

Health & Safety Audit Review Holy Family Primary School

9th May 2018

Introduction

The review of the Health and Safety Audit was undertaken on the 9th May 2018 in company with Caroline Carter (CC), Head Teacher, Kevin Walke (KW), Business Manager, and Theresa Cross (TC), Health and Safety Governor. The review involved discussing the findings of the original audit, dated 26th September 2016, and identifying what actions had been taken to address issues. There was then a short site inspection. Only TC was present for the original audit.

Because of feedback from other schools the review report has now been split into three parts, Part 1 is generally the policies and procedures that need to be in place, Part 2 is the compliance and site management areas and part 3 is the inspection detail.

Summary of Findings

The following are the more immediate priorities in the priority order for the school as I see them, based on the visit.

1 - Audit Priority List

1.1 – Complete DSE assessments – The lack of any evidence means school can't prove compliance and as such assessments need to be completed as soon as possible.

1.2 – Ensure there is evidence on contractor selection – There is a requirement that there are records in place that proves that contractors who undertake work on site have been assessed. They should therefore have provided/updated relevant information on H&S as appropriate and the school needs to provide them with relevant information.

1.3 – Revise the School Safety Policy – This is advised because the document is based on an old South Gloucestershire model document that is probably over eight years old. It is also advised as the organisational structure does not include the Executive Head Teacher arrangement now in place.

1.4 – Review Risk Assessments – In brief there was indicated to be a number of existing risk assessments and a number downloaded from the PCS website. This is likely to mean that there are different formats in use and as such some standardisation is advised.

1.5 – Review fire risk assessments – The document is due for review, is on three-year cycle. Existing risk assessment was felt to be good but there were a number of fire safety related issues identified during the inspection.

1.6 – Review Training Records – It is clear that the school is doing in-house training, but this is not recorded whilst, linking to 1.2 above, some additional staff should be trained to carry out risk assessments.

1.7 – Commission Asbestos Management Survey – This is recommended because the asbestos management plan indicates items on the original survey have been removed but there is no paperwork readily available to indicate how, when and by who the work was done, just notes of when removed

1.8 – Ensure there are records in place that provide an audit trail from identification of issue to completion of remedial works – This is intended to show that as and when issues are identified from servicing that the school have taken action, whether that is to immediately undertake remedial work, whether to programme or whether a decision is made that the work is not essential for a given reason, e.g. item might be disposed of or is likely to be put out of use as not currently required. It is also in respect of the day to day defect reporting which mainly goes to the caretaker as a record of what is reported and dealt with by him is useful evidence in the case of insurance claims.

2 - Inspection Priority List

2.1 - Provide vision panel in staff room door – The door opens into the staffroom where people may be stood and where people may have hot drinks. Glass for vision panel can be frosted if privacy is an issue but vision panel needs to comply with accessibility requirements.

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2.2 - Cut back plant growth which is encroaching on the path at rear of buildings and keep under review – The space between the building and far edge of path is tight and thus the full width needs to be maintained.

2.3 – Fire Related

2.3.1 - Regularly check that fire doors and doors on fire exit routes are not blocked – This is something for all staff to be aware of and in particular ensure that moveable furniture does not block doors from opening fully.

2.3.2 - Bring mat in mat well, on fire exit route to front of school, level with the rim – The sunken well is a potential trip hazard on an emergency exit route and needs to be brought level. Options for doing so include fitting a board beneath the existing mat, putting an additional mat in the well or concreting in the mat well.

2.3.3 - Reinstate missing ceiling tiles – This is likely to be ongoing but if contractors have moved them remind them to put them back as a missing tile does compromise fire compartmentation for the space.

2.3.4 - Fit hold open devices either connected to the fire alarm system or audibly activated devices to fire doors from hall – Where you want fire doors left open to allow a thoroughfare it is only acceptable if this is done by a hold open device that releases when the fire alarm sounds. If it does not even a minor fire will allow smoke to damage more spaces than would otherwise be the case. I have forwarded an example of an audibly activated device already, Email dated 11th May 2019 relates.

2.3.5 - Review the arrangements for events in the hall to ensure a checklist is developed which ensures fire evacuation routes are cleared as much as possible – This is advised because there are areas on the emergency routes where tables and chairs are in use during the day for teaching purposes and these can narrow routes or cause a deviation. A check form established in advance of such events which highlights such points to be looked at should ensure clear fire escape routes at such events.

2.4 - Improve the access to the rear of site, both on and off site – There are concerns over the safety of this route, especially when dark and/or in poor weather conditions, e.g. wet or icy. First step should be to write to South Gloucestershire Council asking if the pathway off site is their responsibility and if so what they can do to maintain/improve the provision.

There were a number of other defects noted during the inspection, but these were generally in respect of repair and maintenance items and although mentioned at the time do not form part of this report.

Conclusion

Although the above list might appear to be quite long most of the action points are either minor or a case of reviewing or revising what is in place, or in the case of the training better recording what you are already doing in-house.

*Philip Tranter
Risk and Reassurance Executive,
Delegated Services
23rd May 2018*

Audit Review - Part 1 – Management, Policies and Procedures

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
1.1 - Health & Safety Policy		
<p>Does the school have a Health and Safety Policy and is it compliant? (To be compliant it needs to be in 3 parts, i.e. have Statement of commitment to Health and Safety, the Organisation to give effect to health and safety and the arrangements to ensure safety, it must also be brought to the attention of staff and be up to date.)</p>	<p>The policy was compliant, but the following was advised</p>	
	<ul style="list-style-type: none"> Update the policy organisation section to include the caretaker's duties, Anne's duties, and that competent advice is achieved as per regulatory requirement via PCS Health and Safety. 	<p>The safety policy has not been updated to include this information. There is information on the H&S Coordinator role in the policy, which is presumed to be Anne's role, and it is also presumed that the Caretaker came under Site Staff and Cleaners. The statement then being that they have the responsibilities indicated for all employees together with those indicated in supplemental safety policies and risk assessments.</p> <p>When the model document, which the policy is based on, was originally issued there was reference to a supplemental policy covering site staff, this is not specifically mentioned so amending to cover the caretaker is a priority.</p>
	<ul style="list-style-type: none"> Ensure all contractors who visit site are given access to the safety policy, and when signing in, sign to state that they have seen it. 	<p>There is a leaflet now given to contractors. This was not reviewed.</p>
<ul style="list-style-type: none"> Consider using/ adapting the model information leaflet to give visitors and contractors specific safety and safeguarding information about Holy Family School. 	<p>There is safeguarding information at the front of signing in books now and other visual information but not what would be described as a 'Contractors Pack'. I said I would send an old-style sign in sheet which might help understand what could be covered.</p>	
<p>Comment – The policy although compliant in having a statement of commitment to H&S, the organisation to give effect to safety and the arrangements to ensure safety is based on what is an old South Gloucestershire model policy document, the model probably being about 8 years old. I would therefore advise a new policy be produced.</p>		

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
1.2 - Governors and Leadership		
<p>Is the school compliant in its management of Governance and Leadership? (The law requires that Health and Safety is Managed, Management of Health and Safety at Work Regulations applies, and this includes the need to carry out risk assessments, to appoint competent staff, to monitor and review.)</p>	<p>Consider training for TC as Health and Safety governor, in General Health and Safety, we do a specific course on how to manage Health and Safety in schools. She should also attend asbestos awareness, and Fire safety awareness as a minimum. Thereafter there will be other updates that she and possible others would benefit from attending. Records should be kept of all training attended, and refresher training usually is every three years for health and safety unless specified, e.g. asbestos, which requires annual awareness.</p>	<p>TC has been on general H&S awareness training provided by South Gloucestershire Council in 2017. She has not attended the other courses recommended.</p>
<p>Comment – We discussed whether fire safety awareness and asbestos training were requirements or recommendations and I confirmed they were the latter. The statutory requirement is that people be competent and although regular training is recommended this is not the only route to competence. The need for training being very much dependent on the level of responsibility an individual has and, certainly in respect of asbestos, what is on site. As such neither was felt to be essential for TC.</p>		
1.3 - Risk Assessment		
<p>Is the school compliant in its Risk Assessment Management? (Risk assessment is a legal requirement as contained in the Management of Health and Safety at Work Regulations and specific risk assessments are required in other Regulations, e.g. Control of Substances Hazardous to Health, Display Screen Equipment, Manual Handling and Work at Height. Risk assessments need to deal with significant hazards, be suitable and sufficient, be recorded and be regularly reviewed.)</p>	<ul style="list-style-type: none"> • An awareness session on risk assessment would benefit the key people who create the generic risk assessments. • I have added a list of some areas that present significant risk and should have risk assessments completed for them. There will no doubt be others, and I recommend that you go through the list of models available on the website to cross check any further ones that your school requires. 	<p>TC attended the H&S awareness course and risk assessment this was an element on the course. I am unsure if TC would be involved with all risk assessments on site, so additional staff attending either the general course or a specific course is recommended.</p> <p>School has downloaded the risk assessments from the PCS website so have those felt to be relevant readily available. Details of the risk assessments were not reviewed as part of this audit review.</p>

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
1.3 - Risk Assessment (Cont.)		
	<ul style="list-style-type: none"> Governors could monitor the completion of risk assessments at the safety committee, this is not to do them, but to ask the friendly challenge questions of what ones we have, are they reviewed regularly, do we need any further ones etc. 	<p>There is a 6-monthly audit of COSHH carried out by TC, but the rest is a work in progress. Governors have options on this point however as they may decide that part of an annual report simply includes a statement on the risk assessments reviewed, revised or created annually.</p>
	<ul style="list-style-type: none"> DSE assessments need to be reviewed for identified computer users. There are criteria of who is a user within the health and safety manual. 	<p>Although this has not been done yet KW has a DSE audit form and some experience of assessing workstations. I did however agree to include a link to the HSE document I use for such audits so that he could see if the same. The link is http://www.hse.gov.uk/pubns/ck1.pdf</p>
<p>Comment – A review of the risk assessments is advised as those from the PCS website do require tailoring and the format may not be the same as for other risk assessments. More detail on some risk assessments comes in part 2. The DSE assessment however is required as users should have an initial assessment shortly after starting to use the equipment for the first time</p>		
1.4 - Training		
<p>Is there an agreed health and safety training programme for staff and how are you assessing this? (The Health and Safety at Work Act requires that information, instruction training and supervision is required whilst the Management of Health and Safety at Work Regulations states employees must be competent to undertake the tasks delegated to them, competence is defined as having sufficient training and experience or knowledge and other qualities to properly assist in complying with health and safety legislation. Roles need to be looked at to decide what competencies are required and how this will be achieved.)</p>	<ul style="list-style-type: none"> A formal review of training should be undertaken using the model training matrix within the Health and Safety manual as a starter. As mentioned above this should also look at formal training required for governors. Make use of the many toolbox talks that are available on the Health and Safety manual to assist with updating staff. Also become familiar with what training course we or others are running specific to school health and safety. 	<p>This has not been done. School needs to decide how best to identify and ensure training has been provided. It was clear during discussions that training is taking place in-house and not being recorded as such. This should be identified as part of the review.</p> <p>This has not been done. As above, and it may be useful to have governors receive some of the same in-house training.</p> <p>School now have Food and Hygiene training undertaken online</p>
<p>Comment – A formal review of training is required. More training is provided than recorded, that provided in-house therefore needs to be included.</p>		

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
1.5 - Audit and Inspection		
Is there an agreed health and safety audit and inspection programme? (The requirement in the Health and Safety at Work Act is to maintain systems, which basically means to ensure they are up to date and effective, and audits and inspections are needed to achieve this.)	Hazard reporting by staff needs to be formalized, records should be kept of what has been reported, where and when, but also what action has been taken when and by whom to rectify. These records should be kept.	I was advised the caretaker is very good at getting defects addressed but there was no evidence of what had been reported and thus that he was good at getting work done. I suggested creating a simple form which could be used by staff to identify issues, this could then be reviewed by caretaker and action noted. This has the benefit of also identifying frequency with which similar issues occur
	Recommendations from this report will require an action plan to be drawn up and appropriate actions taken	It was felt an action plan had been drawn up, but this was not available. It was however clear that action had been taken to address a number of the points identified.
Comment – Some form of record of defect reports and action taken should be in place. In lots of school’s caretakers address defect reports quickly, but a record of the action taken is useful as evidence of an effective system in case of a claim whilst it also often highlights how much the caretaker does.		
1.6 - Other Policies		
Is the school compliant with the management of its policies? (The expectation is that there are a number of other policies and that to demonstrate effective management the policies should be subject to regular review.)	The emergency plan/ procedures need to be more detailed and practiced so that all staff know what to do in an emergency in a structured strategic way, as far as is possible. Coupled with this, the school needs to consider Lockdown procedures in the event of an incident where children need to stay indoors as an incident outside. Other primary schools have set a scenario of an escaped dog rather than alarm children with other scenarios	I was advised the school does now have a Critical Incident policy and that KW has tested the emergency contact numbers. In discussion I mentioned that there were a number of different titles for the emergency plan, including Business Continuity, Disaster Recovery and that DS refer to its document as the 3C’s, this being Business Continuity, Critical Incidents and Contribution, i.e. school could be a designated building in case of a local emergency, and that if the policy did not cover all of these need to check other policies or procedures were in place. I agreed to send KW a copy of one that was in use in a number of South Gloucestershire Schools, this being a School Emergency Management and Business continuity Plan.
Comment – Policies were not reviewed but pleased to note that have a Critical Incident Policy available as originally recommended.		

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
1.7 - First Aid		
Is the school compliant with the management of first aid? (Need to have carried out a risk assessment to identify the numbers of qualified first aiders, first aid facilities and first aid materials.)	Compliant	
1.8 - Medications		
Is the school compliant with the management of Medications?	Compliant	
1.9 - Reporting of Accidents/Incidents		
Is the school compliant with its management of accident and incident? (System needs to be in place which complies with the requirements contained in the Reporting of Injuries, Diseases and Dangerous Occurrences	Staff at present do not use a data protected official accident book. These are available from Consortium and have a tear out sheet that needs to be filed independently from the book, so the next person making an entry cannot see any personal details.	KW was aware of the General Data Protection Regulations (GDPR) which comes in to force at the end of May and will tighten up data protection requirements and is therefore very aware of the need to ensure data is controlled. Option to be used by school is for accident recording on a single sheet report form.
Comment – Ensure any accident reporting is compliant with GDPR, single use forms which are then stored securely is option school following which should be compliant.		
1.10 - School Trips		
Is the school compliant with its management of school trips? (The legal requirement is the general duty in the Health, Safety and Welfare at Work act to ensure the safety of persons at work and those affected by work and those in the Management of Health and Safety at Work Regulations. Schools will normally be expected to follow the General guidelines of the Outdoor Education Advisory Panel, but these are not legal requirements.)	Compliant	

Audit Review - Part 2 – Compliance and Site Specific

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
2.1 - Contractors and Compliance		
Is the school compliant with its management of contractors?	<ul style="list-style-type: none"> All contractors should be vetted on selection this will also include people like PE coaches etc. Larger scale contracting work is usually covered via Hookway and is discussed at the pre-contract meeting, but you should also be able to prove how you have selected smaller scale contractor's and what checks/questions you have asked re their competence. 	<p>There is an ongoing review of contractors at present, this has identified a number of issues which KW is working through. As a consequence of this some contractors will no longer be doing work at school and school looking to obtain H&S information. School happy with arrangements with Hookway for building works but are reviewing and checking contractors. I agreed to send samples of a building sign in sheet and a PQQ to the school.</p>
	<ul style="list-style-type: none"> The small-scale contractor that comes into undertake works in the summer holidays, does he sign in, has he received safety info re the school and expectations, and because he has worked at the school for so long, what checks have been undertaken on the company e.g. appropriate Insurance etc. and have you got a copy of his insurance certificates? 	See above
<p>Comment – Ensure there are records in place that proves that contractors who undertake work on site have provided/updated relevant information on H&S and that you provide them with relevant information.</p>		
2.2 - Compliance Records		
Is the school compliant with its compliance records? (Compliance records relate to physical areas, plant, equipment or machinery for which there needs to be inspection or maintenance systems. Some are statutory.)	<ul style="list-style-type: none"> There are some caretaker checks that need to be undertaken and recorded (see model Fire log book on our Health and Safety manual) 	At the time of the review, the Caretaker was currently off work.

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
2.2 - Compliance Records (Cont.)		
	<ul style="list-style-type: none"> Further investigation into are all required M&E checks being undertaken, and a contract set up to fulfill this as detailed above 	This is linked with 2.1 as review of service contractors includes review of what work needs to be undertaken.
	<ul style="list-style-type: none"> Ensure that all written inspections/ reports where actions are identified, have an audit trail to state what has been done to rectify and when 	This was felt to be a work in progress
Comment – Ensure there are records in place that provide an audit trail from identification of issue to completion of remedial works.		
2.3 - Asbestos Management		
Is the school compliant with its Asbestos Management? (There is a legal requirement under the Control of Asbestos at Work Regulations to Manage asbestos in non-domestic buildings. Key responsibilities are placed on a duty holder.)	<ul style="list-style-type: none"> The school should have an asbestos policy in place outlining all procedures to be taken and outlining emergency procedures. Regular refresher training should be undertaken by Key staff e.g. Head deputy, caretaker and health and safety governor 	It does have an asbestos management plan in place but clear detail on what to do in an emergency was not obvious. Given the limited amount of asbestos on site providing key staff are aware of the asbestos on site, have communicated its location to other staff and do not undertake work involving asbestos then the need for training
	<ul style="list-style-type: none"> The condition of any asbestos in situ needs to be monitored for good condition, if any deterioration it should be re-assessed for condition, and appropriate actions taken. 	Visual inspection of accessible asbestos is taking place, and this is being recorded.
	<ul style="list-style-type: none"> I would recommend a re-survey of asbestos in line with current Control of Asbestos regulations 2012. I would ask for the three part e.g., survey, register and asbestos management plan and Policy 	Review of the Asbestos Management Plan identified that the original asbestos survey only identified a relatively small amount of asbestos containing materials, a lot of which was subsequently removed. There is however a lack of paperwork covering what has been removed, this may well be in the works files, but all that is in the plan are sheets with gaps and handwritten notes indicating the asbestos has been removed. I concur therefore with the audit recommendation that a new survey be undertaken and that this then be the base line for the management of asbestos moving forward.
Comment – It is strongly recommended that the school consider having an updated Asbestos Management Survey. Although the amount of asbestos on site is small, a lot has been removed since the previous survey, a new survey will allow a new base line.		

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
2.4 - Control of Substances Hazardous to Health (COSHH)		
Is the school compliant with COSHH? (Legal requirement to carry out a risk assessment under the Control of Substances Hazardous to Health Regulations. Regulations cover not just chemicals but risk from legionella and hazardous substances created, e.g. wood dust.)	Compliant	
Comment – It was identified that dishwasher tablets might not be included in the COSHH assessment, so need to check as were on site, but generally there are limited COSHH items.		
2.5 - Fire Management		
Is the school compliant with its Fire Management? (Legal requirement is The Regulatory Reform Fire Safety Order, and this requires that a suitable and sufficient risk assessment is carried out based on a hierarchy of trying to ensure a fire does not start, that if it does start that spread is prevented and that everyone can escape to a place of safety.)	<ul style="list-style-type: none"> • Ensure the correct assembly point signage is displayed, not just for staff pupils and visitors, but this is European signage and children will get used to seeing and understand even in a foreign country 	Assembly point signage was in place
	<ul style="list-style-type: none"> • An emergency Grab bag needs to collated and made available in the event of an emergency 	An emergency grab bag is now available, a red bag in the office
	<ul style="list-style-type: none"> • Fire awareness training should be given to all staff that includes Fire Warden and responsible person duties. 	KW is providing training on this element in-house
Comment – Work identified has generally been complied with, the fire awareness training still needs to be provided to some staff but this is programmed. A short review was undertaken of the fire risk assessment and it was felt to be good, but a review is due .		
2.6 Safeguarding and Site Security		
Is the school compliant with its Safeguarding and Site Security Arrangements?	Compliant	
Comment – Safeguarding arrangements were generally felt to be good whilst security is satisfactory.		

AUDIT ITEM AND SOME EXPLANATION	FINDINGS OF ORIGINAL AUDIT	ACTION TAKEN BY SCHOOL SINCE ORIGINAL AUDIT
2.7 - Site Maintenance, Equipment, Access/Egress and Waste Management		
<p>Is the school compliant with its Safeguarding and Site Maintenance, Equipment, Access/Egress and Waste Management? (There are a number of legal requirements covered by this heading including the general duty on employers under the Health, Safety and Welfare at Work Act to ensure safe means of access and egress from any place of work, the Work at Height Regulations and Manual Handling Regulations.)</p>	Compliant	
<p>Comment – Although indicated to be compliant a couple of issues in terms of safe means of access and egress were identified.</p>		

Audit Review - Part 3 – Site Inspection

This is intended to confirm information provided and will identify what are considered significant hazards, i.e. it does not include minor remedial matters.

1 – Fire Safety - The fire risk assessment was felt to be good but does rely on maintenance of systems and therefore checks to ensure fire safety provision is maintained. There were a couple of issues where this would not seem to be the case, whilst the fire risk assessment needs to be reviewed.

1.1 – Ensure Compartmentation is maintained – Where doors are left open or ceiling tiles are missing or lifted this can allow fire/smoke to more easily escape a space and thus allow a fire to spread more quickly. Where doors are felt better left open to allow free movement around site there is a need to ensure the doors will close in the event of a fire.

Recommendations

a) Fit hold open devices either connected to the fire alarm system or audibly activated devices

b) Reinstate missing ceiling tiles



1.2 – Ensure fire doors and doors on fire escape routes are kept clear and ensure fire escape routes are clear – There were a number of fire doors which did not open fully, in the main due to the creep of storage, i.e. wheeled furniture units had moved slightly, and these were mainly addressed whilst on site. Some of the exit routes were less of an issue in the normal operation of the school, i.e. teaching day-to-day, but may be a particular issue if the building is used for events. I also noted that there is a mat well on a fire exit route to the front of the school where the mat is below the rim. This is a potential trip hazard on a main exit route and the mat needs to be brought level with the rim. (This can be done by fitting a suitable sized board beneath the mat or possibly putting a second mat on top of the first.)

Recommendations

a) Review the arrangements for events in the hall to ensure a checklist is developed which ensures fire evacuation routes are cleared as much as possible.

b) Regularly check that fire doors and doors on fire exit routes are not blocked

c) Bring mat in mat well on fire exit route to front of school level with the floor



2 – Access to rear of site – There is a pathway at the back of the school which leads down to Station Road. The pathway from the school gate to station road has a significant slope, i.e. it is not compliant with current accessibility requirements, there is a rail on one side and the surface is wearing. There is also limited lighting here, a street lamp on the highway, but light from it is obscured by trees. Once on site the pathway is also narrow with the edge on one side sloping down and again limited lighting, this being mainly by lighting units the caretaker has installed. This area is therefore a concern and I would recommend that the provision be improved. First step would be to identify who is responsible for the external path as if this cannot be improved it is likely that this route will become unusable. It is felt likely to be the responsibility of South Gloucestershire Council and I would advise contacting them to confirm this and asking them to maintain/improve the provision.

Recommendations

a) Improve the access to the rear of site, both on and off site. First step should be to write to South Gloucestershire Council identifying the area as a concern and asking them to confirm it is their land.



3 – Access to rear of school – There is a pathway to the rear of the school which is narrow, not well lit and the trees/bushes to one side are growing in to the space. There are limited options to extend the width of the path, but the foliage needs to be cut back here. It is acknowledged that the caretaker would usually maintain this area and in being away currently the situation might not be the norm.

Recommendations

a) Cut back plant growth which is encroaching on the path and keep under review.

4 – Manual Handling – Some of the usual manual handling operations were noted, e.g. movement of resources, setting out of chairs and tables, setting out of PE equipment etc. These should all be covered by the risk assessment. I would observe however I was pleased to note the number of items on wheels, the flip chart/white boards in particular, and I was pleased to note the decision to leave the staging in place in the hall.

5 – Work at Height – Some of the usual work at height operations were noted, e.g. higher-level displays, high level storage, changing of lighting tubes etc. These should all be covered by the risk assessment.

6 – Staff room door – The staff room door is solid and that means people opening the door do not know if someone is behind it. It is acceptable to fit a frosted glass panel, but it needs to be compliant with accessibility requirements.

Recommendations

a) Provide vision panel in staff room door.

Conditions

This audit aims to assist head teachers, bursars, governors and other responsible people in charge of the school, to chart progress and to assist in providing a full health and safety audit trail of any action taken.

The report is limited as follows:

It may be that certain conditions or situations were either not noted, not informed or not being performed during the visit and, therefore, non-inclusion of such conditions or situations in this report does not equate to legislative compliance;

- Delegated Services will not be able to report on conditions or matters that are covered, hidden or inaccessible
- Delegated Services may rely on information that is not verified on site, which is made available by the school or a third party
- Delegated Services will not be liable for any loss suffered arising as a result of the provision of false, misleading or incomplete information or documentation, or the withholding or concealment or misrepresentation of information or documentation by any person.

Subject to the statements above, no liability can be accepted by Delegated Services if, as a result of the interpretation of this report or the misapplication of remedial measures by the school, any proceedings, claims, loss or damage occurs. The report is solely for the school to use. No responsibility will be accepted to other persons seeing the report who rely on it at their own risk.

Philip Tranter, Risk and Reassurance Executive
Delegated Services,
Date 23rd May 2018