

## Audit/Inspection Checklist

<b>Code Title</b>	Safety in Education Facilities	<b>Code No.</b>	OSHJ-GL-22	<b>Rev. No.</b>	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are the risks in the educational facility identified and assessed?	5.1: Risk Assessment	— Copy of Risk assessment
2.	Are the access and egress path safe and free from the obstacles and hazards?	5.2.1: Safe Access and Egress	— Visually verify all the assess and egress path are safe and free from hazard; Including emergency path
3.	Is the facility is maintained properly and free from slip & trip hazards?	5.2.2 : Slips and Trips	— Visually verify that facility is free from slip and trip hazards
4.	Are the students' transportation vehicles adhere to relevant authority norms?	5.2.3 : Transportation	— Check Compliance with Administrative Decision No.17 of 2019 on the regulation of school transport activity in the Emirate of Sharjah 'Vehicles - Safety Requirements for School Buses', which carried No. UAE.S 5012: 2020
5.	Are the students' accommodation facilities clean and safe for the stay?	5.2.4 : Accommodation	— Visually verify the safety arrangements in the accommodation facility
6.	Are the risks related to any field trips in the identified, accessed and communicated to the teachers & supervisors?	5.2.5 : Field Trips	— Copy of RA related to field trip

7.	Is there a process to manage and handle contractors?	5.2.6 : Managing Contractors	<ul style="list-style-type: none"> <li>– Verify the Contractor Management process</li> <li>If required, add Contractor Management checklist</li> </ul>
8.	Are the electrical installations and equipment regularly maintained and inspected by competent persons only?	5.2.7 : Electrical Safety	<ul style="list-style-type: none"> <li>– Check electrical maintenance record</li> <li>– verify availability of competent persons</li> </ul>
9.	Are the sport facilities are safe to use and supervised by competent instructor?	5.2.8: Sports Facilities	<ul style="list-style-type: none"> <li>– Check availability of :</li> <li>– Gym instructor</li> <li>– Signage and instructions</li> <li>– Lifeguard</li> <li>– Safety equipments are available</li> <li>– Separate changing rooms</li> </ul>
10	Is there a Lab Safety Plan developed and implemented?	5.2.9 : Laboratory Safety	<p>Lab Safety Plan includes:</p> <ul style="list-style-type: none"> <li>– Legal requirements;</li> <li>– Delegation roles and responsibilities;</li> <li>– Lab risk assessments;</li> <li>– safe systems of work;</li> <li>– information and training on hazards for the users</li> <li>Testing, inspection, calibration, maintenance and lab equipment;</li> <li>– Provision of PPE</li> <li>– Emergency Plan</li> </ul>
11	Are the hazardous substances Identified, handled and managed safely?	5.2.10 : Hazardous Substances	<ul style="list-style-type: none"> <li>– Check the risk register, RA and MSDS</li> </ul>

12	Is the plan for pest control in the facility and records retained?	5.2.11 : Pest Control	<ul style="list-style-type: none"> <li>– Check for pest control records</li> </ul>
13	Are the waste generated managed and disposed as the requirement of relevant authority	5.2.12 : Waste Management	<p>Verify:</p> <ul style="list-style-type: none"> <li>– Waste collection and storage arrangement</li> <li>– Waste disposal record, where applicable</li> </ul>
14	Are there adequate welfare arrangements in the facilities?	5.3.1 : Welfare Facilities	<p>Verify welfare facilities:</p> <ul style="list-style-type: none"> <li>– Washing facilities; Toilets; Rest areas; Changing rooms</li> <li>Place to eat and drink</li> </ul>
15	Are there necessary arrangement to reduce manual handling and where required aids are provided?	5.3.2 : Manual Handling and Ergonomics	<ul style="list-style-type: none"> <li>– Visually verify the manual handling process and technique</li> </ul>
16	Are the necessary arrangements for new and expectant mothers?	5.3.3 : New and Expectant Mothers	<ul style="list-style-type: none"> <li>– Check the RA</li> <li>– Verify the arrangement as the RA</li> </ul>
17	Are the necessary arrangements for people of determination?	5.3.4 : People of Determination	<ul style="list-style-type: none"> <li>– Check the RA</li> <li>– Verify the arrangement as the RA</li> </ul>
18	Are there a training matrix/plan available, and training record retained?	6 : Training	<ul style="list-style-type: none"> <li>– Check training matrix/plan</li> <li>– Check training record</li> </ul>
19	Is there a emergency response plan available	7 : Emergency Preparedness and Response	<ul style="list-style-type: none"> <li>– Check emergency response plan</li> </ul>
20	Are there fire detection, firefighting and AMAN device installed, inspected and maintained?	7.1 : Fire Safety	<p>check:</p> <ul style="list-style-type: none"> <li>– Inspection and maintenance records</li> <li>– AMAN Box</li> </ul>
21	Are the evacuation drills planned, conducted and recorded?	7.1 : Fire Safety	<ul style="list-style-type: none"> <li>– Check evacuation drill plan and record</li> </ul>

			<ul style="list-style-type: none"> <li>– Emergency management arrangements</li> </ul>
22	Are there First Aid boxes available in prominent places and First Aiders certified?	7.2 : First Aid	<ul style="list-style-type: none"> <li>– Verify the First aid boxes availability and their content</li> <li>– Check the certificate of first aiders</li> </ul>
23	Is there a clinic provided with necessary supplies and MoH approved nurse?	7.3 : Clinics	<p>Check the following:</p> <ul style="list-style-type: none"> <li>– Approved nurse</li> <li>– Treatment record</li> <li>– List of medical supplies</li> </ul>
24	Is there a process for report, respond and investigate an incident in the facility?	7.4 : Incidents	<ul style="list-style-type: none"> <li>– Incident record</li> <li>– incident investigation record</li> </ul>