

HEALTH & SAFETY AUDIT REPORT

Smithy Bridge Primary school

carried out by Michelle Walker, Technical & Admin Support Assistant

on 8th July 2014

Contents

Policies and procedures	2
Buildings	5
Curriculum areas	8
Action plan	9

Introduction

As part of Rochdale Metropolitan Borough Council's health and safety monitoring process, your school has recently been through a health and safety audit.

The audit is a tool used to determine the effective implementation of the school's health and safety standards. This report has been prepared to identify the strengths and weaknesses in your health and safety management system. It provides recommendations for consideration, giving a basis from which continuous improvement to the standards of health and safety can be made.

The audit was conducted by reviewing the school's health and safety documentation and procedures. This was followed by a tour of the site and associated buildings. In the time available the audit did not confirm every activity affecting the school, although every effort has been made to identify a realistic picture.

N.B. The report only comments on the conditions observed, information supplied and impressions gained at the time of the visit and should not be taken as identifying all areas of possible unsafe conditions and/or contravention of statutory requirements.

Legal Responsibilities

The health and safety responsibilities within a foundation school lie with the Headteacher and governing body.

The governing body, having control of the premises, must take reasonable steps to ensure the building, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

The Headteacher, with delegated responsibility for the day-to-day management of the school, has a particular role in ensuring that the governing body's health and safety policies and procedures are carried out. The Headteacher and governing body may adopt the Local Authority's health and safety policies and practices or, if they prefer, can produce their own.

Summary

There is evidence of a positive health and safety culture within the school, with particularly strong commitment from the Headteacher, Deputy Headteacher and Site Manager. Record keeping standards within the school are excellent, with all current documentation being complete and readily to hand.

Whilst no significant concerns were noted on the day of the audit, recommendations for minor improvements are included within the report. The main issue was the lack of servicing records for the outdoor play equipment, however evidence was provided that this is already being addressed.

POLICIES AND PROCEDURES

Safety Policy

The school has an up to date safety policy that includes the school's safety arrangements, detailing roles assigned to designated personnel. The policy is reviewed annually and made available to all staff.

Good

At least one copy that has been dated and signed by the Headteacher and Chair of Governors should be retained on file.

Action recommended

The policy may benefit from the inclusion of the School's Safety Arrangements Form, which is available on the school's intranet site and summarises the health and safety roles and responsibilities within the school ([Safety Documentation](#)).

Guidance

Risk Assessment

All significant risks within the school have been identified and recorded. Risk assessments are relevant, localised, and reviewed regularly or following a significant change. Suitable and sufficient control measures have been put in place and have been communicated to all staff. The control measures are regularly monitored for effectiveness. Staff were involved in the risk assessment process. Copies of risk assessments are displayed in the relevant areas, which is good practice.

Good

Fire Safety Management

The school has an up to date fire risk assessment in place which appears to be suitable and sufficient in that, as far as it was practicable to tell, the main risks have been identified and control measures implemented.

Good

Premise Inspections

Premise inspections are carried out on a termly basis and include the Headteacher, Site Manager and link governor for health and safety. Findings are recorded and forwarded to the appropriate committee for consideration.

Good

Accident Reporting, Emergency Aid and Medical Needs

- ***Accident recording and reporting***

The Council's on-line accident and incident reporting system is followed.

Good

Staff are aware of the procedures for reporting incidents as required under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)' and are able to properly identify accidents and incidents which must be highlighted to the Safety Team for reporting to the Health and Safety Executive.

- ***Accident/incident investigation and monitoring***

All accidents are brought to the attention of the Headteacher and governors. Trends are monitored and risk assessments and procedures reviewed as necessary. Serious incidents are investigated with the process and findings fully recorded.

Good

- ***First aid provision***

The school has an adequate number of first aiders, including paediatrically trained first aiders.

Good

In addition to reporting more serious incidents, minor injuries and any first aid treatment given is locally recorded. During the audit, evidence was produced to show that any first aid treatment given is properly logged.

Good

- ***Administration of medicines***

The school has procedures in place to support pupils with health and medical needs. These include a written parental request form, a monitoring system and secure storage for medicines. Designated staff administer medical care as and when required, ensuring each dosage is properly logged to avoid an accidental overdose.

Good

Training

- ***Induction***

New staff go through an induction programme which includes information on the health and safety policies and procedures. With effect from September 2014, a new induction checklist will be introduced, which is comprehensive and includes all vital health and safety information. The induction process is recorded, agreed by the employee and a copy of the information imparted is placed on their personal file.

Good

Records will ensure that the school can identify and demonstrate that sufficient health and safety training has been provided for new employees to perform their duties safely in the initial stages.

- ***General health and safety training***

The health and safety training requirements for staff have been adequately assessed and the appropriate training provided. Records of training are kept and placed on personal files.

Good

Communication and Consultation

- ***Communication***

Communication is an essential element of a robust health and safety ethos and is a legal requirement under the *Management of Health and Safety at Work Regulations 1999*.

Good

Staff are provided with health and safety information and consulted through a variety of methods.

These include:

- staff meetings;
- health and safety committees;
- the Health and Safety Law Poster, which is displayed in the staff room.

Staff are able to raise any health and safety concerns:

- at these meetings;
- directly to the Headteacher;
- to a designated health and safety officer (i.e. Deputy Head).

Additional health and safety information is distributed to staff through:

- the staff handbook, which is a useful way to communicate health and safety policies, practices and procedures within the school;
- publications posted on the staff notice board;
- the staff shared drive.

Communication of health and safety matters is of a suitable level at this school.

- ***Safety representatives***

An employee safety representative (the Deputy Head) is available to consult and represent staff on health, safety and welfare matters.

Emergency Planning

A written emergency plan has been created so that staff are aware of the procedures to follow in a crisis.

Good

The plan covers minor incidents e.g. heating breakdown, no water, etc. when the school may have to close for a short time, and major incidents e.g. fire, fatality, etc. which may cause major disruption to the school.

Designated staff roles are set out in the plan and these have been communicated to those with responsibilities. Plans of the school and local area are included, as well as a safe place to evacuate pupils and staff if necessary.

BUILDINGS

Fire Safety

- ***Fire alarm - testing & maintenance by a competent person***

The fire alarm has been serviced within the last 12 months and service records were available to evidence this.

Comply

- ***Fire-fighting equipment - service***

Fire-fighting equipment has been serviced in the last 12 months and service records were available to evidence this.

Comply

- ***Fire safety checks by the school***

- **call points**

Comply

Call points are tested weekly and the results recorded.

- **emergency lighting**

Comply

Emergency lights are tested regularly and the results recorded.

- **emergency exits**

Comply

Emergency routes and fire exits are checked daily for blockages and ease of access. Findings are recorded on a regular basis.

- **fire drills**

Comply

Emergency evacuation drills are carried out each term and are properly recorded.

Asbestos

A standard asbestos sampling, identification and assessment survey (Type 2) has been carried out and some asbestos containing material has been identified.

Good

The survey has been updated to show changes in circumstances and condition of the asbestos. Staff and contractors are asked to sign the survey to indicate that they are aware of the location of asbestos containing material. This is good practice as it limits the chance of an accidental release and provides evidence that anyone likely to disturb suspect material has been properly informed and instructed.

Gas Safety

Service records were available to show that the gas boilers are serviced annually.

Comply

Legionella/Water

- ***Legionella risk assessment***

Comply

A competent person has carried out a legionella risk assessment on the water systems within the past two years. This includes water temperatures and risks associated with legionella bacteria.

Concerns raised in the risk assessment action plan have been dealt with.

Good

- ***Water testing***

Good

All scheduled tests and upkeep as recommended by the legionella risk assessment are carried and recorded. These include the tests carried out by the service provider and the checks carried out by the school.

Lifting Equipment

Equipment used for lifting people is on site although it is currently not being used. If the equipment is used in the future, it must go through a thorough examination before use.

It is recommended that the school contact RANS to arrange for documentation to confirm that the lifting bed is not currently in use.

Action
recommended

Electrical systems and appliances

Portable electrical appliances

Comply

The portable electrical appliance testing (PAT) has been carried out by a competent person within the last year and defective equipment has been permanently removed or repaired and re-tested.

Fixed electrical installations

Comply

A competent person has checked the fixed electrical installations within the last 5 years and documentation was provided to evidence this. Failed installations and other recommendations have been acted upon.

Playground equipment

Documented evidence to show that playground equipment is routinely inspected was not available to view during the audit. A duty of care exists to protect the health and safety of pupils during, and outside, the school day. However, it is reported that an inspection has been booked for 6th August 2014, as part of an ongoing maintenance regime.

Action required

Arrange for a maintenance regime for the fixed outdoor play equipment.

It is good practice for staff to undertake a visual check for any obvious defects before playground equipment is used. It is recommended that, to help safeguard children from serious injury, all staff are instructed to conduct a brief visual check of equipment and report any defects to the responsible person immediately.

Guidance

Contractors

The school uses contractors chosen in other ways than through the Local Authority approved list. Procedures are in place to ensure the safety competence of all contractors used.

Good

Vehicle Movement

Pedestrian walkways are provided to ensure staff, pupils, parents and visitors have a safe route into and out of the school building.

Good

Pupil areas are properly separated from car parks and other vehicle movement areas such as deliveries and refuse collection.

Good

Security

Security internally and around the school grounds has been adequately assessed. Measures in place to secure the school include:

Good

- Main entrance locked during the school day;
- Visitors asked to sign in;
- Visitors requested to wear ID badge whilst on site;
- Measures to prevent roof access in place;
- Roller shutters installed;
- Perimeter fencing around the site;
- CCTV and an intruder alarm;

- Secure bin area;
- Office staff are aware of how to deal with anti-social behavior from visitors.

Kitchen

Kitchen staff are employed by the school. All provision and maintenance of building and equipment is therefore the responsibility of the school. Policies, procedures, risk assessments and chemical risk assessments must therefore be provided by the Headteacher and governing body.

- personal protective equipment

Personal Protective Equipment (PPE) cannot be used as an alternative to controlling hazards but must be provided in certain circumstances. In this kitchen suitable PPE is provided for all kitchen staff. This includes safety, slip-resistant shoes and kitchen whites. Hair is kept back and is suitably covered, which is good practice.

Good

- kitchen access

There is no access to the kitchen other than for authorised staff, and anyone entering the food preparation area wears personal protective equipment and hair is tied back and covered.

Good

- extractor hoods

The extractor hoods are cleaned and serviced on an annual basis, which is good practice.

Good

- staff training

Kitchen staff have been trained in food hygiene to a standard that satisfies their employer.

Good

Chemical Safety - Control of Substances Hazardous to Health (COSHH)

Safety data sheets and COSHH assessments are available for all hazardous substances used by the Site Manager, cleaners and kitchen staff. This is good practice. It is recommended that COSHH assessments are kept with the associated product for ease of access.

Good

CURRICULUM AREAS

Art

A kiln is in use and has been serviced within the last 12 months.

Comply

The kiln is well sited with ventilation provided, in an area where there is no pupil access. The area is clean, tidy and well maintained.

Good

PE

- equipment

Good

All PE equipment is serviced annually by a competent person and recommendations made to rectify faults are followed up. Service records are available to evidence this.

- storage

Good

PE equipment is properly stored so that it can be easily accessed by staff and pupils without causing injury. Mats are stored appropriately and away from fire exits. Heavy equipment is stored at lower levels.

Health & safety action plan

Topic area	Action required	Urgency	Notes
Safety Policy	At least one copy of the policy that has been dated and signed by the Headteacher and Chair of Governors should be retained on file.	Within 1/2 months	
Lifting Equipment	It is recommended that the school contact RANS to arrange for documentation to confirm that the lifting bed is not currently in use.	Within 1/2 months	
Playground Equipment	Following the service visit on 6 th August 2014, arrange an ongoing maintenance regime for the fixed outdoor play equipment.	By end August 2014	