[Diocese][Religious Order]

## **Compliance Checklist for Governing Bodies of School Premises**

**Overview**

The Trustees of [Diocese][Religious Order] require the School’s nominated or competent person(s) to complete this checklist to assist the [Diocese][Religious Order] in assessing the School’s compliance with its Health and Safety duties, as identified within the Occupation of Premises document.

The Governing Body, whose undertaking is the day to day running of the School, is the dutyholder for the purposes of health and safety legislation and must discharge all of its duties as dutyholder under all relevant health and safety provisions in their entirety.

The matters addressed in this checklist are directly relevant to the Trustees’ interests as owners of the School buildings only and so the checklist is not an exhaustive list of the areas which the School must address.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detail** | **Y/N** | **Comments** |
| **Building/premises Integrity** | 1. Please confirm the date of the last structural survey of the premises. 2. Has any structural work been undertaken in the last 12 months? 3. Was that work authorised by trustees before it commenced? 4. Is a process in place for checking contractors’ competence and insurance before they are appointed? 5. Are the premises in a good state of repair? 6. Is a tree survey in place and is work undertaken at appropriate stages? 7. Is a glazing assessment in place? 8. Is there a system of regular checks of the premises for slip/trip hazards and safe access/egress? |  |  |
| **Fire Safety** | 1. Is a Fire Risk assessment in place and has it been complied with? 2. Are there regular inspections and maintenance of all fire protection systems and equipment and are records kept? 3. Are fire drills, evacuation procedures and fire marshals in place? |  |  |
| **Statutory Inspections** | 1. Are gas safety inspections undertaken on an annual basis? 2. Is an up to date electrical safety certificate in place? 3. Has PAT testing been undertaken in the last 12 months? 4. Have water systems been checked and legionella risk assessments been put in place? 5. Is an asbestos survey in place? |  |  |
| **Use of Building** | * Are the premises being used for the authorised purposes namely to conduct a Catholic school? |  |  |
| **Disabled Persons** | * Are reasonable adjustments made to facilitate the inclusion of disabled and temporarily disabled persons? |  |  |

**Signed …………………………………………………………………**

**by the School’s nominated/competent person**

**Print Name …………………………………………………………………**

**Enter job title …………………………………………………………………**

**Date …………………………………………………………………**

**Signed …………………………………………………………………**

**by a member of the School’s Governing Body**

**Print Name …………………………………………………………………**

**Enter role (e.g. Chair of Governors) …………………………………………………………………**

**Date …………………………………………………………………**