

HEALTH & SAFETY CHECKLIST

Closing for Summer Break



RISK ASSESSMENTS REVIEW

Take time to conduct a review of your current risk assessment. What has been a success and should be celebrated with staff and what areas have been flagged for review ready for Autumn term



LEGIONELLA CHECKS

Are routine legionella control measures such as temperature monitoring, flushing routines and system/tank maintenance continuing across the holiday period or do alternative arrangements need to be made if the site is closed completely?



FIRE SYSTEMS

Conduct local checks, to ensure all equipment is serviced, in working order and monitored correctly throughout the Summer break. Consider utilising contractors to complete additional local checks whilst in for servicing.



ROUTINE MAINTENANCE BY CONTRACTORS

Ensure scheduled essential Maintenance such as boiler/gas servicing, PAT testing, ventilation and extractions servicing is completed when required or specific arrangements are made for the start of Autumn Term.



BUILDING INSPECTION

Conduct your internal check sheet, to ensure a full visual check is done on your building. Focusing on escape routes are clear of obstruction/flammable materials, fire doors are closed, building security is not compromised due to changes in ways you are operating the building, check for damage and log any areas that need to be reviewed and works completed before closure.



STAFF WELL-BEING

Don't forget about the premises team, cleaners, admin, SBM etc. Those who are all still working to get ready for next term.

If you require any further support please do not hesitate to call us on **0345 548 7000** or email georgina.decosta@judicium.com

