

**HSW**

**&**

**HEALTH, SAFETY**

**& WELLBEING**

Stockport Metropolitan Borough Council

Health, Safety & Wellbeing

Stopford House (Upper Ground)

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Stockport

SK1 3XE

SMS Audit & Premises Inspection Report

2022 - 2023

Document Control

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| **Audit & Inspection of:** | Torkington Primary School |
| **Audit & Inspection by:** | Sue Pullan |
| **Audit & Inspection date:** | 27th April 2023 |
| **Reference:** | HSW/A&IR/SP/007 |

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| **DOCUMENT DETAILS** | |
| **Document Title:** | Safety Management System Audit and Inspection report |
| **Document Owner(s):** | Health, Safety and Wellbeing Team |
| **Version Number:** | Version 1.0 |
| **Document Status:** | Live |
| **Document Date:** |  |

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| --- | --- | --- | --- | --- |
| **REVISION HISTORY** | | | | |
| **Version** | **Status** | **Author** | **Date** | **Notes** |
| 1.0 | DRAFT |  |  |  |
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| **SCHOOL SIGNATURES – To be signed off post audit** | | |
| The OSHW arrangements are reviewed annually to ensure that policies and procedures documented remain up to date and relevant. | | |
| **Head teacher signature:** |  | **Date:** |
| **Head of Governors signature:** |  | **Date:** |

**Contents**

[Document Control 2](#_Toc97823625)

[1. Introduction 4](#_Toc97823626)

[2. Acknowledgements 5](#_Toc97823627)

[3. Background 5](#_Toc97823628)

[4. Aims and objectives 5](#_Toc97823629)

[5. Methodology 5](#_Toc97823630)

[6. Scoring 6](#_Toc97823631)

[7. Findings of the Audit 7](#_Toc97823632)

[7.1 Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication 7](#_Toc97823633)

[Occupational Health Safety and Welfare (OHSW) Policy 7](#_Toc97823634)

[Risk Assessments 8](#_Toc97823635)

[Safe Systems of Work 9](#_Toc97823636)

[Working at Height 9](#_Toc97823637)

[Manual Handling 10](#_Toc97823638)

[Control of Substances Hazardous To Health (COSHH) 11](#_Toc97823639)

[Chemical Storage 12](#_Toc97823640)

[Dealing with Accidents, Incidents and Ill-Health and First Aid 13](#_Toc97823641)

[Communication, Consultation and Cooperation 15](#_Toc97823642)

[Emergency Planning 16](#_Toc97823643)

[Lockdown 16](#_Toc97823644)

[7.2 Buildings and Grounds 17](#_Toc97823645)

[Fire Safety Management 17](#_Toc97823646)

[Asbestos 18](#_Toc97823647)

[Legionella Risk Assessment 19](#_Toc97823648)

[Gas and Electrical Safety: Systems and Appliances 20](#_Toc97823649)

[Outdoor Play Equipment 20](#_Toc97823650)

[Contractors 20](#_Toc97823651)

[Pedestrian and Vehicular Movement 21](#_Toc97823652)

[Kitchen: Access 21](#_Toc97823653)

[Kitchen: Extractor Hoods 21](#_Toc97823654)

[Stage Lighting and Rigging 21](#_Toc97823655)

[Roller Shutters 22](#_Toc97823656)

[Gates and Barriers 22](#_Toc97823657)

[Air Conditioning Units 22](#_Toc97823658)

[LOLER Inspections 22](#_Toc97823659)

[7.3 High Risk Curriculum Areas and Staff Training 23](#_Toc97823660)

[Science 23](#_Toc97823661)

[Physical Education: Equipment 23](#_Toc97823662)

[Physical Education: Storage 23](#_Toc97823663)

[Design and Technology 23](#_Toc97823664)

[Health and Safety Training: Induction Training 23](#_Toc97823665)

[General health and safety training 24](#_Toc97823666)

[7.4 Performance Monitoring and Measurement 25](#_Toc97823667)

[Active Monitoring 25](#_Toc97823668)

[Reactive Monitoring 25](#_Toc97823669)

[7.5 Audit 26](#_Toc97823670)

[Auditing and Reviewing the OHSWMS 26](#_Toc97823671)

[7.6 Statutory Compliance Checklist 27](#_Toc97823672)

[Compliance Activities Within: [Please enter School Name] 27](#_Toc97823673)

[8. Physical Inspection – Observations and Recommendations 31](#_Toc97823674)

[9. Guidance to school 32](#_Toc97823675)

[10. Executive Summary 32](#_Toc97823676)

[11. Inspection and Audit Action Plan 33](#_Toc97823677)

Introduction

Every effort has been made to ensure that all statements and information offered in this report are accurate and true, and are related to, or qualified by observations made during the audit and inspection (together with information supplied by the school).

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.

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

The accuracy of this audit report rests upon the representations made by the school being honest and truthful. The organisation must therefore notify Stockport Metropolitan Borough Council (SMBC) of any factual inaccuracies, or misinterpretations of information provided by the organisation, as reflected within this report.

**NB: Please note that this audit and inspection report represents a snapshot in time completed by an individual SMBC Audit Officer. Due to differences in knowledge, experience and skills, Officers will not, always identify exactly the same faults or issues.**

As part of Stockport Metropolitan Borough Council’s Occupational Health, Safety and Welfare (OHSW) monitoring process, your school has recently been through an OHSW audit and inspection.

The audit and inspection were conducted by reviewing the school’s health and safety documentation and procedures. This was followed by a tour of the site and associated buildings.

The audit and inspection are tools used to determine the effective implementation of the school’s OHSW standards. This report has been prepared to identify the strengths and weaknesses in your Occupational Health, Safety and Welfare Management System (OHSWMS). It provides recommendations for consideration giving a basis from which continuous improvement to the standards of health safety and welfare can be made.

The purpose of this report is to provide the school’s leadership team and governing body with an appraisal of the effectiveness of the school’s health and safety management provisions. Although it would also be useful to share the report with staff as part of the school’s ongoing engagement with health, safety, and welfare issues.

The report serves to highlight strengths and describe weaknesses in the school’s management of occupational safety, health, and welfare, and recommends solutions and timeframes for resolutions where deficiencies and issues are identified.

The format of the report has changed for this academic year (18/19) audit and now takes the form of a more detailed RAG (Red, Amber, Green) report, which will help schools prioritise their actions in relation to specific areas of health, safety, and welfare management improvements.

The report no longer provides an overall score to quantify and score management effectiveness, but it focuses on areas of significant quality management and highlights areas that require improvement. It is felt that this qualitative approach will help schools to grow stronger in the four management categories of Plan, Do, Check and Act, which form the basis of the SMBC Occupational Health Safety and Welfare Management System (OHSWMS).

Acknowledgements

The auditor would like to place on record thanks to all staff who gave their time and assisted with the audit process.

Thanks to Zara and Andy for their precious time during the Audit, and, also to Andrea for her

response to my queries.

Background

According to both the school’s and the authority’s records, this is the 7th formal audit and inspection of the school’s OHSWMS since these audits began in 2015.

Aims and objectives

The primary aim of this audit and inspection is to provide an external and independent assessment of the OHSWMS and management arrangements developed by the school and the effectiveness of their implementation.

Methodology

The audit and inspection were carried out in two parts: 1) a desktop audit of the school’s health and safety management system and 2) a physical inspection of the school’s premises.

During both activities, the auditor gathered evidence of the school’s approach to safety management by way of the following:

1. Comprehensively reviewing safety management documents to check for: suitability and sufficiency and regular review and revision;
2. Asking questions of key staff to check for an awareness and understanding of workplace health, safety and wellbeing provisions and
3. Touring the workplace to check for a clean, tidy, healthy and safe work environment and to observe work processes to see whether procedures are followed, and ensure that appropriate measures are in place to control hazards and mitigate risk.
4. The audit and inspection have five distinct components:
5. Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication
6. Buildings and Grounds
7. High Risk Curriculum Areas (e.g., PE and Forest Schools) and Staff Training
8. Performance Monitoring and Measurement
9. Audit

The results from the above components combine to produce the Inspection and Audit Action Plan.

Scoring

The table below shows the categories of compliance for each of the audited/inspected areas.

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| **KEY** | |
| **Non-compliance** | There is a legal requirement to adhere to this element of the audit. The audit identified a breach that should be addressed. Failure to comply with health and safety requirements is a criminal offence. |
| **Partial compliance** | There are gaps in compliance with legal requirements. It is required that action is taken to ensure full compliance with legislation. |
| **Compliance** | There is full compliance with the requirements of health and safety legislation. |

Where the schools are “adhering to best practice” this will be noted and prefixed with a star (\*) in the report. It is representative that the attitudes to health and safety are at a high standard and the school has a positive health and safety ethos in place.

Findings of the Audit

7.1 Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication

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| Occupational Health Safety and Welfare (OHSW) Policy | |
| The school has an OHSW (Occupational Health, Safety and Welfare) policy that complies with law and makes clear the organisational structure and arrangements for managing health, safety, and welfare.  The OHSW policy describes in detail responsibilities and expectations of workers and managers, making it clear that performance will be monitored, and people held accountable  This is the new SMBC policy template. However, the statement of intent needs to be signed and dated by both the Headteacher and Chair of Governors. The Health and Safety Policy was updated in January 2023. | **Compliance** |
| **BEST PRACTICE:**  The OHSW policy should inform staff, on a practical level, of how they are expected to fulfil specific duties in accordance with the “school procedures and rules”. The OSHW policy should be amended, therefore, when a significant change occurs, for example changes in workplace practices and procedures | |
| **WHAT THE LAW SAYS:**  The OHSW policy should be consulted on with staff and Union representatives where possible and once it has been signed off by governors, it must be effectively communicated to all staff. This could be done for example, by letting the staff know that it is available on the shared drive or staff health and safety notice board. | |
| **LEGAL REFERENCE(S)**  **The Health and Safety at Work Act 1974, Section 2 (3)**  ‘it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of… general policy… and to bring the statement and any revision of it to the notice of all employees.’  Furthermore, **Section 2 (6)** outlines “the duty of every employer to consult on any such arrangements with a view to the making and maintenance of arrangements…” | |
| **FURTHER INFORMATION:**  It is recommended that the OSHW arrangements be reviewed annually to ensure that procedures documented remain up to date and relevant.  **Following this review the head teacher and chair of governors must sign the policy.** | |

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| Risk Assessments | |
| All significant risks have been identified and a well-developed system for identifying hazards and evaluating risks relating to workers safety and health is in place.  Preventative and protective measures are in operation and the hierarchy of controls are always observed. Site specific, generic and risk assessments for trips are in place and there is evidence that these are reviewed on a regular basis and that they give an accurate reflection of the risks and the control measures in place at the school.  Risk assessments have also been obtained by contractors prior to visiting the site.  Risk assessments are available to view and are held centrally in the online folder for all staff to view.  Risk assessments information is also referenced in section 5.25 in the Health and Safety policy. | **Compliance** |
| Risk assessments have been completed for the following areas and were reviewed in. However, the actual date should be recorded. (Example – 01/02/2023)  • Snow Clearance 25.4.23.  • Litter Bin Emptying 25.4.23.  • Manual Handling 25.4.23.  • Lone Working 25.4.23.  • Use of Stepladders 25.4.23.  • Use of Hand Tools 25.4.23.  • Use of Power Tools 25.4.23.  **.** Cookery Class 25.4.23.  There is also a full school risk assessment in place and, also submitted assessments completed for the trips and visits online system. | **Compliance** |
| **BEST PRACTICE:**  Examples of suitable and sufficient risk assessments are available from the Health, Safety and Wellbeing team on request. These are meant as guides only and provide a good indication of the hazards found in most schools. Any specific risk assessment MUST be modified to accurately reflect the hazards found in your own school and the control measures that you have in place. | |
| **WHAT THE LAW SAYS:**  There is a legal obligation to record the control measures in place, and as such, care should be taken to ensure that risk assessments are relevant, in every detail, to the activity or area being assessed. Written risk assessments and the associated control measures must be reviewed regularly. SMBC recommends that this is done annually or if there has been a significant change to working operations or practices.  It is a legal requirement for every employer to assess the health and safety risks arising out of their work under regulation 3 of the Management of Health and Safety at Work Regulations 1999.  This means to assess the significant risks and to put into place suitable and sufficient control measures. In addition, there is a requirement to consult staff in this process and effectively communicate the findings of these assessments to them. Once in place, the risk assessments must be monitored and reviewed to ensure that they remain relevant. Risk assessments must be reviewed regularly, following an accident, and to reflect changes within the school, e.g. the introduction of new equipment, substance, change in policy/procedures, a change in legislation or advancement in technology, etc. Staff should be involved in this process. | |

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| Safe Systems of Work | |
| Reviews and modifications to hazard prevention and control procedures or arrangements are carried out with, regard to necessity and timing.  There is an ongoing process to review the documented array of information that is maintained on safe work systems and the school operating policies and procedures.  There are procedures in place for lone working, cleaning, manual handling and working at height. | **Compliance** |
| **WHAT THE LAW SAYS:**  **The Management of Health and Safety at Work Regulations 1999, Regulation 3 (4)**  ‘Any assessment such as is referred to in paragraph (1) or (2) shall be reviewed by the employer or self-employed person who made it if a) there is reason to suspect that it is no longer valid; or b) there has been a significant change in the matters to which it relates; and whereas a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them  **The Health and Safety at Work Act 1974, Section 2 (2) (a)**  An employer has the duty for ‘…the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health…  **The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1)**  ‘Every employer shall a) Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking…” | |

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| Working at Height | |
| There is safe systems of work and a risk assessment in place, and this is referenced in section 5.31 in the Health and Safety policy.  The school also use further guidance from the HSE Safe Use of Ladders and Stepladder guidance for further information on safe procedures.  Ladders on site should be subject to a monthly visual recorded inspection by the Caretaker.  Duty holders (Head teachers) must do all that is reasonably practical to prevent anyone falling from height or from a level surface to a depth, which are liable to cause injury.  The key responsibilities of the Duty Holder are to ensure that:   * + All working at height is properly planned and organised   + The place where work at height is carried out is safe   + The equipment for work at height is appropriately inspected & maintained   + All working at height is carried out in a safe manner using appropriate work equipment   + All persons involved in working at height are suitably trained, competent and are supervised appropriately.   + Supervision should be carried out by a competent person   + The risks arising from fragile surfaces are properly controlled   + The risks arising from falling objects are properly controlled   A Working at Height Risk Assessment was dated 25.4.23. | **Compliance** |
| **FURTHER INFORMATION**:  A copy of the SMBC Guidance for Working at Height Policy is available from the Health, Safety and Wellbeing Team. [**HRSafety&HealthTeam@stockport.gov.uk**](mailto:HRSafety&HealthTeam@stockport.gov.uk) | |

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| Manual Handling | |
| All significant examples of manual handling have been risk assessed and documented in the Manual Handling for Porterage & Furniture Handling.  Lifting and Handling is referenced in section 5.20 of the Health & Safety Policy and there is also the Manual Handling Practical Tips guidance note.  Staff receive instruction and information with regards to lifting techniques and have previously completed manual handling training. However, it may be beneficial for refresher training to be completed.  There are also aids available to use, such as a sack truck.  DSE Assessments have also been completed for staff members who use desktop equipment.  **S**ize up that load   * Assess the load (shape, size, and weight) * Determine where the load needs to be moved and placed * Determine whether you can carry the load/whether a mechanical aid should be used   **M**ove the load as close to the body as possible   * Carry the load as close to the body as possible * Secure your grip   **A**lways bend your knees   * Keep feet apart in a comfortable position (usually in line with hips) * Minimise lower back bending * Bend knees (squat or semi-squat position)   **R**aise the load with your legs   * Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements) * Maintain normal curvature of the spine   **T**urn your feet in the direction you want to move   * Change direction by pointing your feet and not twisting your back * To set the load down, squat down, keep your head up and allow your legs to carry the weight | **Compliance** |
| Please note that manual handling training is provided by the Health, Safety and Wellbeing Team at SMBC and can be booked through SLA Online:  <https://secure2.sla-online.co.uk/SelectPortal.aspx> | |

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| Control of Substances Hazardous To Health (COSHH) | |
| Product safety data sheets have been obtained from the manufacturer for every substance used at the school.  There are COSHH risk assessments that have been completed for all cleaning products used in the school and are available for inspection.  Staff are aware of the procedure for the introduction of any new substances into the school. This is referenced in section 5.7 of the Health and Safety policy.  COSHH risk assessments should be completed for substances used in the following departments:  • Site supervisor  • Kitchen.  Risk assessments for products used by the cleaners are available and they sign to say they have been made aware of the requirements in the risk assessment. | **Compliance** |
| If a container shows a warning symbol (see examples below), you must assess the risks to users. | |
| **WHAT THE LAW SAYS:**  The Control of Substances Hazardous to Health (COSHH) Regulations stipulates that employers must:   * assess the risks to health from chemicals and decide what controls are needed: * use those controls and make sure workers use them: * make sure the controls are working properly: * inform workers about the risks to their health; provide training for employees   Safety data sheets and/or COSHH risk assessments should be made available for users of hazardous substances. | |

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| Chemical Storage | |
| Hazardous substances are kept to a minimum and always replaced with less harmful products where possible.  Steps have been taken to ensure appropriate separation of hazardous substances to guard against accidental mixing.  This area is fully secured and is accessible via a locked door. | **Compliance** |
| **BEST PRACTICE:**  Butane (blue cylinders) and propane (red cylinders) both of which can be used for running domestic type BBQ’s used at school fairs/fetes should not be stored on school premises. Any solvent -based products should be stored in lockable metal containers | |
| **WHAT THE LAW SAYS:**  The Dangerous Substances and Explosive Atmospheres Regulations, 2002 require that flammable and highly flammable substances be controlled. These include petrol, LPG, solvent-based paints, varnishes, and some types of dust. | |
| **Further information:**  Regarding the control of hazardous substances can be obtained from [www.hse.gov.uk/COSHH/index.htm](http://www.hse.gov.uk/COSHH/index.htm) and a COSHH assessment tool is available from [www.coshh-essentials.org.uk.](http://www.coshh-essentials.org.uk/)  Help and advice is also available from the Health, Safety and Wellbeing team at the Council:  [**HRSafety&HealthTeam@stockport.gov.uk**](mailto:HRSafety&HealthTeam@stockport.gov.uk) | |

| Dealing with Accidents, Incidents and Ill-Health and First Aid | |
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| **ACCIDENT RECORDING:**  The school is using the SMBC portal to report accident injuries and dangerous occurrences:  <https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting>  and will continue to use the portal to report and record the more serious incidents and especially where incidents involve a “workplace activity”, school facilities or equipment.  A separate record is kept for staff and children.  First aid is recorded on the accident/incident report forms. | **Compliance** |
| **ACCIDENT REPORTING**  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 Health, Safety, and Wellbeing Team at SMBC for reporting to the Health and Safety Executive.  The Accident Reporting procedures are referenced in section 5.1 of the Health & Safety Policy. | **Compliance** |
| **ACCIDENT/INCIDENT INVESTIGATION AND MONITORING**  The school maintains a well-documented recording system to track and document accidents and incidents.  The recording of information complies with the law and provides a basis for effective analysis. It is recommended that an overview of accidents/incidents be regularly provided to the Head Teacher and Governing body so that trends can be monitored. | **Compliance** |
| **FIRST AID PROVISION**  The first aid provision is good. The school is well resourced in terms of trained personnel and equipment. The provisions comply with the law.  First aid stocks are regularly checked to ensure they are in date.  is the First Aid Lead and has completed the First Aid at Work training. Please see recommendations for additional first aid. | **Compliance** |
| **FIRST AID PROVISION - EARLY YEARS ONLY (UP TO 5 YEARS OLD)**  It is a requirement of the statutory framework that a paediatric first aider is on the school premises at, all times when children are present (and at least one person with paediatric first aid on outings). The school, has, a sufficient number of first aiders.  Currently every teacher and teaching support staff are paediatric first aid trained. | **Compliance** |
| **FIRST AID RECORDS**  In addition to recording 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 recorded. | **Compliance** |
| **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 location for medicines.  Designated staff administer medical care as and when required, ensuring each dosage is properly logged to avoid an accidental overdose.  Records are kept secure within the office with restricted access to authorised staff only.  There is good use of storage within the first aid room. | **Compliance** |
| **BEST PRACTICE:**  The Information Management Toolkit for Schools (IRMS) is designed as guidance and sets out certain requirements for the keeping of records   * For accidents involving adults in schools, it is the date of the accident + 6 years * For accidents involving pupils it is the Date of Birth + 25 years * Records relating to serious accidents and injury should be kept for date of incident + 12 years. | |
| **WHAT THE LAW SAYS:**  **The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1)**  ‘Every employer shall—  Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking…’  **The Health and Safety (First Aid) Regulations 1981, Regulation 3**  ‘(1) An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work.  (2) Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose, a person shall not be suitable unless he has undergone:  a) such training and has such qualification as the Health and Safety Executive may approve for the time being in respect of that case or class of case, and  b) such additional training, if any, as may be appropriate in the circumstances of that case.’  **The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (3)**  ‘…every employer by whom 10 or more people are normally employed… shall, subject to the following provisions of this paragraph –  keep readily accessible a book… in which the appropriate particulars… of any accident- causing personal injury to a person employed by the employer… | |

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| Communication, Consultation and Cooperation | |
| Communication, consultation, and cooperation are all essential elements of a robust health and safety ethos and is a legal requirement under the Management of Health and Safety at Work Regulations 1999.  Staff are provided with health and safety information and able to raise any health and safety concerns: directly to the Headteacher.  A staff briefing is held regularly which includes health & safety updates. And further to this a separate meeting is held with SLT.  A comprehensive amount of information is available on the staff notice boards, the information is communicated on inset days about policy contents and general working procedures.  The last Health and Safety Meeting was at the start of April 2023. | **Compliance** |
| **BEST PRACTICE:**  Good communication of health and safety can be achieved by, a number of ways. Staff can be provided with health and safety information through:   * Staff meetings * Departmental meetings * Health and safety committees * Leadership groups   There should be a clearly defined route through which staff can express health and safety concerns. Staff should feel confident that their concerns are dealt with and so ideally such suggestions should be recorded.    The staff handbook is a useful way to communicate health and safety procedures. This could be located on the staff shared drive and should include information on how staff can report health and safety concerns, how staff should report defects, risk assessments, emergency procedures, accident reporting and how staff can access health and safety related policies and procedures  **ISO45001 Clauses 7.4.1 to 7.4.3**  “The organisation must establish, implement and maintain a process or processes for internal and external communications relevant to the OH&S management system, which provides for the gathering, updating and dissemination of information and which encompasses the following: What topics to communicate on, when to communicate, with whom to communicate, how to communicate”.  It is, therefore, a legal requirement to consult and communicate with employees in all aspects of health and safety provision within the school and is an essential element of creating a robust health and safety culture.  Employers have a duty to consult with their employees, or their representatives, on health and safety matters. Union safety representatives or employee safety representatives, can assist with this process as well as providing valuable guidance in health and safety matters. | |
| **WHAT THE LAW SAYS:**  It is a requirement that employers must consult all their employees on health and safety matters in particular with, regard to:   1. the introduction of any measure which may substantially affect their health and safety, e.g., the introduction of new equipment or new systems of work 2. the arrangements for getting competent people to help them comply with health and safety laws 3. the risks that have been identified from risk assessments, the hazards and dangers employees will be exposed to, and the measures in place to reduce or remove the risks 4. the planning and organisation of any health and safety training 5. the health and safety consequences of introducing new technology. | |

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| Emergency Planning | |
| The school have a Lockdown, and Evacuation policy that includes procedures for example, fire, lockdown, and bomb evacuation. This has been prepared so that staff are aware of the procedures to follow in a crisis.  There is also a Business Continuity Plan that includes for example, loss of premises and IT systems etc.  In addition to the above, there are documented emergency evacuation procedures in place. These are also posted throughout the site and are also referenced in section 5.10 of the Health & Safety Policy and Staff Handbook.  Consideration should be given to including the following in the plan:   * how to respond efficiently during a crisis safeguarding pupils, staff, and visitors, this should name individuals and their roles during the situation * preventing an escalation of the situation * arrangements to temporarily relocate pupils if necessary * contact details e.g., emergency numbers, School Service, Critical Incident Response Team, etc. * emergency arrangements in case of an incident during an educational visit.   Once the emergency plan has been ratified by the Governing body, it should be shared with all those with responsibilities so that they are aware of the procedures to follow in a crisis. SMBC, are able to provide advice in relation to emergency planning for further details contact [samantha.jones@stockport.gov.uk](mailto:samantha.jones@stockport.gov.uk) | **Compliance** |

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| Lockdown | |
| The first step in preparing a lockdown policy is to be realistic about the risks for the school and its pupils and will be linked to the ease of access into the school buildings. Whilst terrorism has prompted schools to consider a lockdown procedure, different schools will identify different risks and the likelihood of a negative event will vary. The risk may come from an intruder, aggrieved parent, or an incident in the immediate vicinity of the school. | |
| Staff are fully aware of the procedures should a lockdown be initiated, discussions have taken place, and the content of the policy has been communicated.  The last Lockdown Test was undertaken in November 2022.  However, these have not been tested with the pupils taking part due to the potential adverse behaviour triggers that this may cause to various pupils. Going forward the school have indicated that a test will be conducted with staff on the next available Inset Day where potential issues can be addressed. | **Compliance** |

7.2 Buildings and Grounds

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| Fire Safety Management | |
| **FIRE RISK ASSESSMENT**  The school had a 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. This was completed by there are still some actions that are being worked through. | **Compliance** |
| **WHAT THE LAW SAYS:**  Under The Regulatory Reform (Fire Safety) 2005 Order every premises with 5 or more employees must assess the risks from fire, record the findings and inform all staff of the outcome of the assessment. | |
| **BEST PRACTICE:**  It is recommended by SMBC that 4 years is the maximum period that should be left between Fire Risk Assessments. | |
| **FIRE ALARM – TESTING AND MAINTENANCE BY A COMPETENT PERSON**  The fire alarm has been serviced within the last 6 to 12 months and service records were available to evidence this. | **Compliance** |
| **EMERGENCY LIGHTING TESTING AND MAINTENANCE BY A COMPETENT PERSON**  The emergency lighting has been serviced within the last 6 to 12 months and service records were available to evidence this. | **Compliance** |
| **FIRE-FIGHTING EQUIPMENT – SERVICE BY A COMPETENT PERSON**  Fire-fighting equipment has been serviced in the last 12 months and service records were available to evidence this.  This was undertaken on | **Compliance** |
| **CALL POINTS – CHECKS BY THE SCHOOL**  A different call point is tested weekly, and the results recorded. The Fire Authority will ask to see evidence that these tests are carried out when the school is inspected. Failure to produce written evidence could result in an improvement notice. It is an offence to falsify records.  The last recorded documented check was completed on | **Compliance** |
| **EMERGENCY LIGHTING – CHECKS BY THE SCHOOL**  Emergency lights are being tested monthly. The last documented check was completed on | **Compliance** |
| **WHAT THE LAW SAYS:**  All emergency lights must be checked each month to ensure continued operation of all assets. Results should be recorded, and faults rectified immediately. | |
| **MEANS OF ESCAPE – CHECKS BY THE SCHOOL**  The school checks the facilities, equipment, and devices (e.g., fire exits, fire doors, exit routes) provided for fire safety are inspected weekly for damage, blockages and ease of access and there is a written record of these findings.  The last documented check was completed on | **Compliance** |
| **WHAT THE LAW SAYS:**  It is a legal requirement to ensure that facilities, equipment and devices provided for fire safety are checked on a weekly basis. For example, that emergency exit routes are not blocked, that final exit routes and stairwells are free from combustible material and that fire doors are in good working order. Regular checks must be included in an effective fire prevention monitoring routine. | |
| **FIRE DRILLS**  Timed emergency evacuation drills are carried out each term and are properly recorded. The last recorded drill was completed on | **Compliance** |
| **BEST PRACTICE:**  Guidance in relation to the display of pupil’s work in in accordance with the Fire and Regulatory Reform Order 2005 and as agreed by OFSTED, Chief Fire Officers Association and the Department for Education is available from the health, safety, and wellbeing team on request. [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk) | |

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| Asbestos | |
| An up-to-date management survey of Asbestos Containing Materials (ACM’s) is held by the school and the risks associated with these ACM’s have been assessed, the survey has been updated annually to show changes in circumstances and condition of the asbestos.  A plan exists for the management of the asbestos in the school, staff, and visitors to the school (especially contractors) are made aware of the location of any asbestos and understand the risks involved in any accidental disturbance. The management of asbestos is kept under review and is reported to Governors annually at least, or when any refurbishment work is due to take place in the school.  There is a legal duty to ensure that:   * staff and contractors are made aware of the location/type of ACM. * the state of ACM’s is monitored and changes in condition are reported immediately * The survey and risk register are updated following the removal of any ACM’s by a competent person   The latest survey was undertaken in July 2022 and was a Re-inspection Survey. There is currently no remaining asbestos containing material classed as high or medium risk, and this has been confirmed.  A Full Asbestos Management Survey is needed, as the school have not had a Full Survey since the Control of Asbestos Regulations changed in 2012.  Asbestos containing materials are, located in three areas within the setting. They are encapsulated. | **Compliance** |
| **WHAT THE LAW SAYS**  **The Control of Asbestos Regulations 2012** states:  “The measures to be specified in the plan for managing the risk shall include adequate measures for   1. monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos 2. ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and 3. ensuring that information about the location and condition of any asbestos or any such substance is:    1. provided to every person liable to disturb it    2. made available to the emergency services.” | |

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| Legionella Risk Assessment | |
| There was an up-to-date legionella risk assessment, this was completed on 15.9.21. A written scheme of work was available and was dated  Concerns raised in the risk assessment action plan have been dealt with satisfactorily. Any concerns either raised in the risk assessment or in the scheduled checks must be dealt with according to the priority ratings shown.  The weekly tests recommended by the legionella risk assessment are currently being carried out by the Caretaker with the last documented temperature and flushing taking place on 21.4.23. Please see recommendations with regards to training requirements.  A full maintenance programme by a competent person is in place.  Further advice is available on the management of Legionella is available from your service provider and, also the [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk) | **Compliance** |
| **WHAT THE LAW SAYS:**  It is a requirement to make a suitable and sufficient assessment of the risk of exposure to legionella bacteria from work activities or water systems. It is the responsibility of the duty holder to ensure this is carried out by a competent person and reviewed regularly or following a significant change. | |

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| Gas and Electrical Safety: Systems and Appliances | |
| **GAS SAFETY**  Service records were available to show that the gas boilers are serviced regularly. The last documented inspection was completed on 3.3.23. | **Compliance** |
| **FIXED ELECTRICAL INSTALLATION**  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 C1 and C2 recommendations have been acted upon.  This was undertaken on 13.8.18. | **Compliance** |
| **PORTABLE ELECTRICAL APPLIANCES**  A competent person has completed the testing within the last year and defective equipment has been permanently removed or repaired and re-tested. This was completed on 20.9.22.  A model risk assessment and PAT policy is available from [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk) on request. | **Compliance** |

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| Outdoor Play Equipment | |
| As part of best practice, a formal prior to use inspection of the playground equipment is carried out daily by supervising staff. Documented inspections are completed by the Caretaker and records are available to verify this. Additionally, an annual inspection was undertaken on 7.7.22. | **Compliance** |

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| Contractors | |
| Selected contractors are controlled by Stockport Homes as part of the facilities management of the school. Also additionally, the school use Maintain My School. Care should be taken to ensure that contractors meet certain criteria including:   * what experience they have in the type of work you want done * what their health and safety policies and practices are * examples of their recent health and safety performance (number of accidents etc.) * qualifications and skills * their selection procedure for sub-contractors * their safety method statements * health and safety training and supervision * their arrangements for consulting their workforce * if they have any independent assessment of their competence * if they are members of a relevant trade or professional body.   The school can then decide how much evidence needs to be sought in support of what prospective contractors have stated.  Although there is a system in place to obtain risk assessments from contractors, the school would benefit from the use of the current SMBC policy for Contractors which includes comprehensive guidance on contractor vetting and selection. | **Compliance** |

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| Pedestrian and Vehicular Movement | |
| The school has looked carefully at arrangements for drop off and pick up times and there is a risk assessment in place for this. Pedestrian walkways are provided and clearly defined to ensure staff, pupils, parents, and visitors have a safe route into and out of the school building.  Pupil areas are properly separated from car parks and other vehicle movement areas such as deliveries and refuse collection.  The car park is a very small area with limited access.  The Risk Assessment was dated 25.4.23. | **Compliance** |
| Kitchen: Access | |
| Because this is a high-risk area access to the kitchen is secure. Any staff or visitors entering the food preparation area should wear appropriate Personal Protective Equipment such as slip resistant footwear. Hair must be tied back and covered with a hat to avoid contaminating food. | **Compliance** |

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| Kitchen: Extractor Hoods | |
| The extractor hoods are cleaned and serviced on an annual basis, which is good practice. The school should ensure that the recommended system is cleaned and serviced to the standard in TR19 guidance.  This was undertaken in November 2022. | **Compliance** |
| **BEST PRACTICE:**  Extractor hoods and local exhaust ventilation systems should be cleaned and serviced by a competent person at least annually. | |

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| Stage Lighting and Rigging | |
| The Stage Lighting was last inspected by Torpedo on 28.4.22. | **Compliance** |
| **Note:** From September 2020 proposed EU regulations will impose a minimum efficiency for all light sources – including stage lighting – These regulations are 85 lumens per watt and a maximum standby power of 0.5W. Unfortunately, most stage lighting equipment fails to meet these guidelines – including tungsten fixtures and even the latest LED fixtures. Schools will still be able to use equipment in 2020, but new stock and essential components such as compatible bulbs will no longer be able to be supplied in the EU, quickly rendering existing equipment obsolete. For further information on legal compliance contact the:  [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk) | |

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| Roller Shutters | |
| Design, manufacture, supply and installation of roller shutters comes under Supply of Machinery (Safety) Regulations 2008 but there is no specific health and safety legal requirement dictating how often roller doors should be inspected or tested. SMBC recommends an annual safety and maintenance inspection under PUWER (1998) which requires that work equipment is safe to use on installation and maintained in safe condition for use. Also, regulation 5 of the Workplace (Health, Safety and Welfare Regulations),1992 states that any powered door needs to be “maintained in an efficient state…subject to a suitable system of maintenance”.  This was undertaken on 15.12.22. | **Compliance** |
| **BEST PRACTICE:**  BS standard EN 12635:2002 provides guidance on documentation, operation, use and maintenance including requirements for a logbook which should detail; operating instructions, maintenance and repair visits, details of work undertaken, details of changes/upgrades, name date and signature of responsible person | |

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| Gates and Barriers | |
| The legal position is that powered gate systems are considered to be “machinery”. The Health and Safety Executive has lead responsibility for enforcement of this legislation, which has been transposed into UK law as the Supply of Machinery (Safety) Regulations 2008. The school has suitable and sufficient gates and barriers providing adequate security for the school. All gates are tested annually, the last inspection was completed on 9.8.22. Additionally, they are inspected weekly by the Caretaker. | **Compliance** |
| **BEST PRACTICE:**  Gates and fences in a primary school should as a minimum conform to BS EN 1176 and be RoSPA approved. | |

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| Air Conditioning Units | |
| The school has an annual maintenance regime in place with a registered air conditioning company. A full record is kept of inspections and maintenance visits. Units are serviced 6 monthly, with the last inspection completed on 9.12.22. | **Compliance** |
| **BEST PRACTICE:**  Regular servicing improves the efficiency of your air conditioner. Professional advice says that for every year of operation in which you do not service your air-conditioning it loses 5% of its efficiency. By law any cooling or heating systems with more than 3kg of ozone depleting substances including HCFCs and HFCs must be checked annually for leakage. F-Gas Regulations contain requirements for labelling, leak checking, record-keeping, and maintenance staff qualifications. All air conditioning systems with an effective combined rated output of more than 12kw must be regularly inspected by an energy assessor. The inspections must be no more than five years apart. | |

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| LOLER Inspections | |
| **N/A** | **N/A** |
| **WHAT THE LAW SAYS:**  Lifting equipment within a school that lifts people including passenger lifts and hoists mechanical needs to be tested every 6 months as do lifting accessories, including slings, shackles, hooks and chains. The inspected and testing is a requirement of the Lifting Operations and Lifting Regulations, 1998. | |

7.3 High Risk Curriculum Areas and Staff Training

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| Science | |
| A full range of risk assessments are in place and the department complies with all CLEAPS requirements. Full guidance documents are available from [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk) | **N/A** |

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| Physical Education: Equipment | |
| 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.  This was undertaken on 7.7.22. | **Compliance** |

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| Physical Education: Storage | |
| PE equipment is properly stored so that staff and pupils can easily access it without causing injury. Mats are stored appropriately and away from fire exits. Heavy equipment is stored at lower levels. | **Compliance** |

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| Design and Technology | |
| A full range of risk assessments are in place and the department complies with all Design and Technology codes of best practice. | **N/A** |

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| Health and Safety Training: Induction Training | |
| New staff receive health and safety information during their induction period. Induction training includes procedures for emergency evacuation, a copy of or access to the school’s health, safety and welfare policy, accident reporting procedure, location of asbestos containing material, how to report maintenance issues, etc. A formal record of the information given is be placed on staff’s personal records.  The SMBC guidance note on induction training is used. The content includes all areas as suggested within the SMBC policy.  Further guidance and information on what should be included in the training can be obtained from the Health Safety and Wellbeing Team at SMBC. [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk) | **Compliance** |
| **WHAT THE LAW SAYS:**  It is a legal requirement that all new staff receive health and safety induction training. Keeping induction training records enables the school to demonstrate that health and safety training has been given. It is recommended that a record of the health and safety induction information given be kept on employees’ personal files.  **The Health and Safety at Work Act 1974, Section 2 (2) (c)**  ‘Without prejudice to the generality of an employer’s duty under the preceding subsection, the matters to which that duty extends include in particular—…  …The provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees…’  **The Management of Health and Safety at Work Regulations 1999, Regulation 10**  ‘Every employer shall provide his employees with comprehensible and relevant information’  **The Management of Health and Safety at Work Regulations 1999, Regulation 13 (2)**  ‘Every employer shall ensure that his employees are provided with adequate health and safety training…on their being recruited into the employer’s undertaking; and on their being exposed to new or increased risks…” | |

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| General health and safety training | |
| All staff should receive some health and safety training, and this should be recorded in a training matrix and kept up to date by the designated Health and Safety Officer.  Training should include:  Risk Assessment  H&S for School Leaders  Paediatric First Aid  H&S for Caretakers & Site Managers  Epi Pen  Asthma  Mental Health  Fire Safety in Education  Please see recommendations for other training requirements. | **Compliance** |
| **BEST PRACTICE:**  IOSH Managing safely in schools: <https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/> | |
| **WHAT THE LAW SAYS:**  The Health and Safety at Work Act requires employers to ‘provide whatever information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of your employees’.    This is expanded by the Management of Health and Safety at Work Regulations, which identify situations where health and safety training is particularly important, e.g., when people start work; because of being transferred or given a change of responsibilities; the introduction of new work equipment or a change to existing work equipment; and or where existing skills may have become rusty or need updating.  You should assess the risks to employees while they are at work and to any other people who may be affected by the way the work is carried out. This will identify the required information, instruction or training required to enable employees to carry out their work safely. Refresher training should also be provided as necessary.  Appropriate training may include but are not limited to the following:  **Course: Requirement of: Attendees**  Fire safety awareness Regulatory Reform (Fire Safety) Order Leadership Team  Fire warden training Regulatory Reform (Fire Safety) Order All staff  Working with hazardous substances CoSHH Regulations Site Supervisor/Cleaners  Moving and handling of pupils Manual Handling Regulations Site Supervisor/Cleaners  Ladder / access equipment Working at Height Regulations Site Supervisors | |

7.4 Performance Monitoring and Measurement

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| Active Monitoring | |
| Monitoring of the working environment and review of work systems, premises, plant, and equipment are recorded, frequent and systematic. Evidence was produced to show documented procedures are in place to report damage / deficiencies to the premises. Damage is reported  There are half termly building meetings taking place. Also, the school use a fault reporting book that indicates, faults, contractor requirement and completion date.  Other proactive inspections are carried out for the external areas and, also the whole school site on a daily, weekly, and monthly basis. These generally covers the following areas – Gates, Fencing, Car Park, Doors, Windows, Playground, Classrooms and Storage Areas etc. | **Compliance** |
| The school undertakes a health and safety walk around with the H&S Governor, every term, which is attended by key people. A record is kept of this walk around and an action plan is drawn up and worked through in a prioritised fashion. The Health and Safety Governor did not undertake safety tours. A new Health and Safety Governor will be discussed at the Full Governing Board Meeting in July 2023.  The last walkaround was completed after the Easter Holidays, April 2023 by SLT and the Caretaker. These take place on a monthly basis.  The Health and Safety Governor has now left the school and they are in the process of sourcing a new Health and Safety Governor. | **Compliance** |
| **WHAT THE LAW SAYS:**  **The Management of Health and Safety at Work Regulations 1999, Regulation 5**  ‘(1) Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditee, control, monitoring and review of the preventive and protective measures.  (2) Where the employer employs five or more employees, they shall record the arrangements referred to in paragraph (1).’ | |

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| Reactive Monitoring | |
| Investigations are conducted for all accidents and incidents. They are proportionate to the event and look to identify root cause and corrective actions. NB: The school must contact the Health, Safety and Welfare Team in the event of a serious on-site accident and the team will offer support and may conduct an accident investigation. | **Compliance** |
| **WHAT THE LAW SAYS:**  **The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (1)**  ‘Every employer shall take reasonable steps to investigate the circumstances of every accident of which notice is given to him…’ | |

* 1. Audit

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| Auditing and Reviewing the OHSWMS | |
| Internal termly walk round inspections of the OHSWMS take place in the form of documented site inspections and formulated action plans, which are reviewed to ensure that corrective action is taken where necessary.  A key part of this process is the annual review of the HS&W policy and associated procedures and assessments to ensure that these are current and specific to the school.  At present, the monitoring of the school environment is described, as being a constant process by all staff, whereby any faults are relayed to the Site Manager via a book are addressed. | **Compliance** |
| An external annual audit and inspection of the OHSWMS takes place and this is completed by Stockport Metropolitan Borough Council or other qualified service provider. The audit recommends improvements to HS&W practices and gives timeframes for implementation. These recommendations have been adopted by the school within the time frames | **Compliance** |
| **WHAT THE LAW SAYS:**  **The Management of Health and Safety at Work Regulations 1999, Regulation 5**  ‘Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditing, control, monitoring and review of the preventive and protective measures. | |
| Management reviews are systematically undertaken by the Head teacher and School Business Manager. They consider HS&W performance indicators such as number of accidents, location of accidents and trend analysis. There is also evidence that audit findings, school improvement plans, accident and incident investigations and condition surveys are reviewed and prioritised by the Head teacher and Board of Governors. | **Compliance** |

7.6 Statutory Compliance Checklist

| Compliance Activities Within: Torkington Primary School | | | | | | | |
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| **Responsible Person** | **Activity** | **Frequency** | **Planned Date** | **Completed Date** | **Completed by (Name of contractor/ site supervisor)** | **RAG** | **Notes** |
| Contractor | Air conditioning units | Annually |  | 9.12.22 | Venturi |  | Serviced, tested, and cleaned |
| Headteacher | Asbestos management - annual management report | Annually |  | 7.9.22 | Stockport Homes |  | Annual survey |
| Contractor | Asbestos management - specific surveys prior to intrusive works | As required |  | July 22 | AEC |  | Re-inspection survey |
| Site Supervisor | COSHH risk assessments from data sheets | Regularly |  | April 2023 |  |  | Reviewed if products change + Annual Update Documented in COSHH Files |
| Contractor | Drainage maintenance | Annually |  | 30.11.22 | Drainage Consultants |  |  |
| Contractor | Electrical - 5-year fixed wire testing | 5 Yearly |  | 13.8.18 | NICEIC |  | All necessary follow up work/recommendations/remedials completed.  New quote has been procured as at 27.4.23. |
| Contractor | Electrical - PAT (high risk items only) | Annually |  | 20.9.22 | Bradbell |  | Example policy & further info available from H&S team |
| Site Supervisor | Electrical - PAT (recorded visual checks of low-risk items) | Bi-annual |  |  |  |  | As and when required. |
| Headteacher | Fire Awareness Procedure | Annual review |  | April 2023 | Headteacher |  |  |
| Contractor | Fire call points | Annually |  | 21.11.22. | Barlow’s |  | Checked and tested for functionality |
| Site Supervisor | Fire call points | Weekly |  | 21.4.23. | Caretaker |  | Weekly check to ensure functionality and no damage- Documented in H&S File |
| Headteacher | Fire drills | Termly |  | February 2023 | Headteacher |  |  |
| Contractor | Fire emergency alarm panel | Annually |  | 21.11.22. | Barlow’s |  | Serviced and tested |
| Site Supervisor | Fire emergency lighting | Monthly |  | 21.4.23 | Caretaker |  | Monthly check of functionality and operation- Documented in H&S File |
| Contractor | Fire emergency lighting | Bi-annual |  | 21.11.22 | Bradbell |  | All necessary follow up work/recommendations completed |
| Site Supervisor | Firefighting equipment | Monthly |  | 21.4.23 | Caretaker |  | Complete monthly-Inspection of all 15no positions-Documented in H&S File |
| Contractor | Firefighting equipment | Annually |  | August 22 | Walker Fire |  | Inspection/recharged/serviced in accordance with BS5306 part 3 |
| Site Supervisor | Fire Log- Book | Ongoing |  | 18.4.23. | Office Staff |  |  |
| Site Supervisor | Fire means of escape | Weekly |  |  | Site Manager |  | Inspection completed weekly or ad-hoc if new deliveries block any entrance/exit-Documented |
| Contractor | Fire Risk Assessment | Every 4 years |  | 22.11.22 | Firesec |  | If a significant change to layout is planned a new Fire Risk Assessment should be carried out after any works have been completed. |
| Contractor | Fume Cupboards (Secondary Schools) | Annually |  | N/A |  |  | Not Applicable |
| Contractor | Gas safety - all gas appliances located on site (Kitchen) | Annually |  | 9.11.22 | Dodd Group |  | All Kitchen Gas equipment checked and tested. All school Gas Equipment completed as per boiler and heating system |
| Contractor | Gas safety - boilers & heating plant comprehensive maintenance | Annually |  | 3.3.23. | Dodd Group |  | All boilers inspected/checked/tested annually |
| Contractor | Gas safety - pressure systems (insurance check) | Annually |  | 3.3.23. | Dodd Group |  |  |
| Contractor | Gas safety - soundness/tightness | 5 Yearly |  | 23.11.22. | Dodd Group |  | System is purged to check there are no leaks |
| Contractor | Gates and barriers | Annually |  | 9.8.22 | Triad |  | All necessary follow up work/recommendations completed |
| Site Supervisor | Gates and barriers | Weekly |  | 21.4.23 | Caretaker |  | Full monthly check completed and documented in H&S File |
| Contractor | Grounds Maintenance | Termly |  |  |  |  |  |
| Contractor | Intruder Alarm | Annually |  | 13.12.22 | TLC |  | Full service and testing of system |
| Contractor | Kitchen - catering LEV inspection and cleaning | Annually |  | 9.3.23 | Impact Hygiene |  | Ventilation canopy inspected by deep -clean of filters etc to be completed |
| Contractor | Kitchen - inspection of kitchen equipment (mixers, and fixed equipment) | Annually |  | 9.11.22 | Dodd Group |  | All commercial catering equipment inspected |
| Contractor | Legionella - up to date risk assessment and written scheme | Annually |  | 15.9.21 | M&M Environmental |  | Review required if any significant changes to the HWS and layout |
| Contractor | Legionella anti scald | Monthly |  | 18.4.23 | TECS |  | Monthly checks and documented in H+S File. Full Test and Service of TMV Valves completed annually by HSL- As per Service agreement |
| Contractor | Legionella management quarterly cleaning of shower heads | Quarterly |  | 19.1.23 | M&M Environment |  | Should be quarterly but can go to Bi-Annually |
| Contractor | Legionella Water Temperatures Checks | Monthly |  | 18.4.23 | TECS |  |  |
| Site Supervisor | Legionella management weekly outlet temperature checks | Weekly |  | 21.4.23 | Caretaker |  | Monthly checks and documented in H+S File |
| Contractor | Local Extraction and Ventilation systems (Secondary Schools) | Annually |  | N/A |  | N/A | Not Applicable |
| Headteacher | Lockdown - test of procedures and policy | Bi-annual |  | Nov 22 | Headteacher |  | Document in place. |
| Contractor | LOLER - Hoists and lifting equipment | Bi-annual |  | N/A |  | N/A | Not Applicable |
| Contractor | LOLER - Passenger Lift Inspection | Bi-annual |  | N/A |  | N/A | Not Applicable |
| Site Supervisor | Playground equipment | Monthly |  | 21.4.23 | Caretaker |  | Visual checks daily/weekly/monthly-Documented weekly in H&S File |
| Contractor | Playground equipment Indoor | Annually |  | 7.7.22 | Sportsafe |  | All necessary follow up work carried out as advised. |
| Contractor | Playground equipment Outdoor | Annually |  | 7.7.22 | Sportsafe |  | All necessary follow up work carried out as advised. |
| Contractor | Roller shutters annual maintenance | Annually |  | 15.12.22 | Door Care & Security |  | BS EN 12635 : 2002 Preventative Maintenance Contract in place |
| Contractor | SICO Dining Table Maintenance | Annually |  | N/A |  | N/A |  |
| Headteacher | Site Specific Risk assessments - 3 examples please | Annually |  |  | Headteacher - ongoing |  | Best practice to review each year/record any changes |
| Contractor | Stage lighting and rigging & AV Systems | Annually |  | 28.4.22 | Torpedo |  |  |
| Contractor | Tree inspections | Annually |  |  |  |  | All necessary follow up work carried out too. |

Physical Inspection – Observations and Recommendations

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|  | **Location** | **Defect** | **Remedy** | **Time Frame** |
| **1** | **Fire Exit Gate Area** | **A desk was impinging a swift escape.** | **Desk to be relocated to the other side of the room.** | **Immediate.** |
| **2** | **Plant Room** | **Leak Detector Spray.** | **Check with Caretaker if there has been a leak and keep the spray in more suitable storage.** | **The spray was removed from the Plant Room.** |
| **3** | **Throughout the Site** | **Displays exceeded 3 metres and did not have the required 1 metre gap between each display.** | **Fire-retardant spray to be used on the displays, as a last resort. Alternatively, in future ensure that displays are compliant.** | **Ongoing.** |
| **4** | **Steps throughout the site** | **Steps had not been highlighted in yellow to show a change in level.** | **Steps need to be painted in yellow on the edges to raise awareness of a change in level.** | **Within 6 weeks.** |
| **5** | **Hall Area** | **Curtains may not be fire-resistant.** | **School to check that the curtains are fire-resistant. If not, fire-retardant spray could be used on them as an interim control.** | **Within 4 weeks.** |
| **6** | **PE Storage Area** | **There was no direct access to the mains switches due to excess clutter.** | **Clutter to be relocated.** | **Within 1 week.** |
| **7** | **Skylights and Flat Roof** | **No fragile roof signs are in place.**  **If a trespasser were to access these spaces and suffers an injury, a claim may have to be paid by the school to the trespasser.** | **Fragile roof signs to be installed at entrances to the school where the skylights and flat roof are present.** | **Immediate.** |

Guidance to school

On reviewing this audit and inspection report, the Head teacher should report to the appropriate committee, which can in-turn report to the school’s governing body.

Referencing the recommendations, the school’s leadership team should put together a prioritised action plan to rectify the identified deficiencies. The plan should set out clear actions, identify task completers and associate target timescales.

Support and guidance are available from the Council’s Health, Safety and Wellbeing team where needed. [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk)

Executive Summary

The school is well presented and well-maintained building; the decoration throughout, both internal and external, is up to date and bright. All areas were very clean and good housekeeping was in place throughout the setting.

During the audit everyone appeared to be open and honest in their responses to questions, irrespective, of whether or, not, they reflected well on the school’s safety performance. The Headteacher has a very positive working relationship with his Team. SLT showed a real interest in the audits preliminary findings taking notes and asking for clarification of points throughout the visit. There are several school council’s, in operation including Protected Characteristics Council, which the school are a leader in inclusion.

It was clear from the tidiness, general cleanliness and happiness of the staff and pupils that this was a school that had a well-developed health, safety, and wellbeing ethos. There were risk assessments in place for most activities and the new Caretaker was making excellent progress in the role, conducting all statutory required checks and being very pro-active with regards to managing the site. He also has an excellent understanding of Legionella. The records shown to the Auditor were exemplary.

The setting benefits from well-appointed and vast grounds, that are very well maintained.

Many areas are available for children to feel calm.

The Sports hall was, large and a PE Equipment Inventory was in place. All classrooms are very spacious.

Two beehives are located on site and the children have been specially trained in the art of beekeeping and wear the appropriate clothing to protect them. Honey is sold at school events by the children and staff. Bees Guidance and a Bees Risk Assessment are in place.

The Staff Room had health, safety, and wellbeing information available for staff. There were tables and chairs for staff to eat their meals in comfort.

The Board Room/Library Area looked, lovely and the recent artwork was very nice and had a message wrapped through it.

Documentation is kept electronically and, the Caretaker also has hard copies of his weekly and monthly checklist documentation. Staff are aware of how to access policies and procedures.

Display Screen Equipment Assessments are completed annually by staff who are working on computers, laptops and, tablets continually for more than one hour at a time. Classroom Checklists have been completed by Teaching staff.

A conversation was had between the Headteacher and the Auditor about designated staff who work on health and safety undertaking some formal health and safety training such as the IOSH Managing Safely Training.

There are some identified observations that require attention and taking account of the recommendations of this report, the school should now look to implement the action plan and designate responsibility for each action to a particular person and indicate the timescale for completion.

Inspection and Audit Action Plan

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| **Item** | **Actions required** | **Time Frame** | **Date Completed** |
| **Photocopier** | Risk Assessment for the Photocopier to be undertaken as the photocopier is new. | 1 week. |  |
| **Health and Safety at Law Poster** | The Health and Safety at work Law Poster to be relocated in the Staff Room. A smaller version of the poster is available on the Health and Safety Executive Website. | 1 week. |  |
| **COSHH Assessments** | Copies of the COSHH Assessments kept on site need to be kept in the Main Office. | 1 week. |  |
| **Plant Room** | Leak Protector Spray was, located in this area. It was removed during the audit and staff will ask if there has been a recent leak. This would need a COSHH Assessment completing if the leak protector were to be used. | Ongoing. |  |
| **Display Work** | Displays throughout the setting were over 3 metres in width and did not have the required 1 metre gap between each display. This is required to comply with the Fire Regulatory Reform Fire Order. As a temporary measure, the displays could be sprayed with an appropriate fire -retardant spray. Keeping the gaps is the preferred option. | 4 weeks to change the displays. |  |
| **Step Edges** | Edging on the steps throughout the site require painting yellow, so, as to alert persons to the changes in levels. | 4 weeks. |  |
| **Curtains in the Hall Area** | The school to check if the curtains are fire-retardant. If not they, should be replaced, or sprayed with fire retardant spray. | 2 weeks. |  |
| **PE Storage Area** | There was no direct access to the back of the cupboard where the main electrics are located, due to the area being too cluttered. The school are currently looking into an alternative area to house this equipment. | Ongoing. |  |
| **Asbestos Management Plan** | The school to check with Stockport Homes if their Asbestos Management Plan is up to date, as some have previously been Asbestos Policies not Asbestos Management Plans. | Immediate. |  |
| **Asbestos Survey** | A Full Asbestos Management Survey needs to be procured through their Facilities Management Company as the last Survey was undertaken prior to the change in Asbestos Regulations in 2012. The school do have Re-inspection surveys on an annual basis. There is limited asbestos on site. | Immediate. |  |
| **Asbestos Register** | Any Contractors who could be accessing areas where asbestos containing materials (ACM’s) are present must sign the Asbestos Register on arrival at the school. | Immediate. |  |
| **Contractors accessing the roof space** | Contractors who access the school’s roof must provide the school with their Risk Assessments and Method Statements (RAMS) for their safe systems of work, due to edge protection on the roof not being in place.  The Caretaker does not access the roof at, any time.  Previously Contractors have requested the assistance from the caretaker to hold their ladders whilst they are carrying out work on the roof. The Contractors should have enough of their own staff to undertake this task. The Caretaker should not assist the Contractor. A Contractor should not work on the roof or the roof space alone. | Immediate. |  |
| **Skylights and Flat Roofs** | Where these are present Fragile Roof Signage must be installed so that persons are aware that it is dangerous to enter the roof or the roof space. They also assist if a would-be trespasser were to try to access the site and fell through the roof or skylight, as, if any injury were to be attained, the would-be trespasser may put in a claim for any injuries they suffered. | Immediate. |  |
| **Legionella Risk Assessment** | Actions from the last Legionella Risk Assessment have still not been addressed by the school’s Facilities Management Team. The school are continually chasing the company. The next Legionella Risk Assessment is due in September 2023. | Ongoing. |  |
| **Legionella Water Temperature Testing** | The school have recently changed their Legionella Management Company through their SLA with Stockport Homes. The contractor who undertakes the monthly water temperatures is using a sheet that only shows one temperature of a cold tap, and not many hot temperatures. There are no descriptors on the contractor sheet. The school are advised to speak to Stockport Homes about this, as, in their current state, would not be sufficient if required in a Court of Law. The company carry out 10% checks on each visit to undertake the monthly water temperatures. They are on site for 13 minutes only according to their records. | Immediate. |  |
| **Legionella Awareness Training** | Legionella Awareness Training is advised for SLT and, also for the Caretaker. | Within 6 weeks to source. |  |
| **Health and Safety Training** | Designated Health and Safety Staff to complete the basic health and safety awareness training that is provided through SMBC Learning Pool. The Caretaker has attended the Site health and safety awareness training recently.  SLT attended the SMBC School Leaders Training. | Within 6 weeks to source. |  |
| **Working at Height Training** | Working at Height Training can be sourced as on-line training. The Caretaker does not access any roofs or their roof spaces. Teaching staff work from height only when erecting their display work. Ladder training should also form part of the working at height training. | Within 2 weeks to source. |  |
| **Documentation** | Documents that are over 5 years old can be archived, except for accident records, which must be retained for 25 years. | Ongoing. |  |
| **Risk Assessments** | Risk Assessment records should be kept for as long as, the particular process or activity that the records refer to is still being performed. | Ongoing. |  |
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