

Health and safety in class check list

(To be completed before your lesson, in conjunction with the 'In class' check list)

Slips and trips	✓
Is your space suitably tidy?	
Are there clearly defined walkways that all are aware of?	
Have all trip hazards been removed or addressed?	
Staffing	
Have all staff been checked and deemed suitable to work with the group?	
Is there a suitable ratio of staff / adults to pupils?	
Are all staff competent for tasks involved with the group?	
Lesson structure	
Is the activity of a suitable level for the group?	
Have you given consideration to the timings of the lesson?	
Is the accommodation suitable for the task?	
Have you allowed time for instruction and plenary?	
Electrical equipment	
Do all portable appliances carry a valid PAT sticker?	
Have you considered health and safety of using AV with the group?*	
Have you completed visual checks on all equipment, including sockets and cables?	
Emergency procedures	
Do you and all staff with you know the sound of any alarms?	
Do you and all staff with you know where to locate first aid provision?	
Do you and all staff with you know the emergency exit route and muster point?	

* Timings, position of equipment, room lighting

Signed _____

Date _____

Signed _____

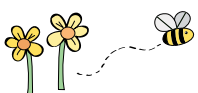
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Health and safety activity check list

(To be completed before your lesson, in conjunction with the 'In class' check list)

Accommodation	✓
Is the space suitable for the task involved?	
Is the space suitably lit for the tasks involved?	
Is the space suitably ventilated for the tasks involved?	
Are there clearly defined walkways between activity areas?	
Is the space suitably laid out for supervision of the group?	
Equipment and materials	
Is the equipment to be used suitable for the group and task?	
Is the equipment to be used suitably stored?	
Are the materials to be used suitable for the group and task?	
Are the materials to be used suitably stored?	
Are all staff involved in the activity aware of any hazards and related best practice?	
Are the members of staff out with the group aware of the activity?	
Housekeeping	
Is there suitable time in the schedule for set-up and tidy-up?	
Is there time in the schedule for suitable explanation and demonstration of materials and equipment?	
Is all equipment in good order?	
Has a basic classroom assessment been carried out?	

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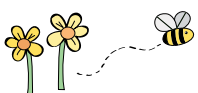
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Health and safety off-site visit check list

(To be completed as part of your off-campus planning)

Preparation	✓
Have you visited the site before or know it well?	
Does the venue have suitable facilities for your visit?	
Are all staff suitable for this type of excursion and the activities involved?	
Is the staff-to-pupil ratio suitable for the activity involved?	
Are students aware of the excursion?	
Are guardians aware of the excursion?	
Are students and guardians aware of requirements, e.g. food or clothing?	
Have consent forms been distributed and collected?	
Are you and all staff with you aware of all medical or care issues?	
Are you and all staff with you aware of emergency procedures?	
Have you completed a risk assessment for the venue and activities?	
On the day	
Do you have a means of communicating with your group?	
Do you and all staff with you have a list of telephone numbers of importance?	
Have you checked that facilities are in good working order?	
Have you re-assessed activities and venue to include 'on day' factors?	

Signed _____

Date _____

Signed _____

Date _____

Signed _____

Date _____

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Date _____

