

Health and Safety Statutory Checklist

Statutory Checklist

RISK ASSESSMENT	AREAS TO COVER	✓	COMPLETED BY	REVIEW DATE
Asbestos	Assess whether asbestos is, or is liable to be, present in your school.	<input type="checkbox"/>		
Children being drawn into terrorism (Prevent duty)	Assess how your pupils may be at risk of being radicalised into terrorism, including online. Where specific risks are identified, you should develop an action plan to set out the steps you will take to mitigate the risk.	<input type="checkbox"/>		
Display screen equipment	Use this to assess and minimise risks to employees using display screen equipment.	<input type="checkbox"/>		
Fire	Use this to identify the risks that people are exposed to and determine the fire precautions you need to take. If there are, or are likely to be, dangerous substances on your premises, the risk assessment must take into account: <ul style="list-style-type: none"> • The hazardous properties of the substance • Information on safety provided by the supplier, including information contained in any relevant safety data sheet • The circumstances of the work including: <ul style="list-style-type: none"> • The special, technical and organisational measures and the substances used and their possible interactions • The amount of the substance involved • Where the work will involve more than 1 dangerous substance, the risk presented by such substances in combination • Arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances 	<input type="checkbox"/>		

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	<ul style="list-style-type: none"> • Activities, such as maintenance, where there is the potential for a high level of risk • The effect of measures which have been, or will be, taken to control the risks of fire • The likelihood that an explosive atmosphere will occur, and its persistence • The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective • The scale of the anticipated effects • Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur • Any additional safety information the responsible person may need to complete the assessment • The specific risks of having employees aged under 18 			
Lone working	<p>You don't always need a specific, separate risk assessment for lone workers. However, you must include risks to lone workers in your general risk assessments for activities. Risks that particularly affect lone workers include:</p> <ul style="list-style-type: none"> • Violence in the workplace • Stress and mental health or wellbeing • A person's medical suitability to work alone • The workplace itself, for example if it's in a rural or isolated area <p>Lone working includes working from home.</p>	<input type="checkbox"/>		
Manual handling	<p>Where you can't avoid employees doing manual handling operations that involve a risk of injury, do a risk assessment. This must include the following factors and questions.</p> <p>Tasks – do they involve:</p> <ul style="list-style-type: none"> • Holding or manipulating loads at distance from the body? • Unsatisfactory body movement or posture, especially twisting the trunk, stooping or reaching upwards? 	<input type="checkbox"/>		

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	<ul style="list-style-type: none"> Excessive movements of loads, especially excessive lifting or lowering distances, or excessive carrying distances? Excessive pushing or pulling of loads? Risk of sudden movement of loads? Frequent or prolonged physical effort? Insufficient rest or recovery periods? A rate of work imposed by a process? <p>Loads – are they:</p> <ul style="list-style-type: none"> Heavy? Bulky or unwieldy? Difficult to grasp? Unstable, or with contents likely to shift? Sharp, hot or otherwise potentially damaging? <p>Working environment – are there:</p> <ul style="list-style-type: none"> Space constraints preventing good posture? Uneven, slippery or unstable floors? Variations in floor level or work surfaces? Extremes of temperature or humidity? Ventilation problems or gusts of wind? Poor lighting conditions? <p>Individuals' capabilities – does the job:</p> <ul style="list-style-type: none"> Require unusual strength, height, etc.? Create a hazard to those who might reasonably be considered to be pregnant or have a health problem? Require special information or training to do it safely? <p>Other factors:</p> <ul style="list-style-type: none"> Is movement or posture hindered by personal protective equipment or clothing? 			
Stress	<p>You must identify potential risks to your staff from stress and take action to protect them.</p> <p>There are six main areas that can lead to work-related stress if they are not managed properly. These are: demands, control, support, relationships, role and change. For example, staff may say that they:</p> <ul style="list-style-type: none"> Can't cope with the demands of their job 	<input type="checkbox"/>		

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	<ul style="list-style-type: none"> • Are unable to control the way they do their work • Don't receive enough information and support • Have trouble with relationships at work, or are being bullied • Don't fully understand their role and responsibilities • Are not engaged when the school is undergoing change 			
Substances hazardous to health	<p>Take into account:</p> <ul style="list-style-type: none"> • The hazardous properties of the substance • Information on health effects provided by the supplier, including in a safety data sheet • The level, type and duration of exposure • The circumstances of the work, including the amount of the substance involved • Activities, such as maintenance, where there is the potential for a high level of exposure • Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit • The effect of preventive and control measures, which have been, or will be, taken • The results of relevant health surveillance • The results of monitoring of exposure • In circumstances where the work will involve exposure to more than 1 substance hazardous to health, the risk presented by exposure to such substances in combination • The approved classification of any biological agent • Any additional information you may need to complete the risk assessment 	<input type="checkbox"/>		
Swimming pools	If you have a swimming pool at your school, do an assessment of the risks to workers and users, to help decide what you need to do to make your pool safe.	<input type="checkbox"/>		

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Work at height	<p>Use this risk assessment to identify the measures you need to put in place to make sure that work at height is done safely.</p> <p>You should consider the:</p> <ul style="list-style-type: none"> • Height of the task • Duration and frequency • Condition of the surface being worked on 	<input type="checkbox"/>		
Workers under the age of 18	<p>This doesn't need to be a standalone risk assessment – it can be part of other risk assessments.</p> <p>Any risk assessments that cover workers under 18 must take account of the:</p> <ul style="list-style-type: none"> • Inexperience, lack of awareness of risks and immaturity of young persons • Fitting-out and layout of the workplace and the workstation • Nature, degree and duration of exposure to physical, biological and chemical agents • Form, range and use of work equipment, and the way in which it is handled • Organisation of processes and activities • Extent of the health and safety training provided or to be provided to young persons • Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(1) on the protection of young people at work 	<input type="checkbox"/>		