

School / Department	
Policy Name	<u>NASAT: Safety Inspections Policy</u>
Policy Reference Number	NASAT 012w
Date of Issue	April 2016
Date reviewed	October 2018
Next review	October 2021
Version Number	V2
Policy Lead	Managing Director, NAS Education and Children's Services and NAS Academies Trust
Date version approved by directors	Pending Ratification
Responsible governor (signed)	Effectiveness of Leadership & Management

Policy Summary

Managers must ensure that the areas for which they are responsible are maintained in a safe condition. A thorough system of inspection must be employed.

Procedure

Inspections must be made and records kept in accordance with appendix 1.

Action required as a result of these inspections must be carried out as necessary. Where faults cannot be remedied in a timely fashion then the Line Manager and the Head of SQE must be informed.

Key Management Actions

- Carry out monthly inspections.
- Deal with any remedial actions, as necessary.

Appendix 1 - Monthly Health & Safety Inspection Score Checklist

Department:	Location:
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<u>Scores</u>	<u>Action</u>
1-4 Below standard	Advise Principal/Site Manager
5- Standard	Monitor & review accordingly
6-7 Above standard	Monitor & review monthly
8-10 Well above standard	Monitor & review monthly

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Office												
General tidiness												
General decoration												
Flooring - hole free/no trailing cables												
Lighting - all lights working												
Furniture - all in safe condition												
Display screen equipment (PCs etc)												
Electrical appliances												
Ventilation adequate/temp acceptable												
Stairs/Passages/Accommodation												
General tidiness												
General decoration												
Flooring - hole free/no trailing cables												
Lighting - all lights working												
Furniture - all in safe condition												
Electrical appliances												
Ventilation adequate/temp acceptable												
Bathroom /sink unit												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Banister rails & safety gates													
Stair treads and nosings													
Kitchen													
General cleanliness													
Dry storage													
Cold Storage													
Main range (cookers)													
Ventilation													
Lighting													
Temperature records													
HACCP documentation													
Maintenance & Grounds													
Mowers													
Portable electrical tools													
Other equipment													
Ladders													
Step ladders													
Maintenance work shop													
Maintenance storage areas													
Fire records													
Water temperature records													
External Areas													
General tidiness													
Surface potholes free													
Walkways free from trip hazards													
Perimeter fence secure													

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
General building - state of repair												
Security lighting												
General												
Window restrictors in place (1 st Floor and above)												
First aid boxes correctly stocked												
Safety signs in place												
Heating acceptable												
No smoking areas - enforced												
Risk assessments - up to date												
Hazardous substances assessments - up to date												
Manual handling assessments – up to date												
Statement of Intent – up to date (noticeboard)												
Employers Liability Cert - up to date (noticeboard)												
H&S Law Poster – up to date (noticeboard)												
Accident records up to date												
H&S Manual – up to date and accessible												
Any Comments (State Date/ Month comments refer to. Show when actioned)												