



## NEW ACADEMIC YEAR READINESS CHECKLIST

As the current academic year winds down, a little planning now can save a lot of stress later! Use this checklist to review your school's needs and ensure a smooth, organised, and safe start to the new term.

### SECTION 1: VISITOR MANAGEMENT & SECURITY

Keeping track of everyone on your premises is crucial for safety and compliance.

Do you have enough visitor passes for the estimated volume of visitors in the new term?

- Consider traditional books or Software systems.

Are your visitor sign-in books in good condition, or do you need to replenish stock?

Have you accounted for new staff, supply teachers, or regular contractors who will require lanyards or identification?

Are all access control systems (if applicable) functioning correctly and updated for new academic year staff/visitor access?

Is your visitor management system clearly signposted at entry points?

### SECTION 2: HEALTH & SAFETY AND INCIDENT REPORTING

Ensure your school is prepared to record and manage any incidents efficiently.

Are your physical Accident and Incident Books fully stocked and readily available in key areas (e.g., office, staff room, first aid room)?

Have you reviewed your incident reporting procedures and ensured all relevant staff are trained?

Consider your digital options: Have you explored SG World's 5D software solutions for accident and incident reporting?

- Benefits of 5D: Digital record-keeping, real-time insights, streamlined workflows, easy access to data for reporting and analysis.

Are your first aid supplies fully stocked and in date?

Are fire safety equipment checks up to date for the new term?



## SECTION 3: ESSENTIAL PRINTED MATERIALS & OFFICE SUPPLIES

From daily admin to special events, having the right forms and documents is key.

Do you need new registers for classes or clubs?

Have you checked stock levels of common forms (e.g., parental consent, medication forms, permission slips)?

Are you planning any new custom pads, notebooks, or branded stationery for staff or pupils?

Do you require refreshed prospectuses or information booklets for new pupil intakes or open days?

Are standard office consumables (envelopes, letterheads) adequately stocked or need reordering?

## SECTION 4: SIGNAGE & WAYFINDING

Clear signage ensures safety, compliance, and a welcoming environment.

Have you reviewed all statutory fire safety signage to ensure it's visible, compliant, and undamaged?

Is your internal wayfinding signage clear and easy to follow for new pupils, staff, and visitors?

Do you need new external welcome signs or directional signage for drop-off/pick-up areas?

Are there any areas needing updated safety warnings or information signs (e.g., wet floor, hazard warnings)?

Have you considered branded signage for reception areas, halls, or special departments?

Need Help Ticking These Off?

SG World is your partner for a seamless start to the new academic year. We provide a complete range of solutions tailored to schools.

**Contact us today to discuss your requirements and ensure your school is fully prepared!**

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