



CLASSROOM SETUP

Safety Guide

School Education

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KEY BENEFITS

Safe Learning Spaces

Creates safe, accessible spaces that support learning for all.

Improved Flow

Improves flow and behaviour through clear zoning and routines.

Enhanced Efficiency

Increases efficiency with organised storage and signage.

Wellbeing Support

Supports wellbeing via lighting, ventilation, and calm aesthetics.

KEY HAZARDS & CONTROL MEASURES**Electrical Safety**

- ✓ Regular PAT testing of all equipment
- ✓ Cable management to prevent trip hazards
- ✓ Avoid overloading sockets and extension leads
- ✓ Report damaged equipment immediately

Trip Hazards

- ✓ Clear walkways maintained at all times
- ✓ Bag storage areas designated
- ✓ Cables secured with covers or routing
- ✓ Regular tidying routines established

Fire Exits & Routes

- ✓ Fire exits kept clear at all times
- ✓ Furniture arranged to allow clear routes
- ✓ Emergency exits clearly marked
- ✓ Regular evacuation drills conducted

Manual Handling

- ✓ Manual handling training provided
- ✓ Two-person lifts for heavy items
- ✓ Trolleys available for moving equipment
- ✓ Staff encouraged to request help

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

Layout

- Clear walkways maintained
- Furniture stable and secure
- Fire exits accessible
- Storage areas organised

Electrical

- Cables managed safely
- Sockets not overloaded
- Equipment PAT tested
- Damaged items reported

Environment

- Lighting adequate
- Temperature comfortable
- Ventilation working
- Displays secure

Wellbeing

- Ergonomic seating
- Noise levels managed
- First aid accessible
- Allergens considered



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