

Premises Inspection Checklist

School/Academy name: Stonegate CE Primary School

Area inspected (if not the whole of the premises):

Date of inspection: 02/02/2023

It is the policy of the County Council that formal periodic physical conditions inspections will be carried out three times per year to ensure the safety of our buildings.

1. Environment:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Further action:	2. Cleanliness and waste:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Further action:
Is workplace sufficiently well ventilated?	Yes			Are workplace areas suitably clean and tidy?	Yes		
Is workplace temperature reasonably comfortable?	Yes			Is all waste held in suitable containers (bins, sacks etc.?)	Yes		
Are radiators/heaters an appropriate temperature (not hot to touch) and not obstructed by furniture?	Yes		Some classrooms do have tables / storage furniture in front of them	Is all waste removed from work and service areas regularly?	Yes		
Is lighting adequate for working tasks and/or service activities?	Yes		Change florescent lights for LED lights.	Is any hazardous waste stored and disposed of correctly?	Yes		
Are lights fitted with covers (diffusers) and not flickering?	Yes			Are surfaces kept clean and well disinfected?	Yes		

3. Access and Egress							
3. Access and Egress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:	3. Access and Egress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Are all exit routes unlocked, clear of combustible materials and obstructions?	Yes			Are light switches easily accessible?	Yes		
Do displays, lunch boxes or furniture obstruct walkways or exits?	No			Are Refuge areas, (where designated) clearly signed?			
Are doors in good condition and open easily (e.g. frames not rotten)?	Yes		Hall door and back door may need replacing / adjusting due to weathering.	Is emergency evacuation equipment (where installed) available and in good order?			
Are door closure devices operating?	Yes			Where required are staff trained to use emergency evacuation equipment?			
Are cloakroom areas clean, tidy, and free from trip hazards and falling objects?	Yes						
4. Floors, Walkways & Stairs							
4. Floors, Walkways & Stairs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:	5. Storage Areas:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Are all floors and walkways clear and in good condition and free of slip/trip hazards such as trailing wires, boxes, loose thresholds, loose carpet or slippery when wet?	Yes			Are storage areas tidy and items easily accessible?	Yes		
Are steps and stairways safe, adequately lit and in good condition?	Yes			Are items stored in appropriate places (e.g. light items high up, heavy items, waist height)?	Yes		
Fitted with adequate handrails?	Yes			Is appropriate equipment provided to enable safe access to high storage?	Yes		
Are floors clearly marked when levels change?				Are inappropriate areas (intake cupboards, boiler rooms) used as storage areas?	No		

6. Building management:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:	6. Building management:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Asbestos Survey held and asbestos materials identified and managed?	Yes		No further action as no asbestos identified in school. Policy available.	Has the fire log book been completed including a practice fire evacuation?	Yes		
All known asbestos is in a safe and undamaged condition?	N/A			Water Survey held and controls identified and in place?	Yes		Legionella risk assessment to be reviewed.
Common areas (internal & external) of shared premises in good order?	Yes			Are hot water sources labelled and where necessary controlled by Thermostatic Mixing Valves and procedures to 43 C max?	Yes		
Glazing in good condition and low level glazing (<1.5m) made of safety glass or fitted with safety film?	Yes			Are hot surface temperatures protected and/or controlled to 43 C max?	Yes		
Is the ceiling secure and in good condition (e.g. tiles not loose)?	Yes			Has OIL plant (boilers, heaters, A/C etc) been serviced in last year and are all in good working order?	Yes		January 2023 service Awaiting part February 2023
Are there signs of damp on walls, ceiling or floor?	No		Exception for the Pre-School by door area – existing problem	Has Electrical plant (boilers, lifts, A/C fans etc) been serviced and or PAT tested in the last year and are all in good working order?	Yes		
7. Hazardous substances/ Tools and Equipment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:	7. Hazardous substances/ Tools and Equipment:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Are all hazardous substances (cleaning chemicals etc.) correctly stored?	Yes			Is the furniture in good condition, stable and secure (e.g. bookcases, shelves, tables, chairs, etc)?	Yes		
Can unauthorised persons (services users, members of the public) gain access to hazardous substances?	No			Is shelving/racking secure?	Yes		
Are plant rooms, cleaner's cupboards, stores kept locked?	Yes			All step ladders/stools in good condition and stored safely?	Yes		

Are all tools and equipment in good condition, safely stored and tested?	Yes			Are any television/computer/data projector cables: <ul style="list-style-type: none"> • stored safely? • in good condition? • not too tightly coiled? not trailing across floor?	Yes		
Are extension leads in good condition (undamaged, no inner cables showing etc) and tested in last 12 months?	Yes		PAT testing in July each year.	Lifting equipment (hoists, lifts etc) in good condition?			
				Lifting equipment is adequately maintained and inspected?			

8. First Aid:							
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:	9. Toilets:			
Do you have a current First Aider(s?)	Yes			Is there a supply of paper towels or toilet roll?	Yes		
Do you have an Appointed Person(s?)	Yes			Are there suitable sanitary disposal facilities for pupils and staff?	Yes		
If the room clearly marked as a first aid room?	Yes			Are all drains covered?	Yes		
Is there a suitable sink available and labelled for first aid use only?	No		There is not an appropriate one to use.	Are there any unpleasant odours?	No		May need to look into redoing the drains in July 2023
Are first aid supplies stored out of the reach of children in appropriately marked boxes?	Yes			Is the area kept hygienically clean?	Yes		
Is protection clothing supplied (e.g. gloves, aprons, etc)?	Yes			Are toilets clearly marked to indicate pupil (boys/girls) and staff male/female toilets?	Yes		

10. Halls/Gym:							
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:	11. Other:			
Is all equipment stored appropriately and safely stacked (e.g. tables)?	Yes			Are kitchens clean and tidy?	Yes		

Is all equipment in good condition?	Yes		Tested yearly	Are fridges, cookers and microwaves regularly cleaned?	Yes		
Where storage cupboards are available, is equipment stored safely and easily accessible?	Yes			Is drinking water readily available?	Yes		
Is the edge of stage marked to prevent falls?				Are Residual Current Devices fitted in key areas (kitchens, laundries etc) and are these undamaged and operational?			
If dual purpose area, is the floor cleaned after lunchtime?	Yes		Chartwells staff	Where applicable do kitchens meet Food Hygiene Standards?	Yes		Chartwells 5 stars
Are there suitable warning signs for when cleaning is in process (e.g. hazard – slippery floor)?	Yes			Are animal cages kept clean, regularly disinfected and hygiene procedures in place?	N/A		
12. External Areas:							
12. External Areas:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:	12. External Areas:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Further action:
Is the main entrance well signposted for visitors?	Yes			Is vehicle access restricted and managed?			
Is the building deteriorating (e.g. cracks appearing on brick work, signs of damp, etc)?	No			Are the grounds tidy and well kept?	Yes		
Are there loose wires, etc?	No			All walls and fences and gates in good condition?	Yes		
Is the roof, pipes and guttering in good visual condition and secure?	Yes			Are playgrounds/sports fields in good condition (e.g. no potholes, etc)?	Yes		
Is roof access restricted to authorised persons only?	Yes			Where sheds/external storage areas, etc are in use is equipment stored safely and easily accessible?	Yes		
Are fragile roofs adequately safeguarded?				Are structures (Sheds, Green Houses, etc) in good repair and secure?	Yes		Will need repainting in July 2023
Are external walkways/routes free of potholes/trip hazards?	Yes			Where play equipment is provided e.g. bikes, trikes, are these	Yes		

				visually inspected and in good condition?			
Are external areas (e.g. car park, external access and exit routes, etc) well lit, in good order and free from trip and slip hazards?	Yes			Where fixed play equipment is installed, is it in good condition and visually inspected?	Yes		Checked Monthly
				If a safety surface has been installed is it in good condition and visually inspected?	Yes		
Do opening windows obstruct pathways or open into play areas?	N/A			Is the pond/swimming pool securely fenced and access restricted?			

Summary of further actions including any outstanding from the last report:

Previous Actions

Fix oil tank fence panel and post – June 2022

Replace fencing around the playground – June 2022

Replace and install fencing around the field – June 2022

Paint sheds and treat wood – July 2022

Areas of the school to be repainted – toilets, preschool and hallway. Fill and paint in Year 1/2.

Proposed corrective actions and target dates: (to be completed by health and safety co-ordinator/headteacher.)

Actions to complete

Adjust or replace back door and Hall Door – Term 4 2023

Paint sheds and treat wood – July 2023

Repaint Facia on the roof apexes – July 2023

Hall doors to be replaced – before July 2023

Replace lights in the classrooms with LEDs – July 2023

Seek advice for the drains under the school – before July 2023

Legionella inspection for April 2023

Inspection carried out by:

Name: Jonathan Elms

Job Title: Headteacher

Date: 02/02/2023

Reviewed by Headteacher:

Name: Jonathan Elms

Job Title: Headteacher

Date: 02/02/2023