

**CHILDREN'S SERVICES ASSESSMENT FORM****01.1b Pre-School Premises Safety Inspection Checklist**

This checklist has been designed to record the results of the premises inspection. Any remedial actions should be completed in the action section of the form. Please amend the checklist to reflect the school site.

Date of inspection:	Inspection carried out by:
School: Lydlynch Pre-School	

<b>External buildings / areas</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are paths, roads, and car parks in good condition (e.g.; not cracking, no weeds growing through the surface, manhole covers secure, etc.)?			
Are the paths and car park well lit?			
Are pedestrian and vehicular traffic routes segregated and clearly indicated?			
Are traffic barriers, sign, road markings in good condition?			
Is vehicle access restricted and managed?			
Is the main entrance clearly sign posted for visitors?			
Are all gates in good condition and lockable?			
Do any of the gates on site create a pinch point whilst opening or closing that could injure anyone using the gate?			
Are any perimeter fences/hedges/walls in good condition?			
Are playgrounds in good condition?			
Where play equipment is provided, e.g. bikes, trikes, are these visually inspected and in good condition?			
Where fixed play equipment installed is it in good condition			



01 Health and Safety Procedures

and visually inspected?			
Is the fixed outdoor play equipment checklist in use?			
Is the sports field in good condition?			
Are the grounds well kept and tidy e.g. plants well maintained, are mature trees inspected at regular intervals?			
Are any ponds or swimming pools securely fenced / grill fitted and access restricted?			
Where there are ancillary buildings e.g. sheds, greenhouses, are they in good condition and secure?			
Are the litter bins readily accessible and secure?			
Is the waste collection area adequate, in good condition, and secure?			
Is the main building/s in good condition e.g. windows, doors, brickwork, pipes, guttering?			
Is roof access restricted to authorised persons only?			
Is the fire assembly point clearly identified?			
<b>Internal building (circulation areas, stairs, offices, classrooms)</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are floors in good condition e.g. clean, level, not worn?			
Are floors free from trip hazards?			
Are changes in floor levels clearly indicated?			
Are all corridors, passageways, or exits free from obstruction?			
Is there sufficient lighting for the area?			
Are all stairs in a good state of repair and non slip?			
Are handrails provided and in good condition?			



01 Health and Safety Procedures

Are general housekeeping procedures being followed?			
Is there sufficient ventilation throughout the building?			
Do all the windows open correctly and are they in good condition?			
Do any windows, when open, obstruct pathways?			
Do any windows obstruct pathways when they are opened?			
Are all doors in good condition and functioning correctly e.g. frames not rotting, closers working, vision panels if required?			
Are storage areas tidy, and secure e.g. cleaners' stores?			
Are display boards/cases suitably placed, out of the way and secure?			
Are items stored in appropriate places/heights/away from children?			
Is there any equipment provided to access high storage, and is it in good condition/maintained/tested?			
Where portable electrical equipment and extension cables are used, are these in good condition, cables fully extended, and tested on an annual basis?			
Are any cables stored safely, out of the way, are they in good condition?			
Are radiators/heaters an appropriate temperature e.g. not hot to touch, and unobstructed?			
Is access to all hot pipe work restricted?			
Are cloakrooms areas tidy, clean, suitable for purpose and free from trip hazards?			
Are drinking water supplies indicated?			
Is all non-electrical equipment in good condition, tested, maintained?			



01 Health and Safety Procedures

Is all the furniture and fittings in good condition?			
Are fire exit routes clearly signed, and unobstructed?			
<b>Toilets and shower rooms</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Are all taps working sufficiently to allow a flow of water?			
Is the water an appropriate temperature (43°C or less for hot water)?			
Is there an adequate supply of soap, paper towels, and toilet rolls?			
Are there suitable sanitary disposal facilities for pupils and staff?			
Is the area clean and free of unpleasant odours?			
Are toilets clearly signposted to indicate boy/girls and staff male/female?			
<b>Admin office / shared offices</b>			
Are all power cables secured, covered and not trailing?			
Are all plugs, sockets and leads in good condition and appropriately sited?			
Is the room/s laid out to ensure staff have minimal problems with glare, heat, ventilation and seating?			
Are there appropriate guards on equipment e.g. guillotines?			
Have workstation assessments been completed for DSE Users?			
<b>Staffroom</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Is the room large enough for the numbers to be accommodated, is suitable and sufficient workspaces and seating provided?			
Is the room clean and warm?			
Are there adequate cloakroom and storage facilities for			



01 Health and Safety Procedures

personnel belongings?			
Are there clean and hygienic kitchen facilities?			
P.P.E provided, and in good condition?			
<b>Management</b>	<b>Yes</b>	<b>No</b>	<b>Actions</b>
Is there a signing in process, and it is being used?			
Is the H&S Law poster displayed and correctly completed?			
H&S information available on entry for visitors/contractors?			
Are there first aid kits located around the school, are they stocked and regularly checked?			
Is all the fire fighting equipment in good condition and annually inspected?			
Are fire checks being carried out e.g. extinguishers?			

Comments:

Action Number	Action	Responsible person	Due	Completion date