

School Statutory Compliance Checklist

EstateProof

The recurring building duties for a school in England, grouped by rhythm – with the evidence each one needs.

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School / site:

Academic year:

Responsible person:

WEEKLY – site team rhythm; log each occurrence

DUTY	DONE BY	EVIDENCE TO KEEP	LOGGED WHERE
Fire alarm call-point test (rotate call points)	Site team	Point tested, result, date, tester	
Fire door / escape route walk-checks	Site team	Route walked, defects photographed & actioned	
Playground equipment visual check	Site team	Check log; damaged items out of use + repair raised	

MONTHLY

DUTY	DONE BY	EVIDENCE TO KEEP	LOGGED WHERE
Emergency lighting function test	Site team	Test log per circuit	
Water temperature checks (sentinel outlets)	Site team	Readings logged; out-of-range actioned	
Fire extinguisher visual checks	Site team	Check log	

TERMLY – common practice benchmarks

DUTY	DONE BY	EVIDENCE TO KEEP	LOGGED WHERE
Evacuation drill (vary time and scenario)	School	Date, duration, observations, actions	
Health & safety walk	School / site team	Findings with photos; actions with owners	

SIX-MONTHLY

DUTY	DONE BY	EVIDENCE TO KEEP	LOGGED WHERE
Fire alarm system service (BS 5839-1)	Competent person	Service certificate	
Fire door inspection – all doors (BS 9999 benchmark)	Competent person	Per-door condition report; defect actions	
Lift thorough examination – lifts carrying people (LOLER)	Competent person	Thorough examination report	

Annual and longer cycles

Contractor-led duties – schedule with lead time, chase before due, file the certificate.

ANNUAL

DUTY	DONE BY	EVIDENCE TO KEEP	LOGGED WHERE
Gas appliance service & safety check	Gas Safe engineer	Gas safety record / certificate	_____
Emergency lighting full-duration test (BS 5266-1)	Contractor	Annual test certificate	_____
Asbestos re-inspection & management plan review	Surveyor / RP	Updated register and plan	_____
Portable appliance testing (risk-based, typically annual)	Competent person	Test record per appliance class	_____
Fire extinguisher service	Contractor	Service labels and certificate	_____
Fire risk assessment review (and after significant change)	Responsible person / assessor	The written FRA (mandatory since Oct 2023) + review trail	_____
Playground equipment main inspection (BS EN 1176)	Competent person	Inspection report; defect actions	_____
Lift thorough examination – goods-only equipment (LOLER)	Competent person	Thorough examination report	_____

LONGER CYCLES & KEPT-LIVE ITEMS

DUTY	RHYTHM	EVIDENCE TO KEEP	LOGGED WHERE
Fixed electrical installation inspection (EICR)	Five-yearly	EICR report; remedial works closed out	_____
Legionella risk assessment	Kept under review	Written assessment + control scheme	_____
Asbestos management plan	Kept live	Current plan, accessible to contractors before work	_____
Contractor insurance / DBS / accreditations	Before each expiry	Current certificates per firm	_____

Using this sheet: the checklist tells you what's due – it can't chase a contractor, attach a photo, or roll a date forward. When the estate outgrows paper, the same schedule runs itself in EstateProof, with every record kept in your school's own Microsoft 365. Free guides, calculators and a three-minute self-assessment: estateproof.co.uk