



## RISK ADVISORY NOTICE 05: INSPECTION & MAINTENANCE OF SCHOOL EQUIPMENT

### Introduction

Community and Comprehensive Schools must ensure that you have procedures in place to ensure that school equipment (including sports equipment) is safe and does not present a risk of personal injury to students, staff or others.

### Board of Management's duty of care

The Board of Management of each Community and Comprehensive School is responsible for ensuring as far as reasonably practicable, the safety and health at work of their employees and the safety and health of those who are in any way affected by the activities of the school. The Board of Management is responsible for the maintenance, condition and state of repair of the school premises and equipment and must establish procedures to ensure that potential hazards are identified and controlled as soon as possible.

### Guidelines on Managing Safety and Health in Post-Primary Schools

The 'Guidelines on Managing Safety and Health in Post-Primary Schools' are a management tool intended to offer guidance and practical advice to assist schools in planning, organising and managing a safe and healthy school environment for staff, pupils and visitors. Page 34 of Part 1 of the guidelines contains a checklist list of procedures and documentation that should be in place for the inspection and maintenance of equipment.

### What equipment requires inspection?

Schools must ensure that all equipment, including sports equipment, is proactively checked and maintained in accordance with a routine maintenance schedule and manufacturer's instructions. Outdoor equipment which is subject to adverse weather conditions is particularly vulnerable.

### Risk management controls

In order to ensure that your school have adequate procedures in place for the inspection and maintenance of equipment, the following controls should be considered:

- Is there an agreed routine maintenance schedule outlining areas/items for inspection?

- Are inspections of the equipment and furniture in the school or on the school grounds carried out before use, on a daily, weekly, monthly, term or annual basis as appropriate?
- Is there a list specifying who will carry out the inspections and what areas are to be inspected, e.g. classrooms, offices, workshops, laboratories, storage areas, welfare facilities, yard and sports hall?
- Does the risk assessment system in place formally track the status of all hazards reported, indicate the control measures required, the action taken to date, responsibility for action and finally, sign-off on completion of tasks?
- Do regular walk-through inspections take place to identify fire hazards or other safety and health hazards as may arise from time to time?
- Are employees aware of procedures to follow if they identify that equipment is defective?
- Is there a routine maintenance schedule in place for fixed service installations, machinery, equipment, grounds and buildings?
- Are records regarding the routine maintenance schedule kept?

### What should schools do if it is identified that equipment is faulty or defective?

Faulty or defective equipment should be removed from use with immediate effect and only equipment that is fit for purpose and of the appropriate standard should be in use. The removal of equipment should be recorded for future reference.

### Inspection template and checklist

Tool 8 of Part 2 of the 'Guidelines on Managing Safety and Health in Post-Primary Schools' contain a sample inspection template and checklist which can be used to record details of inspections and corrective actions taken.

### Further information and resources

[Guidelines on Managing Safety and Health in Post-Primary Schools - Part 1](#)

[Guidelines on Managing Safety and Health in Post-Primary Schools - Part 2](#)