

Pre Audit Guide to Documentation that may be requested



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	Available?
General:	
Health and safety policy	
Risk assessments	
Any written safety rules or procedures	
Minutes of health and safety committee meetings	
Certificate of Employers' Liability insurance	
Organisational chart / details of management structure	
Any significant previous incidents relating to health and safety at work	
Accident book(s) – pupils and others	
COSHH assessments / inventory of substances	
School vehicle driving policy	
Catering documentation – HACCP plans, food safety training (and safety policy of contract caterer if relevant)	
Business continuity plan/crisis management plan	
Fire:	
Fire risk assessment	
Fire alarm system log book and log of fire checks	
Fire instructions/procedure	

Administered by:

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	Available?
Premises/ Maintenance/ Equipment:	
Electrical safety certificates and/or test and/or inspection records	
Any written safe systems of work or permits	
Site plans	
Safety-related correspondence from the enforcing authority or school inspections	
Statutory inspection records for lifting equipment, boilers etc.	
Contractor management documentation (e.g. approved list of contractors and system for approval)	
Asbestos survey and management plan	
Waste disposal arrangements and transfer notes, including any special waste	
Legionella risk assessment and log book	
Planned preventative maintenance records	
Staff:	
Details of numbers employed, and types of employment; number of pupils	
Details of any pre-employment health screening or questionnaire	
Internal communication systems, eg any formal method to enable an employee to raise a safety concern	
Arrangements for pregnant workers/young workers/disabled workers	
Records of safety training	
Induction training	

Administered by: