



SCHOOL BUILDING MAINTENANCE

Safety Guide

School Education

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Checklist Items

KEY BENEFITS

Health & Safety

Protects health and safety through reliable infrastructure.

Building Longevity

Extends building life and reduces unplanned closures.

Accessibility

Improves accessibility and compliance with standards.

Learning Continuity

Supports continuity of learning by preventing disruptions.

KEY HAZARDS & CONTROL MEASURES**Working at Height**

- ✓ Work at height only when no safer alternative exists
- ✓ Staff trained in safe working at height
- ✓ Use appropriate equipment (scaffolding, MEWP, ladders)
- ✓ Area below cordoned off during work

Electrical Hazards

- ✓ Electrical work by qualified personnel only
- ✓ Regular testing and inspection programme
- ✓ Isolation procedures strictly followed
- ✓ Lock-out tag-out procedures in place

Asbestos Exposure

- ✓ Asbestos register maintained and consulted
- ✓ Licensed contractors for asbestos work
- ✓ Asbestos awareness training for all staff
- ✓ Stop work immediately if ACMs suspected

Manual Handling

- ✓ Manual handling training provided
- ✓ Team lifts for heavy items
- ✓ Mechanical aids used where possible
- ✓ Loads assessed before handling

PRE-SESSION SAFETY CHECKLIST**Risk Assessment**

- Complete and review risk assessment for this activity
- Brief all staff on key risks and emergency procedures
- Ensure all identified hazards have control measures in place

Pre-Work

- Risk assessment complete
- Asbestos register checked
- Permits obtained if required
- Isolation procedures planned

PPE

- Safety boots worn
- Hi-vis if near traffic
- Hard hat where required
- Correct gloves and eyewear

Site Safety

- Work area cordoned off
- Students excluded from area
- Warning signs displayed
- Emergency access maintained

Equipment

- Tools inspected
- Electrical equipment tested
- Ladders checked
- First aid kit accessible



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