



Admin Assistant with responsibility for Health and Safety Jobs List:

Daily Checks

- Fire exits clear and unlocked.
- Walkways, playgrounds, and entrances free from hazards.
- Classroom furniture and equipment in safe condition.
- Toilets and handwashing facilities clean and operational.
- Visual checks of gates, fences and site security.
- First aid supplies available and stocked.
- Any reported defects or maintenance issues addressed or logged.

Weekly Checks

- Fire alarm test (different call point each week).
- Emergency lighting visual inspection.
- Playground equipment inspection.
- Kitchen and food preparation area checks.
- Review of accident and incident records.

Monthly Checks

- Fire extinguisher visual inspections.
- Water temperature checks to reduce scalding and legionella risks (online reporting).
- Security systems and access controls tested.
- PE and sports equipment inspections.
- Review of risk assessments following any significant changes.

Termly Checks

- More detailed inspection of playground equipment.
- Classroom equipment and furniture inspections.
- Site walkaround with Headteacher and H&S Governor.
- Review of educational visits risk assessments.

Annual Checks

- Fire risk assessment review.
- Portable Appliance Testing (PAT) as required by the school's risk assessment.
- Fixed electrical installation inspection (typically every 5 years, or as recommended).
- Gas safety inspection by a Gas Safe registered engineer.
- Asbestos management review (if asbestos is present).
- Legionella risk assessment review and monitoring.
- Tree inspections on school grounds.
- Full premises health and safety audit.
- Review of all health and safety policies and risk assessments.
- Staff health and safety training refreshers.

Risk Assessments Required

Schools should maintain and regularly review risk assessments for:

- Classrooms and teaching activities.
- Science activities (where applicable).
- PE and sports.
- Playground activities.
- School trips and educational visits.
- Manual handling.
- Lone working.
- Contractors working on site.
- New and expectant mothers.
- Individual pupils with specific medical or behavioural needs.
- Display screen equipment (for staff who use computers regularly).

Safeguarding-Related Safety Checks

Although distinct from health and safety, schools also routinely check:

- Site security and visitor procedures.
- DBS compliance for staff and volunteers.
- Medical care plans for pupils.
- Emergency evacuation arrangements, including pupils with disabilities (PEEPs).

Documentation Schools Should Keep

- Health and safety policy.
- Fire logbook.
- Accident and incident records.
- Risk assessments.
- Training records.
- Maintenance and inspection certificates.
- Contractor records.
- COSHH assessments for cleaning chemicals and other hazardous substances.

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