of obstruction and tripping hazards	Yes		
Staircases in good condition, banisters secure	Yes		
All escape and exit signs in place and visible		Staff room exit hanging signage.	Decided to add an extra "Exit" sign
Fire-fighting equipment in place and undamaged	Yes	- Monthly RM - Annual Engineer	
Smoke doors in good condition and kept closed		Door by staff room - gap & magnetic catch. MP office door frame.	Alterations to be planned
Windows accessible to children are secured		Toilet windows when open height = head hazard.	Hazard tape to be added on edges

School Inspection Checklist

Classrooms			
	Checked – Yes/No	Comments	Actions
Floor in good condition, free of tripping hazards	Yes	Tape on lino where needed.	
Sink area clean and floor kept dry	Yes		
Furniture in good condition	Yes		
Electrical sockets, plugs and cables in good condition	Yes	Summer – PAT testing	
High level storage at a minimum, step stool available			
Evacuation procedures posted		Yes, but need to be more easily seen	Replacement signs being put up
Windows accessible to children are secured	Yes		

School Inspection Checklist

Storage Areas			
	Checked – Yes/No	Comments	Actions
All store rooms and cupboards in tidy condition		Move BA's hoovers to containers. RM office - racking	New cleaning company has brought in extra vacuum cleaners. Surplus to Yard Container for future use.
No storage on floor		Hoovers, buckets.	Measures to improve tidiness
Heavy/unwieldy items easily accessible	Yes		
3 x step stool/step ladder available	Yes		
Flammable substances in metal cupboards	Yes	COSHH cupboard in RM office	
Hazardous chemicals stored in designated locked cupboards	Yes		

School Inspection Checklist

Halls/Dining Areas			
	Checked – Yes/No	Comments	Actions
Floor surface clean and in good condition	Yes		
Dining tables/chairs stored in safe accessible manner and in good condition	Yes		
PE equipment in good condition and safely stored	Yes	Sportsafe Report received	
*Theatre lighting regularly checked by electrician and chains secure	n/a		
* Stage in sound condition, less storage debris underneath	Yes		
Windows accessible to children are secured	Yes		

School Inspection Checklist

School-Keeping Equipment			
	Checked – Yes/No	Comments	Actions
Ladders in good condition and safely stored	Yes		
Sufficient Personal Protective Equipment in good condition	Yes	Hard hat, dust mask, overalls, gloves	
Hazardous chemicals stored safely in small quantities only	Yes		
Electrical equipment in good condition	Yes	Pat testing	
High level storage avoided	Yes		
Office/storage areas clean and free of tripping hazards	Yes		
First Aid facilities available	Yes		
Trolleys/sack-barrows in good condition	Yes	Year 1	
Tower scaffold inspected and users trained		RM office No training	RJM has experience of use

School Inspection Checklist

Toilets			
	Checked – Yes/No	Comments	Actions
Clean and in good condition	Yes	Boys toilet EYFS corridor drainage	X Horizontal drain issues X
Floors mopped regularly during day	No	Done when needed	
All fittings secure and undamaged	Yes		
Adequate supply of soap, toilet roll and hand towels	Yes	Some being updated	

Offices			
	Checked – Yes/No	Comments	Actions
Tidy and free of tripping hazards	Yes		
High level storage avoided	Yes		
Electrical equipment in safe condition	Yes		

School Inspection Checklist

Staff Room			
	Checked – Yes/No	Comments	Actions
Clean and in good condition	Yes		
Safe storage for personal possessions	Yes		
Hanging space for coats	No	RM look into	Section of hooks added
Safe means of making drinks and preparing food	Yes		
Fridge etc.kept clean and tidy	Yes		

Boiler Room			
	Checked – Yes/No	Comments	Actions
Safe means of access and egress	Yes		
Free of clutter and combustible materials	Yes		
Access barred to unauthorised persons	Yes		Restrictions to avoid any contact with Asbestos residue
Suitable fire-fighting equipment	Yes		

School Inspection Checklist

General Matters			
	Checked – Yes/No	Comments	Actions
Sufficient numbers of well stocked first aid boxes	Yes		
Cleaner's cupboard locked and all materials put away	Yes		
Electrical intake cupboards/areas kept clear of any combustible material	Yes		
Known asbestos in good, undamaged condition	Yes		
All signing adequate for purpose and in good condition		Will be updated and improved	
*Animals clean, healthy and adequately housed	Yes	Only when we have chicks	
Evidence of water leakage internally/externally	Aware	<ul style="list-style-type: none"> - Skylight/roofing by EYFS corridor - Fire doors near the hall - brick work (west facing porous wall) - Guttering – some done - TBA, library entrance, joins, fire door by Lions 	South Corridor skylights when wind drives moisture through, will apply extra sealant. Photos available. Joints in guttering being cleaned and sealed where possible
Lighting levels adequate and fittings in good condition	Yes		
All fire equipment properly sited, undamaged and inspected within last year	Yes		
Adequate separation of pedestrians and traffic on site	Yes	Crossing, bollards, gate	Using a "Banksman" when needed