



**Bruntsfield PC  
After-School Clubs**

# **After-School Club Classroom Check List**

(version 1 – January 2016)

## **General Instructions**

1. This form is for use in low-risk classroom-based clubs.
2. Please complete the check list risk assessment at least once per term (ideally at the start).
3. Please raise any safety issues arising with the Bruntsfield School Janitor in the first instance.
4. You may also take any concerns to your club organizer and, if necessary, the Club Coordinators.
5. Completed check-list forms may be deposited (*FAO Club Coordinators*) in the PC mail box near the School Office.

## **Specific Instructions**

Most of our after school clubs are low risk. While the health and safety of our children, and you as club tutors, is of primary importance – no pun intended – it's essential that we take a proportionate, sensible and risk-based approach to complying with our legal H&S responsibilities.

To help us all do that, we've adapted this simple checklist to help make sure that you are happy with the classroom you work in and that anything that may concern you is identified and dealt with.

We'd like those running clubs to use the checklist as required, for example at the start of a term, to help provide reassurance that the most common areas of risk in the classroom are being adequately controlled. It is designed to be helpful and quick and easy to use.

If an issue is not relevant to the classroom you are using, simply mark it as 'N/A' (not applicable) and move to the next question. While the checklist covers the most common areas of risk in ordinary classrooms, it is not exhaustive.

There is space at the end to list any additional issues that you want to highlight. For example, if you are using particular materials or equipment you can add them here. If there is anything that concerns you about the classroom or space you are using, we can raise them with the school and get them dealt with.

## **Further information**

The Health and Safety Executive's website ([www.hse.gov.uk/](http://www.hse.gov.uk/)) has specific pages for those working with kids in an educational setting. It provides information on health and safety law, the risks you need to think about as well as general guidance for those who are self-employed. Scottish Government guidance for schools can be found at:

[www.scotland.gov.uk/topics/education/schools](http://www.scotland.gov.uk/topics/education/schools)

Club: \_\_\_\_\_

Date/term: \_\_\_\_\_

Questions you should ask:		Yes	Further action needed	N/A
<b>Movement around the classroom (slips and trips)</b>	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For stand-alone classrooms: <ul style="list-style-type: none"> <li>■ Are access steps or ramps properly maintained?</li> <li>■ Are access stairs or ramps provided with handrails?</li> </ul>			
<b>Work at height (falls)</b>	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
<b>Furniture and fixtures</b>	Are permanent fixtures in good condition and securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
<b>Manual handling</b>	Have trolleys been provided for moving heavy objects, eg computers?			
<b>Computers and similar equipment</b>	Have pupils been advised about good practice when using computers?			
<b>Electrical equipment and services</b>	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
<b>Fire</b>	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>■ unobstructed;</li> <li>■ kept unlocked; and</li> <li>■ easy to open from the inside?</li> </ul>			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
<b>Workplace (ventilation and heating)</b>	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

*This is not an exhaustive list and you should identify any other hazards associated with the club's use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your club organizer or the Club Coordinators.*

Additional issues		Yes	Further action needed	N/A

**Further action needed**

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
Location/name of classroom:		