

Emergency Readiness Checklist

Is your school prepared to respond when every second counts?

Use this checklist to review your school's emergency preparedness and identify areas that may require attention.

Please note, this checklist is for guidance only and does not replace the need for a full first aid needs assessment and fire risk assessment in your workplace

School name: _____

Completed by: _____

Date: _____

Emergency Planning

Checklist item	Yes	No	Needs Review
Emergency procedures are documented and accessible			
Staff know how to raise the alarm in an emergency			
Emergency contact numbers are clearly displayed			
School access information is available for emergency services			
Emergency assembly points are clearly identified			

First Aid Provision

Checklist item	Yes	No	Needs Review
Adequate first aid kits are available on site			
First aid kit locations are clearly marked			
First aid kits are regularly inspected and replenished			
Trained first aiders are available during working hours			
First aider details are displayed for staff and visitors			

Defibrillator Readiness

Checklist item	Yes	No	Needs Review
An AED is available on site or nearby (accessible within 2 minutes from all key areas)			
Staff know where the AED is located			
The AED is clearly signposted			
AED Maintenance checks are carried out regularly			
Staff understand how to access the AED in an emergency			

Workforce Confidence

Checklist item	Yes	No	Needs Review
Staff know how to report an incident and how to access the accident/incident book			
New starters receive emergency response information during induction			
Refresher training is provided where appropriate			
Staff understand evacuation procedures			
Senior staff know how to coordinate an emergency response			

Site-Specific Risks

Checklist item	Yes	No	Needs Review
High-risk activities have emergency response procedures in place			
Lone workers have appropriate emergency arrangements			
Contractors, visitors and pupils are given appropriate emergency information			
Site layouts and access routes are reviewed regularly			

Mental Health & Wellbeing

Checklist item	Yes	No	Needs Review
Staff know where to access wellbeing support			
Senior staff understand how to support colleagues in distress			
Mental health awareness supports both staff and student wellbeing as part of the school's safety culture			

Your Readiness Score

Yes: _____ Needs Review: _____ No: _____

21-28 Yes: Strong emergency preparedness foundations are in place.

14-20 Yes: Some areas may benefit from further review and improvement.

0-13 Yes: Significant gaps may exist in site preparedness arrangements.

Action Plan

- _____
- _____
- _____

Target Review Date: _____

Need support reviewing your emergency preparedness?

St John Ambulance provides workplace first aid training and supplies to help your people feel prepared to act quickly when every moment counts.

Call us on **0344 770 4800** or email workplace-training@sja.org.uk

