

Checklist for using resources and equipment safely

Procedures	Checked
Identified in health and safety policy	
Risk assessments	
Staff informed of procedures	
Pupils informed of procedures	
Monitoring and review set up	
Cycle of independent inspections set up	
Specific equipment identified that needs specialist handling – appropriate information given to staff and pupils – written instructions where necessary	
Defect reporting system in place	
Electrical items inspected, checked	
Access to equipment checked, including access for pupils and staff with special needs	
COSHH information in place	
Staff and pupils advised on safe handling procedures	
Accident and emergency procedures in place	
Security arrangements made	

Signed:	Position:
Name (print):	Date: