

Use this tool to review your visitor and students' health and safety processes.

Does our school have:	Yes	No
1. An induction process for visitors to our school that covers risks and emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
2. Health and safety signs and posters displayed in areas where visitors enter our school or school facilities?	<input type="checkbox"/>	<input type="checkbox"/>
3. Non-English language versions of signs and posters, if required?	<input type="checkbox"/>	<input type="checkbox"/>
4. Health and safety rules available for regular visitors?	<input type="checkbox"/>	<input type="checkbox"/>
5. A process to introduce students to basic health and safety concepts?	<input type="checkbox"/>	<input type="checkbox"/>
6. A process to encourage students to recognise and report hazards?	<input type="checkbox"/>	<input type="checkbox"/>
7. A process to enable students to remove themselves from areas of risk?	<input type="checkbox"/>	<input type="checkbox"/>
8. A process for introductions to be made to health and safety representatives/first aiders?	<input type="checkbox"/>	<input type="checkbox"/>
9. A location identified for Civil Defence information?	<input type="checkbox"/>	<input type="checkbox"/>

Approved by: _____

Date: ____/____/____

Next review date: ____/____/____

Actions arising from Checklist:

-
-
-