



Health & Safety Audit

of

Example School



handsam

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Address

Example School
Address
Address

Site Visit Date

13/03/2017

Second Site Visit Date

14/03/2017

Type of School

Due to convert to sponsor-led academy on 01/05/2017

Prepared by

Stuart Letley

Score

329/500 - 65.8%

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Disclaimer & Confidentiality

Handsam Ltd believes the information contained within this report to be correct at the time of printing. Handsam Ltd does not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the auditor during the audit process and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

In order to maintain the integrity and credibility of the audit process and to protect the parties involved, it is understood that Handsam Ltd will not divulge to unauthorised persons any information obtained during this audit unless legally obligated to do so.

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Support available from Handsam

Handsam's EdSafe package brings together this Health and Safety Audit and Action Plan with two key online systems – the Quick Guides Library and the Health and Safety Tasklist, which each provide superb resources and solutions to delivering your action plan requirements.

All the information and templates that you need to help you stay compliant can be found in one place with Handsam's Quick Guide Library. Our Quick Guide documents cover topics from manual handling to managing stress; science to P.E.; trips and visits to first aid and medicines; minibuses to asbestos; the latter including an Asbestos Management Plan (GM27) and Asbestos Safety Information Handout (GM23).

You will find our Health and Safety and Safeguarding Briefing Document (GM22) to be a fantastic resource to use at staff meetings as it points to key updates in the education sector that staff need to know, such as changes in areas such as first aid and the Prevent Duty.

Our Guide to School Policies and Other Documents (GOV20) informs schools and academies which policies and documents they need as a statutory requirement and which others they need in order to fulfil their duties and responsibilities, all with corresponding review frequencies. If you have purchased one of our Policy Writing packages then we will be able to supply you with templates for all necessary policies too.

Within the Quick Guides Library, you will also discover an extensive list of core external resources from sector bodies such as the Department for Education (DfE), the Health and Safety Executive (HSE), Information Commissioner's Office (ICO) and Acas, including the guidance Keeping Children Safe in Education, Legionnaires' Disease: A Brief Guide for Dutyholders and Equality and Discrimination: Understand the Basics. Handsam's editorial team keep these, as well as our own guidance documents and templates, up to date so you can always rely on finding the most recent version in the Quick Guides Library, rather than resorting to Google.

Finally, all actions relate to tasks in the Handsam Health and Safety Tasklist, to which you will find attached associated relevant resources from the Quick Guides, so as the tasks appear you will not only be able to deliver the necessary tasks but you will also have the resources immediately to hand.

The EdSafe Audit Process

Compliance Rating Levels for Responses

Each question within this audit is rated as either being:

Compliant: No further action will be required.

Partly Compliant: This means that the school has addressed compliance to some extent, but there is still more to do or an improvement could be made. A recommendation will be provided to help achieve compliance.

Non Compliant: A recommendation will be provided to help achieve full compliance. It is possible that more than one recommendation will be given.

Where the assessor has answered 'N/A' this means either "Not Applicable" or "Not Assessed" and the answer will not count towards the score.

Priority Rating Levels for Recommendations

Where recommendations are provided, the improvement plan is divided into three levels of priority. These are:

Priority: Low. The action could be an 'enhancement' that the school might wish to consider or else something that the school could address in the longer term.

Priority: Medium. The recommendation is based upon a level of good practice that would be expected of the school to discharge its duty of care in the medium term.

Priority: High. The recommendation is either based upon a statutory requirement or else has been made in order to avoid immediate danger posed by a hazard.

Audit Scores

The score charts employ a RAG-Rating system based upon the following bands:

0 to 49% is coloured red.

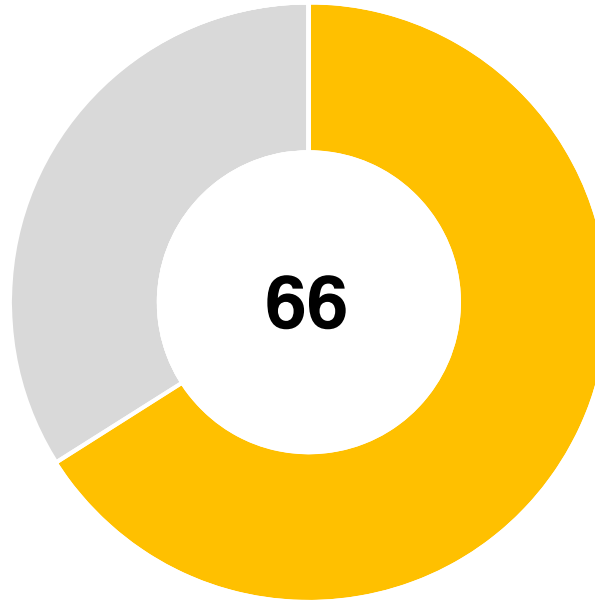
50 to 79% is coloured amber.

80%+ is coloured green.

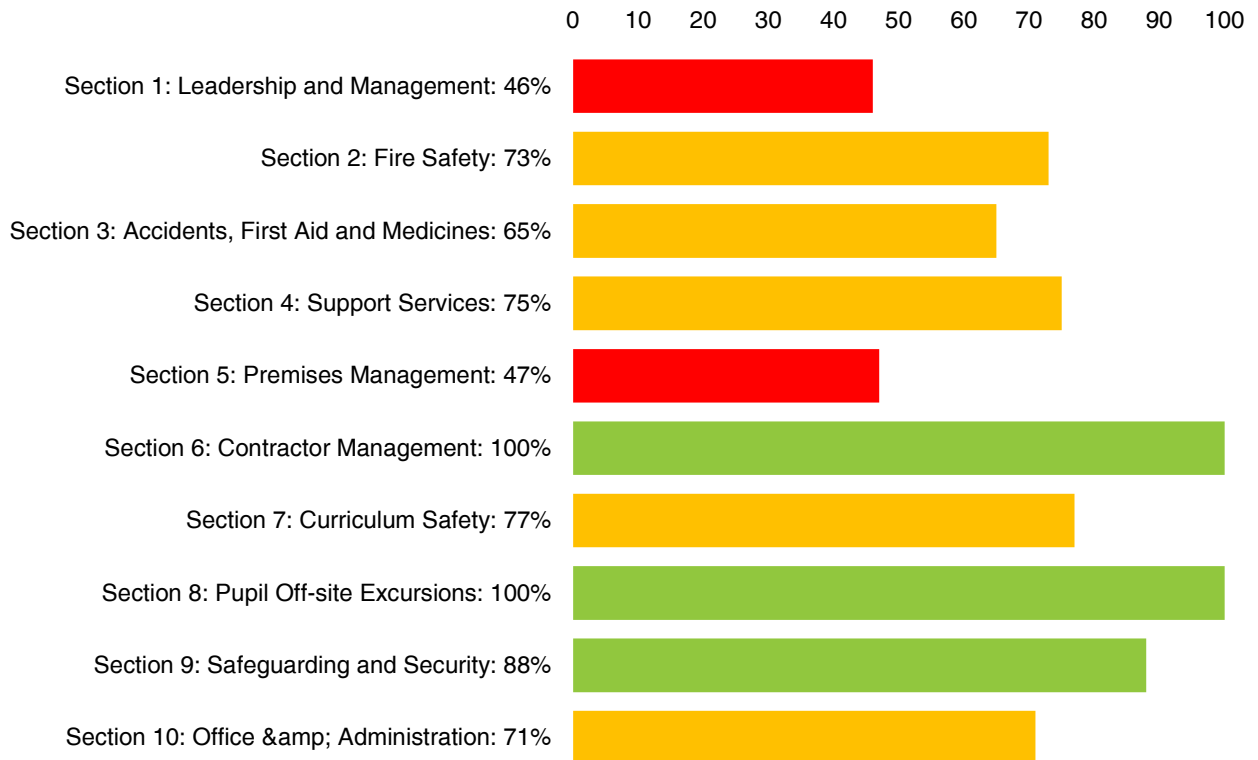
Audit Scores

Summary of Top Level Scores

Your overall audit percentage score was:

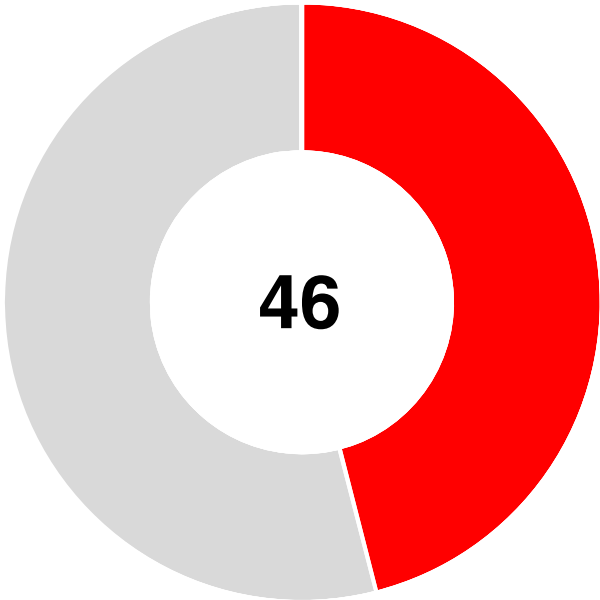


The breakdown of the main section scores was as follows:

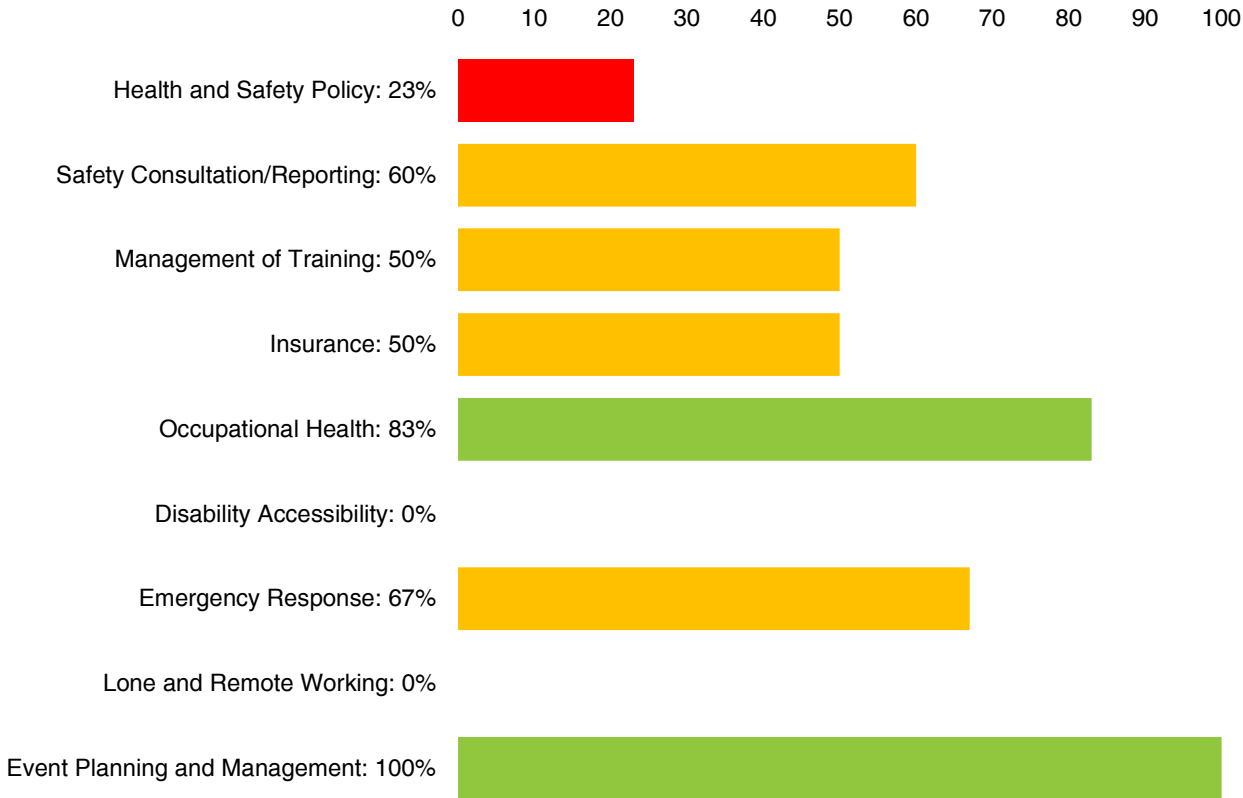


Section 1: Leadership and Management

Your section score was:

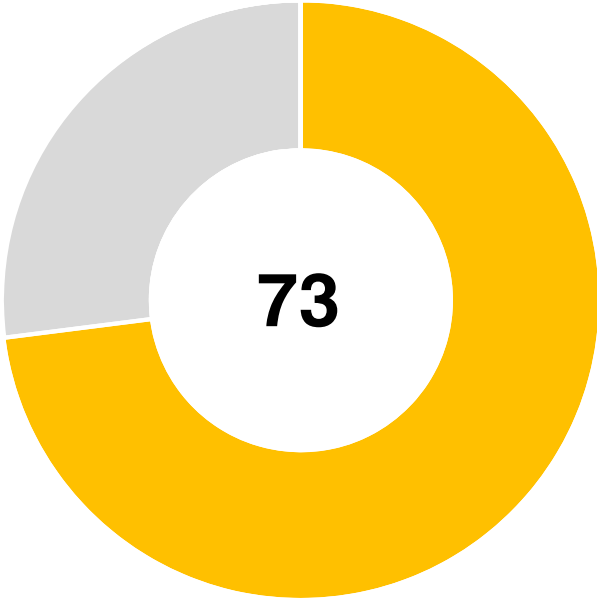


The breakdown of scores in this section was as follows:

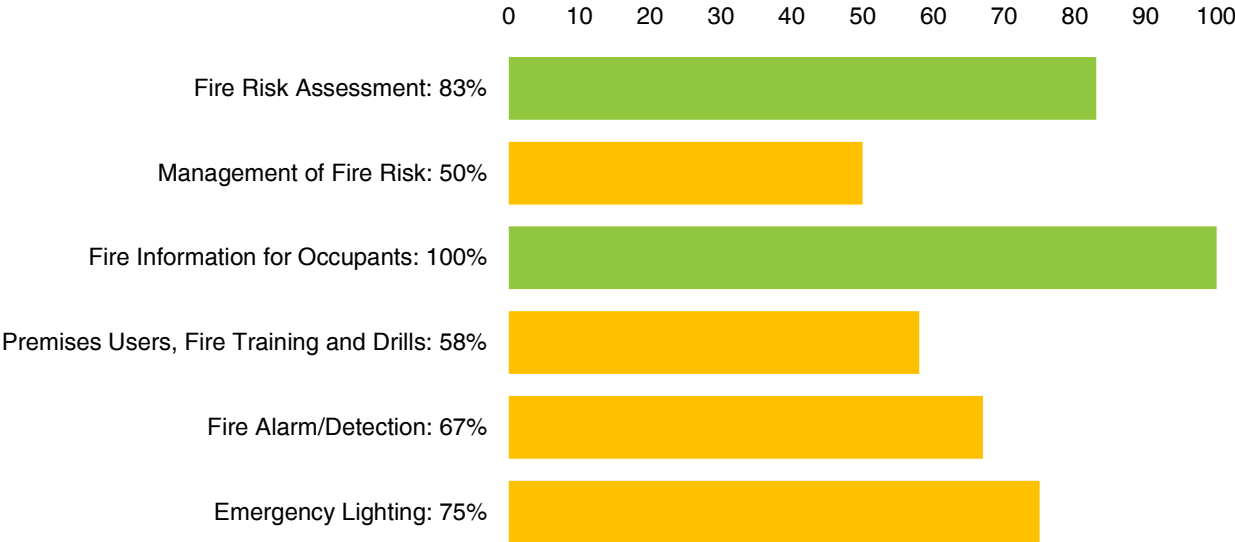


Section 2: Fire Safety

Your Section Score was:

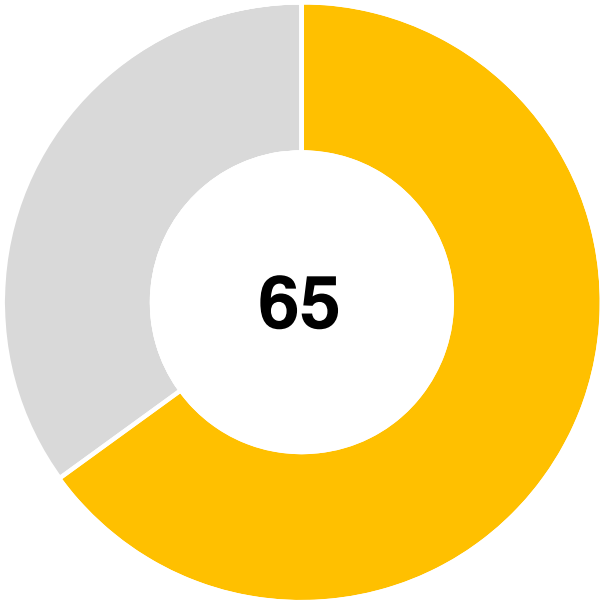


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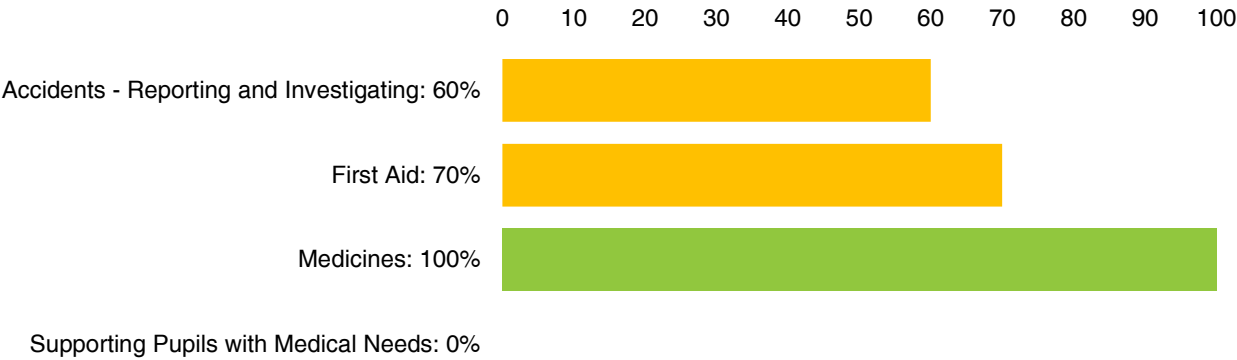


Section 3: First Aid, Accidents and Medicines

Your section score was:

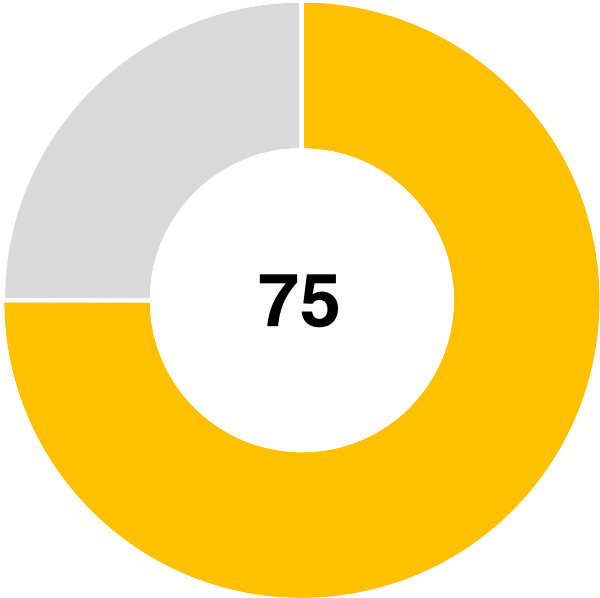


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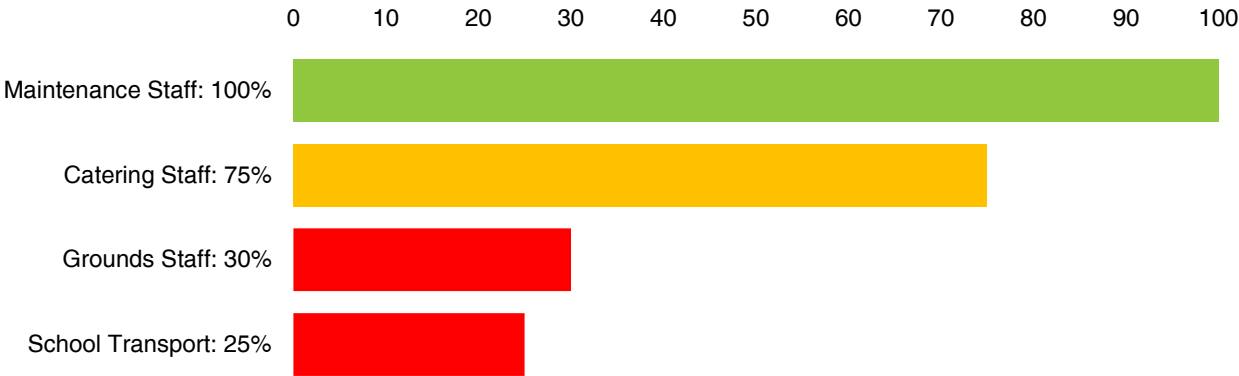


Section 4: Support Services

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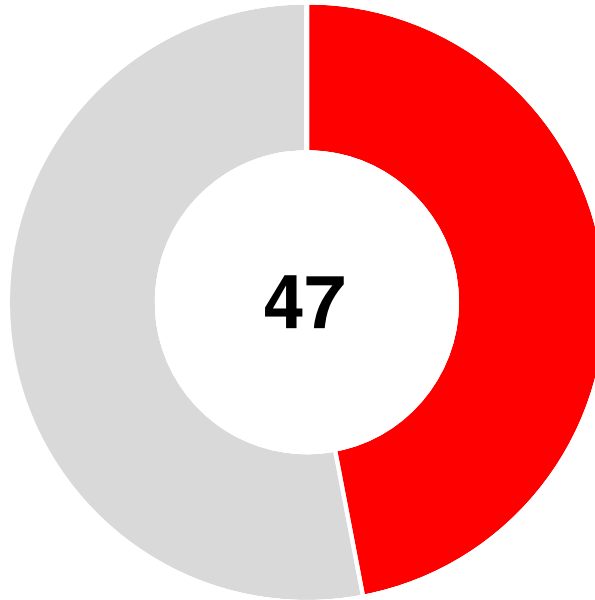


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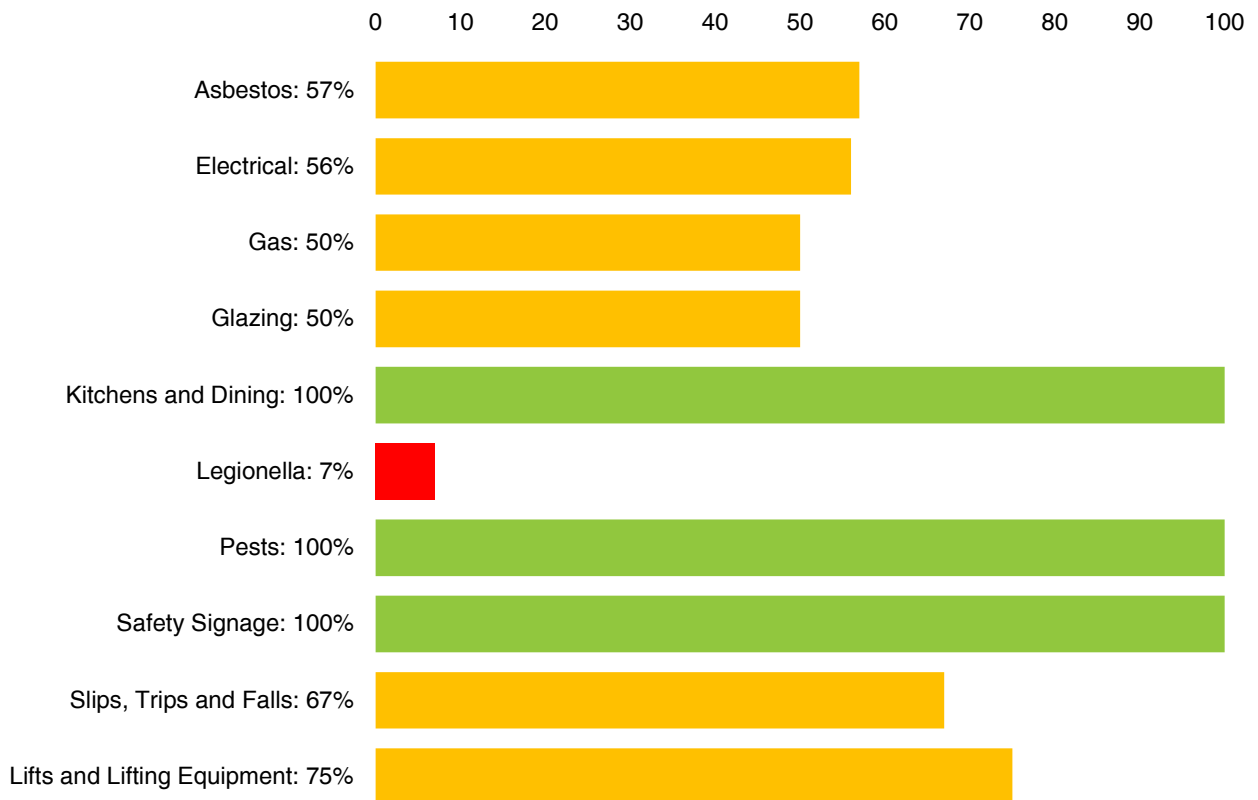


Section 5: Premises Management

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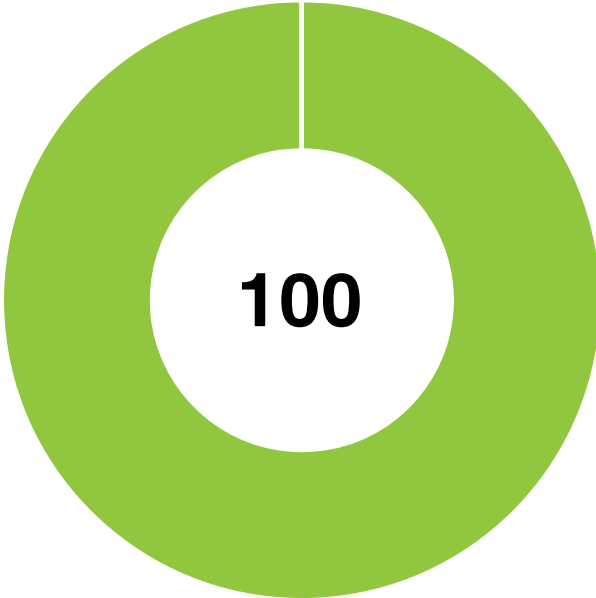


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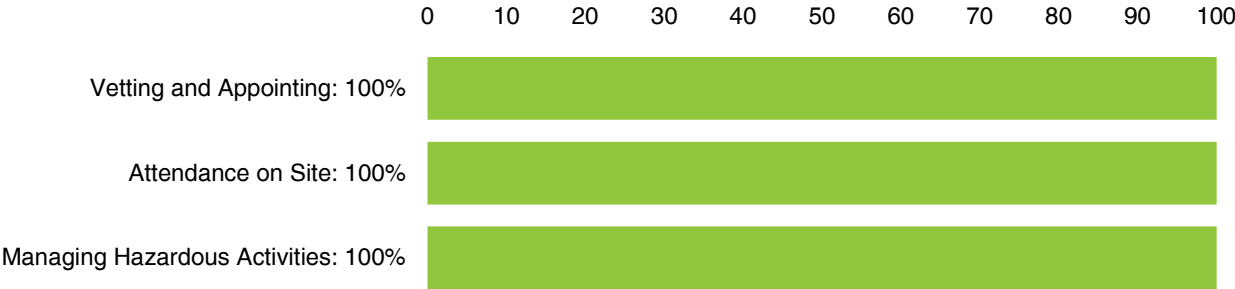


Section 6: Contractor Management

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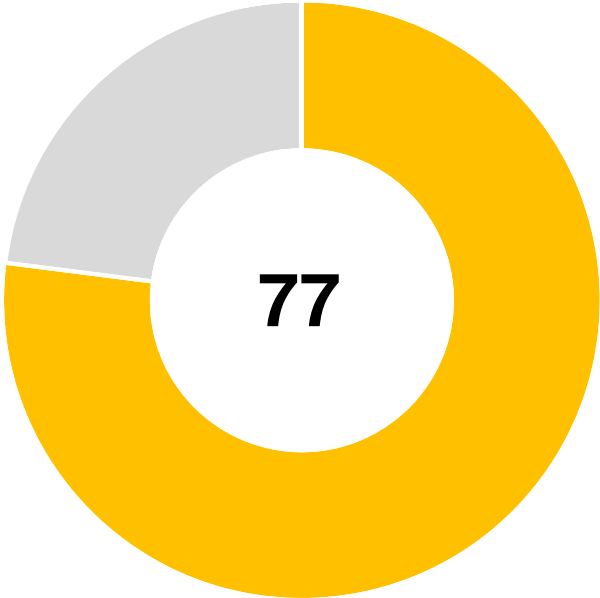


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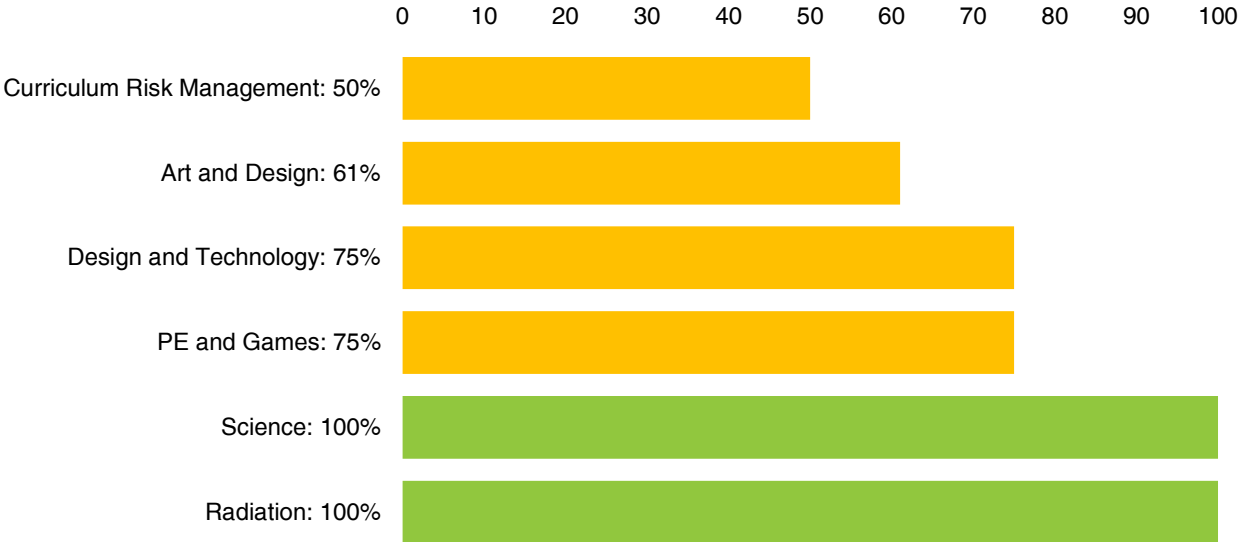


Section 7: Curriculum Safety

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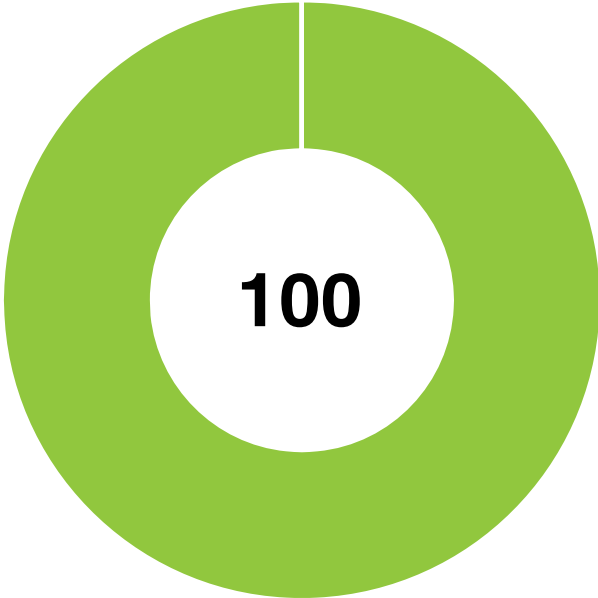


The breakdown of scores in this section was as follows:



Section 8: Off-site Excursions

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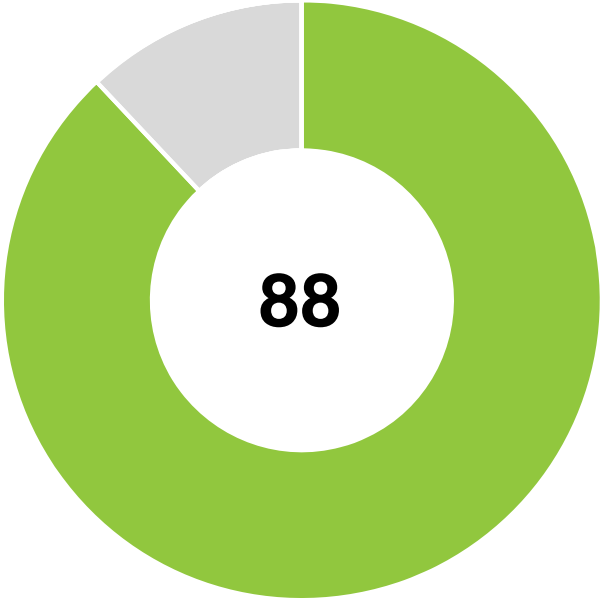


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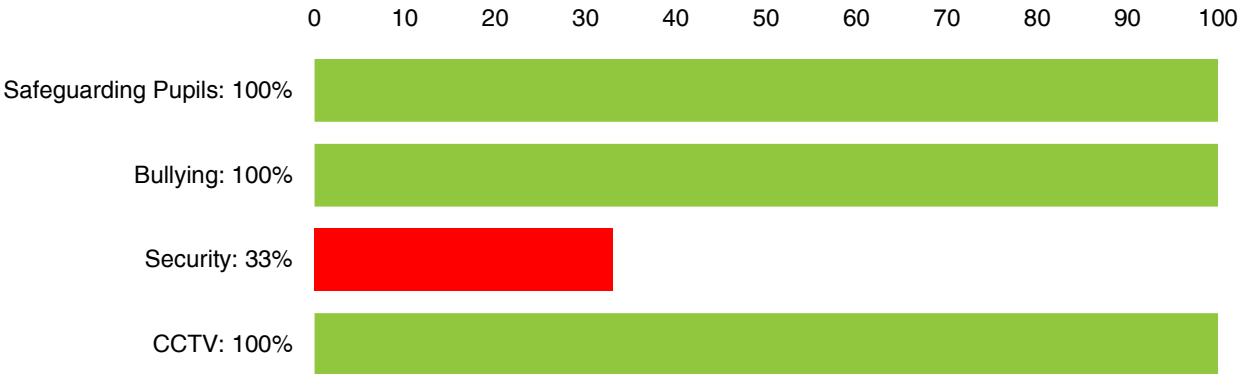


Section 9: Safeguarding and Security

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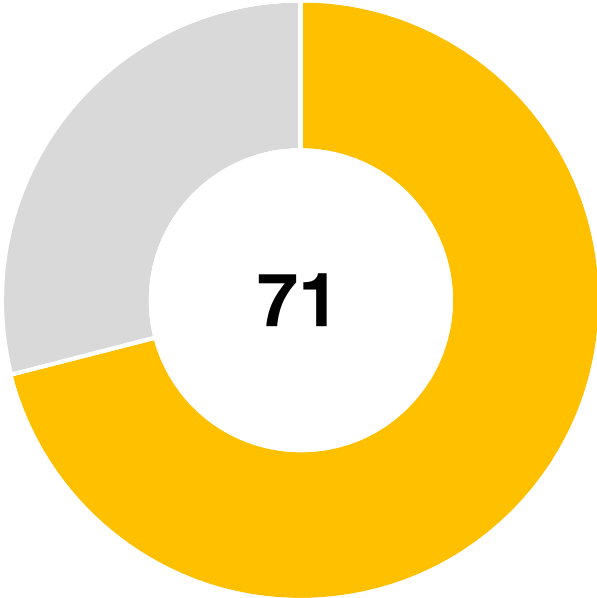


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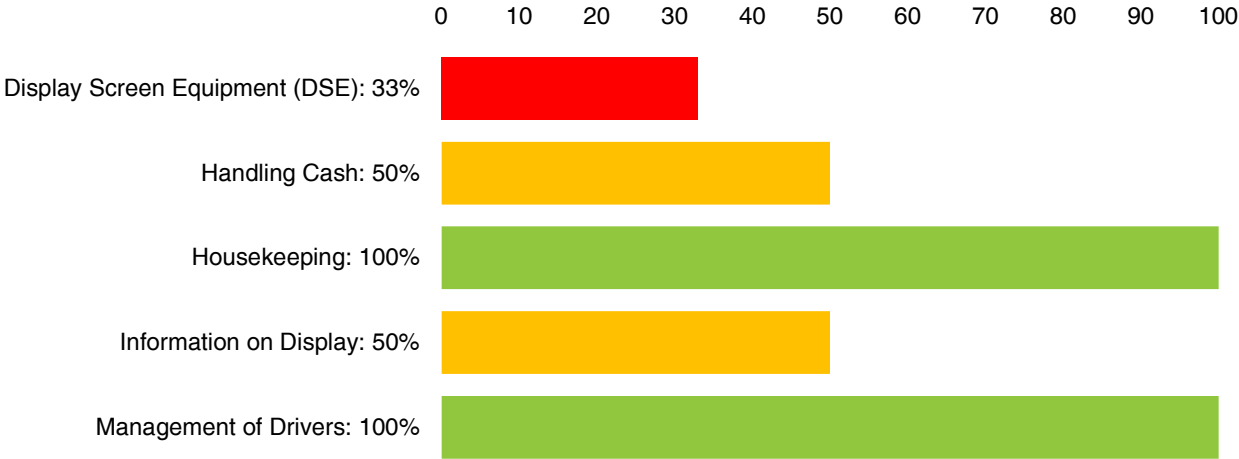


Section 10: Office and Administration

Your section score was:



The breakdown of scores in this section was as follows:



The Audit

Section 1: Leadership & Management



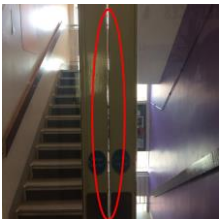





Question	Compliance	Details
Health & Safety Policy		
Is there a suitable and sufficient health and safety policy that matches the school's specific risks?	Partly Compliant	Most policies are taken from Birmingham City Council templates.
Is the policy signed and dated?	Non Compliant	
Has the policy been reviewed within the last 12 months?	Non Compliant	
Safety Consultation/Reporting		
Do governors have a suitable means to check health and safety standards?	Non Compliant	The school has been in special measures for around three years and there is now an Interim Executive Board in place.
Is there a practical means to consult staff with regard to health and safety issues?	Partly Compliant	There is a weekly meeting between Example School and the Site Team (Acme). Safety is a standing item in this meeting. This is obviously premises-related. John Smith acts as the manager of safety within the school.
Does the school have a means to access competent health and safety advice?	Fully Compliant	The school has been under BCC until now and they now play more of an advisory role rather than a proactive role. There is a competent help available, but there is no resource available for any more than that. Handsam will provide this service under the new Trust arrangement.
Is there a practical system for reporting safety and/or premises issues?	Fully Compliant	
Is there a system of proactive safety checks of the school on a periodic basis?	Partly Compliant	John Smith will conduct periodic walk arounds. There are some checks conducted by Acme but their position (as a PFI contractor) doesn't lend itself to proactivity and the school is very dissatisfied with the service that is being provided.
Management of Training		
Is there a means to see an overview of what training has been delivered (and when and for whom) and what needs to be planned over time?	Partly Compliant	
Is there an induction training programme which includes health and safety issues?	Fully Compliant	
Have senior leaders and managers received safety training to help them discharge their duties?	Non Compliant	John has received a range of training in safety management. There has not been any safety training for the senior leadership team.

Have all staff received health and safety awareness training?	Partly Compliant	There is a struggle to get safety training on INSET days as there is a strong focus on teaching and learning as the school is in special measures.
Insurance		
Is there appropriate, up to date insurance and a system to ensure that it is renewed prior to lapsing?	Fully Compliant	
Is the current version of the employers' liability insurance certificate displayed prominently?	Non Compliant	
Occupational Health		
Does the school have access to professional occupational health advice?	Fully Compliant	This is currently via BCC.
Has the school considered the risk posed by stress to members of staff?	Partly Compliant	The school has been on a journey from special measures (which it has been in for around 3 years) and around 18 months ago the Head and the School Business Manager took early retirement. There has been an embedded issue with stress and low morale and, anecdotally, this has been improved greatly since these appointments.
Is there a suitable system for undertaking new or expectant mother risk assessments?	Fully Compliant	Sue would pick up on this and a risk assessment would be done.
Does the school have a suitable voice care policy?	N/A	
Disability Accessibility		
Has a survey regarding disability accessibility of the school been undertaken?	Non Compliant	
Does the school have a disability accessibility policy?	Non Compliant	John is currently looking at this and is on his agenda to do.
Emergency Response		
Does the school have suitable and sufficient emergency response plans?	Fully Compliant	
Do the plans consider business continuity?	Fully Compliant	
Have the emergency response plans been tested?	Non Compliant	
Lone & Remote Working		
Have lone working risks been identified and assessed?	Non Compliant	
Is there a lone working policy?	Non Compliant	

Event Planning & Management

Is there evidence to show that in-school events (such as sports days, open evenings and theatrical events) are well-planned and risk assessed in advance?	Fully Compliant	
Do the plans consider the impact on the management of fire risk?	Fully Compliant	
Do the plans ensure that there are appropriate ratios of first aid trained personnel?	Fully Compliant	

Section 2: Fire Safety

Question	Compliance	Details
Fire Risk Assessment		
Is there a current suitable and sufficient fire risk assessment of the whole school?	Fully Compliant	
Is there evidence that the recommendations of the fire risk assessment are being addressed?	Partly Compliant	
Management of Fire Risk		
Does the school have an emergency grab bag in a convenient location?	Non Compliant	
Is there a suitable, defined fire assembly point (or points)?	Fully Compliant	
Are fire doors managed such that they would prevent the spread of fire and smoke to permit safe evacuation?	Non Compliant	The Site Team conduct fire door checks. Each fire door is uniquely numbered. In theory, if a door is damaged then it is flagged as a job and costed.
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Plate 1</p> </div> <div style="text-align: center;">  <p>Plate 2</p> </div> <div style="text-align: center;">  <p>Plate 3</p> </div> <div style="text-align: center;">  <p>Plate 4</p> </div> <div style="text-align: center;">  <p>Plate 5</p> </div> </div>		
Would fire appliances be able to access the site in the event of an emergency both during and out of normal school hours?	Fully Compliant	
Are fire-fighting appliances (such as extinguishers and hose reels) being checked and maintained at an appropriate frequency?	Partly Compliant	EDSB conduct these checks.
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Plate 6</p> </div> <div style="text-align: center;">  <p>Plate 7</p> </div> <div style="text-align: center;">  <p>Plate 8</p> </div> </div>		
Is lightning protection inspected and tested annually by a competent person?	N/A	There is no lightning protection on any of the buildings. There is a four storey tower, which is unprotected. This was identified as part of the fire risk assessment.

Fire Information for Occupants		
Does fire and escape signage appear to be sufficient and compliant?	Fully Compliant	
Are staff aware of the emergency evacuation procedure?	Fully Compliant	
Premises Users, Fire Training & Drills		
Have fire marshals received training in their duties?	Fully Compliant	
Have all staff received fire safety awareness training?	Non Compliant	
Are visitors made aware of what to do in the event of an evacuation?	Non Compliant	The auditor was not provided with any information.
Are there systems in place to manage the risk presented by disabled staff, pupils or visitors in the event of an evacuation?	Partly Compliant	This is thought about according to John, but there is no formal, documented PEEP system.
Is there evidence of regular emergency evacuation drills taking place?	Fully Compliant	
Is there a means to account for every occupant after an emergency evacuation? (Including visitors and contractors).	Fully Compliant	
Fire Alarm/Detection		
Is the fire alarm system tested from a different call point each week?	Fully Compliant	This is tested by Acme and is recorded on a spreadsheet which is uploaded onto e-Log Books (from Cambridge). The system covers three main areas - Science, Central and Kenrick. Kenrick houses both Example School and a special school (which will not be a part of the Trust). Therefore, there is an intention to remove Example School elements from Kenrick and to have it as a separate school. If the alarm goes off in Central or Science, there is a five minute delay to the system going off in Kenrick.
Are the fire detection heads being tested periodically?	Partly Compliant	This is maintained by Cambridge who sub the work to EDSB. The records are not available to be viewed on site as the Site Manager does not have access to the online records and neither does anyone from the Trust as yet.
Is the fire alarm and detection system being maintained at appropriate intervals by a competent person?	Partly Compliant	This is maintained by Cambridge who sub the work to EDSB. The records are not available to be viewed on site as the Site Manager does not have access to the online records and neither does anyone from the Trust as yet.

Emergency Lighting

Is the emergency lighting tested on appropriate timescales?	Fully Compliant	Flick tests are conducted by the Site Team once per month.
Is the emergency lighting maintained to BS5266 standards by a competent person?	Partly Compliant	This is maintained by Cambridge. The records are not available to be viewed on site as the Site Manager does not have access to the online records and neither does anyone from the Trust as yet.

Section 3: Accidents, First Aid & Medicines

Question	Compliance	Details
Accidents - Reporting & Investigating		
Are there sufficient numbers of accident books available to staff?	Fully Compliant	Student Services record accidents.
Is there a system that means any notifiable incidents or accidents are reported under RIDDOR?	Fully Compliant	John Smith would do this.
Would staff think to report 'near-misses'?	Partly Compliant	Theoretically these would be reported, but in reality they may well not be.
Is there a means to determine which accidents should be investigated?	Partly Compliant	There is no mechanism as such. There are events that would trigger the school to investigate and act.
Is there a culture of investigating accidents and learning lessons from statistics?	Non Compliant	
First Aid		
Is there a suitable designated location where sick or injured pupils can be looked after?	Fully Compliant	This is in Student Services.
Is there an appropriate number of staff trained in first aid to the correct levels?	Partly Compliant	This would be organised by the Finance Team. There is no formal assessment of what levels of cover are needed in different buildings or at different times.
Is there a system which allows anyone to summon the nearest first aider?	Fully Compliant	
Is there an allocated person who checks first aid supplies and keeps them topped up?	Fully Compliant	John Smith periodically asks if kits need to be topped up.
Does the school have a defibrillator?	Non Compliant	
Medicines		
Are medicines kept secure and labelled appropriately?	Fully Compliant	
Is there a means to dispose of sharps safely?	Fully Compliant	
Supporting Pupils with Medical Needs		
Is there a robust policy with regard to supporting pupils with medical needs, which includes the storage and administration of medicines?	Non Compliant	This was not established during the audit.

Section 4: Support Services

Question	Compliance	Details
Maintenance Staff		
Are there suitable and sufficient risk assessments for maintenance activities? (Consider risks such as COSHH, hand tools, working at height, noise, lone working)	Fully Compliant	
Are they reviewed periodically?	Fully Compliant	
Have staff received suitable hazardous chemical training (COSHH)?	Fully Compliant	
Are chemicals kept safely and securely?	Fully Compliant	
Are there up to date material safety data sheets for all chemicals used?	Fully Compliant	
Have staff received suitable working at height training?	Fully Compliant	
Have staff received suitable manual handling training?	Fully Compliant	
Do staff have access to equipment such as trolleys or sack barrows to reduce manual handling risks?	Fully Compliant	
Do staff have access to adequate personal protective equipment?	Fully Compliant	
Is there a register of ladders and a regime of inspections which is recorded?	Fully Compliant	
Is the scaffold tower subject to periodic inspection by a competent person?	N/A	
Are staff PASMA trained to erect and use a scaffold tower?	Fully Compliant	Acme staff are all PASMA trained. If scaffolding is required, then one of the central facilities managers from Acme will bring it out to the site.
Are tools and machinery used by maintenance staff subject to periodic inspection?	Fully Compliant	
Do all fixed machines have visible and accessible emergency stops?	N/A	
Do tools and machines have adequate guards fitted?	N/A	
Are local exhaust ventilation systems subject to a check and thorough examination by a competent person at least once every 14 months?	N/A	






Are the work spaces provided for maintenance staff being safely managed?	Fully Compliant	
Catering Staff		
Who provides the catering service?	The service is operated in-house.	
Are there suitable and sufficient risk assessments for the activities undertaken in the kitchen and dining areas?	Non Compliant	There are no risk assessments at all.
Is there an up to date, robust food safety management system?	Non Compliant	There is no food safety management system. It looks like they have used Safer Food, Better Business in the past but the management has no knowledge of management systems.
Is there a suitable and robust system for the management food allergies?	Fully Compliant	
Are spillages well managed?	Fully Compliant	
Are arrangements (such as for queuing) safe and sufficient for the numbers of pupils?	Fully Compliant	
Grounds Staff		
Are there suitable and sufficient risk assessments for grounds maintenance activities? (Consider risks such as COSHH, machinery, working at height, noise, lone working)	Non Compliant	This is managed via Acme and is subcontracted to Benchmark. It is understood that Benchmark have to supply their own risk assessments. These were not available to view, however, as it is a new contract and they have not yet come through.
Do staff have access to adequate personal protective equipment?	Fully Compliant	
Are grounds staff provided with hats and sunscreen for the summer?	N/A	
Have staff received suitable hazardous chemical training (COSHH)?	N/A	
Are chemicals kept safely and securely?	N/A	
Are there up to date material safety data sheets for all chemicals used?	N/A	
Have staff received suitable manual handling training?	N/A	
Is petrol stored safely?	N/A	
Have any hazards associated with the overturning of equipment been adequately addressed?	Non Compliant	There are areas where overturning could be an issue and so this will need to be subject to risk assessment.
Has a recent tree condition survey been undertaken?	Partly Compliant	Benchmark now manage the trees and it is understood that there has been a condition survey, but this is not available to view.
Have the recommendations of the tree condition survey been undertaken?	Non Compliant	There is no evidence to this effect.

School Transport

Are school vehicles inspected and maintained at appropriate intervals?	Partly Compliant	There are two school minibuses. John has said that the vehicles are quite old and are sent for inspection every 6 weeks. However, documentary evidence was not seen on the day of the audit.
Is there a pre-use checklist for school vehicles and is it being used successfully?	Non Compliant	Evidence not seen.

Section 5: Premises Management

Question	Compliance	Details
Asbestos		
Does the school have any buildings of an age that could potentially contain asbestos containing materials (ACMs)? If the answer is 'No', then no further questions will be asked in this category.	Yes	
Is there an asbestos register of all relevant buildings?	Fully Compliant	There is a full management survey that was conducted by Environmental Essentials Ltd in November 2014. There is a re-inspection survey from October 2016 that was conducted by European Asbestos Services.
Is the asbestos register being kept up to date if changes to the fabric are made?	Fully Compliant	
Is there a practical asbestos management plan that is bespoke to the school?	Non Compliant	
Is the condition of known asbestos containing materials (ACMs) checked periodically?	Partly Compliant	Annual condition checks are being undertaken. However, these are commissioned by Acme and the report contains actions (such as 'remove' or label and manage'). These reports do not appear to have been shared and therefore the actions are not being addressed. This means the asbestos that has been identified as requiring removal in the boiler room is still in situ. The risk is being managed via a risk assessment that prohibits access to everyone except in permitted circumstances wearing the correct RPE and overalls.
Is there a nominated responsible person for the management of ACMs in the school?	Non Compliant	
Have staff that may disturb ACMs had asbestos awareness training?	Fully Compliant	
Is there an effective method for ensuring staff and contractors are aware of the locations of ACMs that they might encounter?	Fully Compliant	There is a robust permit to work system and contractors must sign to say they have read the asbestos register.
Electrical		
Is the electrical installation tested in accordance with BS7671 on an appropriate timescale, by a competent person?	Partly Compliant	It appears that fixed wire testing is happening on a rolling programme, with the system being part tested every year. There is no paperwork to show this, other than stickers on the distribution boards (as the school cannot access the inspections on the Cambridge system).

<p>Have high priority recommendations from the electrical installation test been addressed?</p>	<p>Non Compliant</p>	<p>Apparently, remedials are costed up by Cambridge and these are passed to the school via Acme. The school will sign them off. This cannot be marked as part or fully compliant as no evidence was seen. The Trust does not have any means of identifying the liability that it is taking on in terms of remedial work to ensure the system is compliant and safe as there is no visibility on the system.</p>
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Plate 9</p> </div> <div style="text-align: center;">  <p>Plate 10</p> </div> <div style="text-align: center;">  <p>Plate 11</p> </div> </div>		
<p>Are portable electrical appliances part of an inspection and test regime?</p>	<p>Fully Compliant</p>	<p>PHS are contacted to do this via Cambridge.</p>
<p>Is there a culture of damaged electrical items being reported immediately by staff and taken out of service?</p>	<p>Fully Compliant</p>	
<p>Gas</p>		
<p>Are all gas appliances subject to statutory test and inspection by a Gas Safe registered engineer on an appropriate timescale?</p>	<p>Partly Compliant</p>	<p>All gas appliances are serviced and maintained by Cambridge and so evidence was not available to view. This includes the gas plant and gas cookers in the kitchen.</p>
<p>Are gas appliances subject to planned preventative maintenance by a Gas Safe registered engineer on an appropriate timescale?</p>	<p>Partly Compliant</p>	<p>As above.</p>
<p>Glazing</p>		
<p>Is there evidence that risks from glazing are being identified and managed?</p>	<p>Non Compliant</p>	<p>The school has lots of old crittall windows and single glazed panes. Some appear to be unlaminated and, whilst some are covered in a protective film, others are not. There is a need to conduct a glazing survey.</p>
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Plate 12</p> </div> <div style="text-align: center;">  <p>Plate 13</p> </div> </div>		

Are windows above the ground floor restricted or otherwise protected to prevent falls?	Fully Compliant	
Kitchens and Dining		
Does the kitchen have suitable mechanical extraction?	Fully Compliant	The extraction is high quality and includes a fire suppression system.
Is the extraction canopy and ductwork subject to a periodic deep clean?	Fully Compliant	Historically, this has been done by Acme who engaged a contractor directly. Brian will take this over and will speak with Kelly about this.
Is the kitchen extraction system interlocked with the gas supply?	Fully Compliant	
Does the kitchen have emergency isolation buttons for gas and electricity?	Fully Compliant	
Legionella		
Is there a current, suitable and sufficient legionella risk assessment?	Non Compliant	Not available on site.
Is there a bespoke written scheme of test, maintenance and examination of water systems within the school?	Non Compliant	
Is there a formally nominated person to manage and oversee legionella management within the school?	Non Compliant	
Are water temperatures checked on an appropriate timescale and action taken promptly for out of range results?	Fully Compliant	The Site Team undertake the sentinel temperature checks. If there are out of range temperatures then these are flagged to Acme who will get a contractor in and any costs are flagged to the school.
Is there a range of appropriate measures in place to mitigate the risk of legionella proliferation within the school's water system?	Non Compliant	This cannot be ascertained as the risk assessment is not available.
Pests		
Is there evidence that pests and vermin are adequately controlled?	Fully Compliant	This is provided by Acme who use Rentokil (on a 'Lite' contract).
Safety Signage		
Is there adequate safety signage around the school?	Fully Compliant	

Slips, Trips & Falls

Are slip and trip hazards well-controlled around the premises?

Partly Compliant

The extension lead wires in the kitchen present a tripping hazard.



Plate 14

Are falls from height (such as from staircases or landings) adequately mitigated?

Partly Compliant

The staircase in the Tower warrants a risk assessment to see if further mitigation is needed to prevent falls or items being dropped. There is no means to stop pupils from sliding on the banisters.



Plate 15

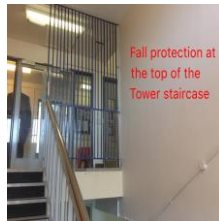


Plate 16

Is the circulation of pupils around the school well-planned and executed?

Fully Compliant

Circulation seems well planned and there are covered walkways between buildings to shelter pupils.

Lifts & Lifting Equipment

Is there evidence that lifts and lifting equipment are tested and examined by a competent person at an appropriate frequency?

Fully Compliant

There are four passenger lifts (three of which are platform lifts). One is currently out of service.

Only staff are allowed access to the main passenger lift. One student is granted access due to mobility issues.

British Engineering Services do the statutory inspections and this will pass to Zurich when the Trust takes over.

Are lifts and/or lifting equipment subject to planned preventative maintenance?

Partly Compliant

This is conducted by Cambridge, but records were not available.

Sports & Recreation Facilities

Is PE and gym equipment inspected and maintained periodically?

Fully Compliant

The school is responsible for this and they engage SportsSafe for this.

Are in-house checks of PE and gym equipment carried out regularly?

Partly Compliant


Not documented.

Is playground equipment inspected by a competent person at least annually?	N/A	
Are in-house checks of playground equipment carried out regularly?	N/A	
Traffic Movement		
Has a vehicle/pedestrian risk assessment been carried out?	Non Compliant	
Is it clear where vehicles and pedestrians should go when they arrive on site?	Partly Compliant	There is a lack of signage at the front of the school, from the road to show where visitors should go. Once vehicles have pulled off the road, signage can be seen.
Do roadways on school premises have speed limit signage?	Non Compliant	
Is there adequate control of vehicle speeds on site?	Non Compliant	
Are risks to pedestrians outside of the school premises (during drop off and pick up) adequately controlled?	N/A	Not assessed during the audit.

Section 6: Contractor Management

Question	Compliance	Details
Vetting and Appointing		
Does the school operate a robust system to vet contractors before they are appointed to work for the school (maintaining an approved list)?	Fully Compliant	Acme conduct due diligence on subcontractors and there is an approved list of companies that the Site Team can use. The school does not engage contractors directly.
Attendance on Site		
Is it clear to whom contractors should report when they attend site?	Fully Compliant	
Are contractors required to sign in and out from the site?	Fully Compliant	
Are contract personnel who visit the school asked if they are aware of the relevant risk assessments and method statements for the work they are to undertake?	Fully Compliant	
Managing Hazardous Activities		
Is there a formal permit to work system for higher risk work?	Fully Compliant	This is operated by Acme. There are permits for asbestos, working on roofs and confined spaces. All contractors must sign a permission to work slip.
Is the culture such that contractors seen to be working unsafely are asked to stop work immediately?	Fully Compliant	

Section 7: Curriculum Safety

Question	Compliance	Details
Curriculum Risk Management		
Are there suitable and sufficient risk assessments for curriculum based activities?	Partly Compliant	There are some risk assessments, but there are also gaps. For instance, PE would be an example where there is no knowledge of the assessments.
Are they reviewed periodically?	Non Compliant	
Are academic staff actively involved in the risk assessment process?	Partly Compliant	
Have academic staff had any form of risk assessment training?	Partly Compliant	Some key staff have been trained - such as John Smith. But, generally, there is no training programme.
Is the approach to risk sensible and proportionate?	Fully Compliant	
Art and Design		
Are there suitable and sufficient risk assessments for Art activities? (This will include COSHH assessments).	Partly Compliant	CLEAPSS generics only.
Are they reviewed periodically?	Non Compliant	
Have staff had suitable training in the management of risks in this department?	Fully Compliant	
Do lesson plans consider safety and the management of risk concerning staff and students?	Fully Compliant	
Are chemicals kept safely and securely?	Fully Compliant	
Are there up to date material safety data sheets for all chemicals used?	Fully Compliant	
Is the kiln on a suitable service and maintenance schedule?	Non Compliant	Live wire exposed.
 <p style="text-align: center; color: #92d050;">Plate 17</p>		
Is the kiln located safely?	Fully Compliant	
Is there a suitable fire detection proximate to the kiln?	Non Compliant	

Design & Technology		
Are there suitable and sufficient risk assessments for Design & Technology activities? (Consider machinery, COSHH and noise).	Partly Compliant	CLEAPSS generics only.
Are they reviewed periodically?	Non Compliant	
Have staff had suitable training in the management of risks in this department?	Fully Compliant	
Do lesson plans consider safety and the management of risk concerning staff and students and how to give practical risk information to pupils?	Fully Compliant	
Does the school have a subscription to CLEAPSS and/or DATA for competent information?	Partly Compliant	This is available but the department does not has access.
Are there suitable electric shut-off points around the workshop which are free from obstructions and which can be locked off?	Partly Compliant	These are available but are not being used.
Do all fixed machines have visible and accessible emergency stops?	Fully Compliant	
Do all machines have adequate guards fitted?	Fully Compliant	
Is all equipment and machinery subject to a suitable inspection and maintenance programme?	Fully Compliant	
Is the extraction system checked and thoroughly examined by a competent person at least every 14 months?	Fully Compliant	
Is there evidence to suggest that the sweeping up of dust is avoided in favour of using HEPA vacuum ?	Non Compliant	Dust is swept.
Are chemicals kept safely and securely?	Fully Compliant	
Are there up to date material safety data sheets for all chemicals used?	Fully Compliant	
Are there sufficient numbers of goggles and ear defenders available for all pupils?	Fully Compliant	
PE and Games		
Are there suitable and sufficient risk assessments for PE activities?	Non Compliant	
Have academic staff had suitable training in the management of risks within their control?	Fully Compliant	
Do lesson plans consider safety and the management of risk concerning staff and students?	Fully Compliant	


Are gum shields worn for contact sports such as rugby and hockey?	N/A	
Is there a robust policy with regard to concussion injuries?	N/A	
Are gymnastics taught using a progression-based approach to risk?	Fully Compliant	
Science		
Are there suitable and sufficient risk assessments for Science activities?	Fully Compliant	
Are they reviewed periodically?	Fully Compliant	
Have academic staff had suitable training in the management of risks within their control?	Fully Compliant	
Do lesson plans consider safety and the management of risk concerning staff and students and how to give practical risk information to pupils?	Fully Compliant	
Does the school have a subscription to CLEAPSS for competent information?	Fully Compliant	
Are chemicals kept safely and securely?	Fully Compliant	
Are there up to date material safety data sheets for all chemicals used?	Fully Compliant	
Is there an adequate spill response kit and procedure?	Fully Compliant	
Are there sufficient numbers of goggles and lab coats available for all pupils?	Fully Compliant	
Are fume cupboards checked and thoroughly examined by a competent person at least once every 14 months?	Fully Compliant	British Engineering Services do the statutory inspections and Acme conduct the servicing and maintenance.
Are there suitable gas and/or electric shut-off points around the workshop which are free from obstructions and which can be locked off?	Fully Compliant	
Radiation		
Is there a named and trained radiation protection officer and are suitable procedures in place?	Fully Compliant	This is via a local provider.
Does the school have an appointed radiation protection advisor for competent advice?	Fully Compliant	This is CLEAPSS.

Section 8: Pupil Off-site Excursions

Question	Compliance	Details
Educational Visits		
Is there a nominated EVC?	Fully Compliant	This is Peter.
Has the EVC had any formal training?	Fully Compliant	Peter has received training from the local authority. When Peter retires, a new member of staff will need to be trained and appointed.
Is there a robust, proportionate system for managing off-site visits?	Fully Compliant	A proposal form is completed and sent to SLT. There are various risk assessments that are completed and these are well managed.
Are staff to pupil ratios on trips appropriate?	Fully Compliant	
Adventurous Activities		
Are adventurous activities managed proportionately?	Fully Compliant	
Does the school have a competent person for the management of adventurous activities?	Fully Compliant	

Section 9: Safeguarding & Security

Question	Compliance	Details
Safeguarding Pupils		
Is there a suitable and sufficient child protection policy?	Fully Compliant	
Is there an e-safety policy?	Fully Compliant	This is part of the main policy.
Is there a whistle-blowing policy or procedure that is made known to staff?	Fully Compliant	
Are safeguarding policies made available to parents?	Fully Compliant	
Does the school have nominated 'designated persons' to take responsibility for child protection matters?	Fully Compliant	There are three plus the Head Teacher.
Have the designated persons received higher level safeguarding training?	Fully Compliant	
Is the single central register being well managed?	N/A	Sue is the HR Manager and she manages the SCR. The record was not checked during the visit.
Have all staff who work with children received child protection training within the last three years?	Fully Compliant	The school is looking at e-learning training to supplement what is already in place.
Does safeguarding form a part of the induction process for new staff?	Fully Compliant	The staff are inducted on day one.
Is there a robust and proportionate system for carrying out background checks on contractors and volunteers?	Fully Compliant	
Bullying		
Does the school have a robust anti-bullying policy?	Fully Compliant	
Is there evidence that the school takes a proactive and robust approach to bullying?	Fully Compliant	

Security		
Is there evidence that security has been given due consideration and is being proactively managed?	Non Compliant	Acme would pick up security issues as they arise. The school would be responsible for the strategic management of security. There are separate playing fields where it is thought that access could be too open for comfort.
 <p>Plate 18</p>		
Is there a badge system for visitors and contractors?	Fully Compliant	
Has access to vulnerable places been controlled to an acceptable level? (Such as changing rooms and boarding houses).	N/A	There are no lets and so this does not crop up.
Is there a lockdown procedure?	Non Compliant	There is a bomb procedure, but there is no lockdown.
CCTV		
Is there a suitable policy regarding the installation and operation of CCTV as well as the storage of data/images?	Fully Compliant	There is outward and inward facing CCTV. There is a DPA policy. Data is held for 4 weeks.
Is there evidence to show that the ICO has been notified regarding the use of CCTV at the school?	Fully Compliant	

Section 10: Office & Administration

Question	Compliance	Details
Display Screen Equipment (DSE)		
Have all users completed DSE assessments and have the recommendations been implemented?	Non Compliant	There is a reactive approach to issues concerning DSE.
Have users been given DSE information and training?	Non Compliant	
Are users aware of the school's policy with regard to eye and eyesight tests?	Fully Compliant	
Handling Cash		
Is there a risk assessment which considers the handling, storage and transportation of cash?	Non Compliant	The school makes sure that financial regulations are met, but there are not necessarily any documented procedures or risk assessments.
Are there adequate control measures in place for risks concerning cash in school?	Fully Compliant	G4S collect every Thursday morning. Cash amounts can be quite significant - up to £2-£3k a week.
Housekeeping		
Are offices clear of clutter?	Fully Compliant	
Is desk cable management adequate?	Fully Compliant	
Information on Display		
Is there somewhere to display health and safety information for the benefit of staff?	Fully Compliant	
Is the latest version of the Health and Safety Law Poster displayed in appropriate locations?	Non Compliant	
Management of Drivers		
Are staff vetted to ensure that they are licensed to drive minibuses?	Fully Compliant	
Is MIDAS training or equivalent provided for minibus drivers?	Fully Compliant	
Is there a suitable system to prevent unauthorised drivers from taking school vehicles?	Fully Compliant	The keys are kept in Finance and can only be collected if they have booked it. They can only book it if they have been trained.
Is the validity of the driving licences of staff who drive on behalf of the school checked periodically?	Fully Compliant	Driving licences are checked periodically.

<p>If staff use their own cars for school business, is there a system to ensure that they have business cover on their insurance?</p>	<p>Fully Compliant</p>	<p>The school insists that staff have business cover. If staff wish to claim mileage (say for attending a training course) they must produce insurance, MOT and driving licence.</p>
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Enlarged Audit Photographs



Plate 1



Plate 2

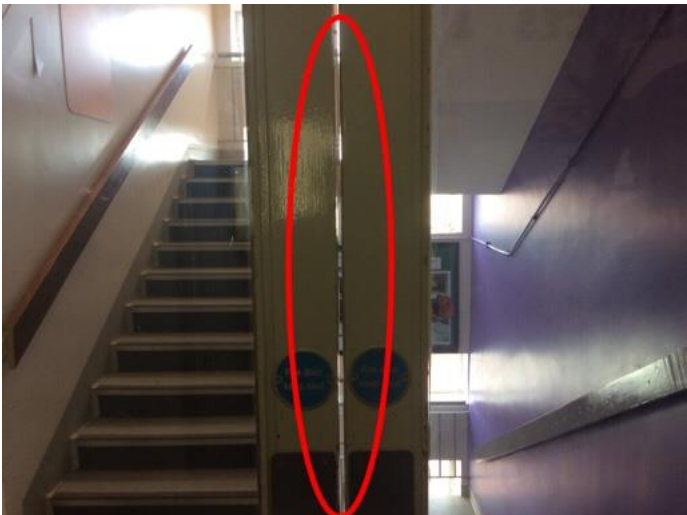


Plate 3



Plate 4



Plate 5



Plate 6



Plate 7



Plate 8



Plate 9

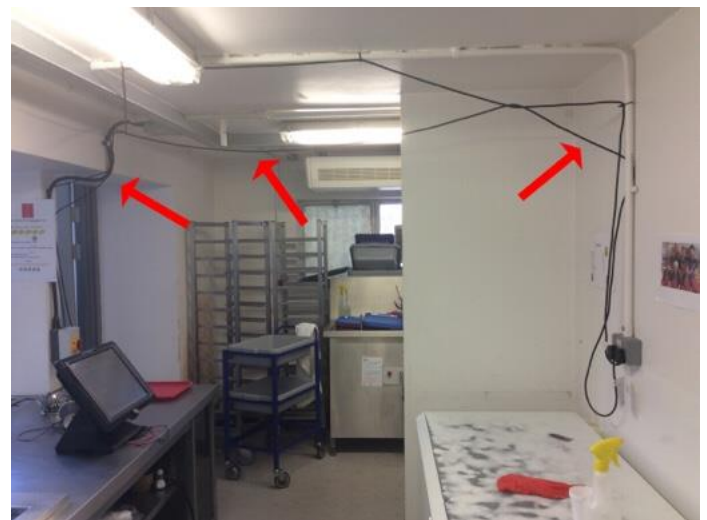


Plate 10



Plate 11

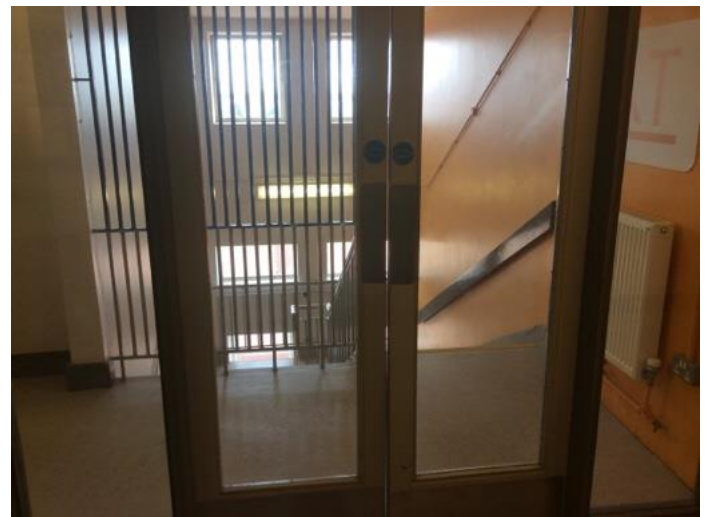


Plate 12



Plate 13



Plate 14



Plate 15

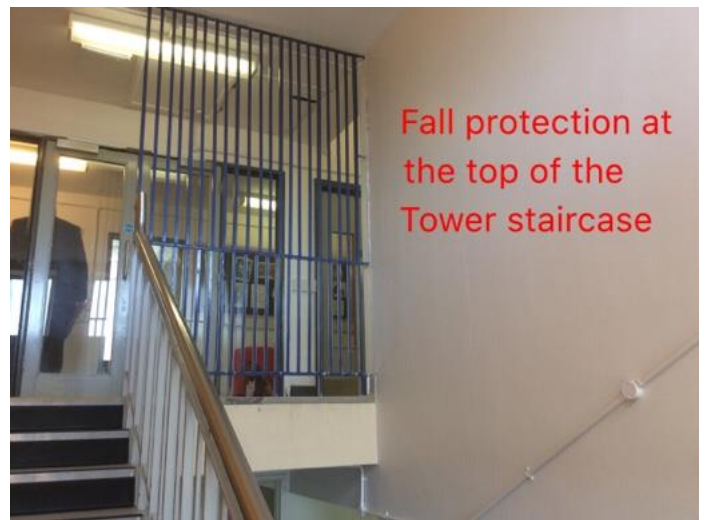


Plate 16



Plate 17



Plate 18

Action Plan

Action Plan

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Leadership & Management	<p>Introduce a new health and safety policy for the school.</p> <p>Any such policy should include a statement of intent (signed by the Chair of Governors and counter-signed by the Head Teacher) and details as to the responsibilities of individuals for safety matters and the arrangements the school has made to manage them.</p> <p>The policy should also make clear the role played by the Academy Trust with regard to the chain of command and duty of care. It is often useful to cross-reference to relevant discrete policies that already exist as opposed to having duplicated information in two locations.</p>	High		
Leadership & Management	<p>Introduce a health and safety committee as a means of consulting staff with regard to safety matters. This will serve to improve the school's safety culture by engaging with staff and giving them a voice. It is important that a good cross-section of staff are represented on the committee and that minutes are taken so that progress can be documented and demonstrated to members.</p> <p>Introduce sets of simple key performance indicators regarding safety and use these as a means to measure improvement, or otherwise. It is important that, when the new governing body is introduced, the governors monitor these KPIs and ask challenging questions as necessary.</p>	Medium		
Leadership & Management	<p>Ensure that all staff members receive practical safety awareness training that sets out their responsibilities and how they can play their part in making the school a safe place to be.</p>	Medium		
Leadership & Management	<p>Provide the senior leadership team with a training session in the strategic management of safety in schools, which includes an element of how to create a positive safety culture.</p>	High		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Leadership & Management	Implement a training matrix which allows the school to easily identify the training required for all staff members, the training that has been provided and when retraining is due (if relevant). Such a matrix can include all professional training as well as safety-related training and will prove to be an invaluable asset.	Medium		
Leadership & Management	<p>Arrange for a copy of the Employers' Liability Insurance Certificate to be obtained and displayed.</p> <p>Since 1st October 2008 it has been possible for employers to satisfy this requirement by displaying the certificate electronically. If you choose this method, you must ensure that staff know how and where to find the certificate and that they have reasonable access to it. If not all staff can access the intranet, for example, this may not be a reasonable alternative.</p>	High		
Leadership & Management	Carry out a suitable and sufficient risk assessment with regard to the risk of employees developing stress-related illness because of their work and introduce an appropriate policy to manage the risk. You may wish to refer to HSE guidance note HSG214 'Managing the causes of work-related stress'. This can be downloaded directly from the HSE website at http://www.hse.gov.uk/pubns/priced/hsg218.pdf	High		
Leadership & Management	Undertake a disability accessibility audit of the school's premises in order to understand if there are any 'reasonable adjustments' that could enhance accessibility for disabled staff, students or visitors. As a result of this review, introduce a three year accessibility improvement plan.	High		
Leadership & Management	Carry out a test of the school's emergency response plans by undertaking an exercise involving the SLT and any other relevant staff. Practising is an added line of defence to ensure that theoretical plans work in reality.	Medium		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Leadership & Management	Carry out a suitable and sufficient risk assessment of activities or work areas that may involve lone working and introduce a policy setting out the school's procedures to manage this risk.	High		
Fire Safety	Engage a competent person to undertake a survey of the condition of fire doors throughout the whole premises. Acme assured the auditor that the site staff conduct these reviews regularly and submit improvement works to the school for improvement. The school disputes this assertion and an independent review is recommended.	High		
Fire Safety	Provide an emergency grab bag in a location which is easily accessible in the event of an evacuation, so that it can be taken to the assembly point. Examples of the things this may contain would be: School emergency plan Contact lists and roll call Site plans Compact megaphone Torch Hi-visibility jackets Waterproof document wallet, notepad and pens Emergency blankets Whistle Universal phone charger and mobile phone Large first aid dressings Burn dressings/ice packs Gloves	Medium		
Fire Safety	Obtain formal documentation from Cambridge to demonstrate that servicing and maintenance of the fire alarm system, including the panels, call-points and detector heads, is taking place	High		
Fire Safety	Devise suitable arrangements to safeguard disabled staff and visitors. State that a Personal Emergency Evacuation Plan (PEEP) will be completed on a case by case basis.	Medium		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Fire Safety	Provide a means of making visitors to the school (including contractors) aware of what they should do in the event of an emergency. Such information should tell them what the alarm sounds like and where they should go when they leave the building. This could be provided via a leaflet that is given out at reception (perhaps including safeguarding information) or by including bespoke information on the rear of visitors' badges.	Medium		
Fire Safety	Arrange for all staff to receive fire awareness training.	High		
Fire Safety	Obtain formal documentation from Cambridge to demonstrate that the following emergency lighting checks and maintenance are taking place: - A six monthly test of at least one third discharge of the rating of the system (i.e. one hour for a three hour rated system). - An annual full duration discharge test (i.e. three hours for a three hour rated system)..	Medium		
Accidents, First Aid & Medicines	Ensure that accidents are proportionately investigated within a reasonable timescale. Clearly, minor cuts, bumps and grazes are unlikely to require investigation, unless a more serious injury was only avoided through good fortune. It can be helpful to have a simple matrix on accident report forms which helps staff to determine what the appropriate next step should be for any accidents, incidents or near misses. (Handsam can provide such a matrix if required).	Medium		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Accidents, First Aid & Medicines	<p>Devise a system for the reporting and recording of near-miss incidents.</p> <p>Note the following:</p> <p>An accident - The HSE defines an accident as "any unplanned event that resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity". Example: A window cleaner dropping a bucket from a height, which caused injury to a person underneath, would be classed as an accident.</p> <p>A "near-miss" incident - A "near-miss" incident can be defined as, "any event, which under slightly different circumstances, may have resulted in injury or ill health of people, or damage or loss to property, plant, materials or the environment or a loss of business opportunity. Example: A window cleaner dropping a bucket from a height, but no injury or damage results.</p> <p>It is important to understand that the examples given for both definitions above contain the exact same event. It is simply the outcome that differs, through nothing other than good fortune. Staff should understand the need to report events (that have potential to cause harm or damage), regardless of the outcome so that lessons can be learned.</p>	Medium		
Accidents, First Aid & Medicines	<p>Undertake a risk assessment of the needs of the school with regard to first aid cover. Such an assessment should consider the specific layout of the premises, variations in need across different times of the day or days of the week as well as specific needs, such as risk associated with sports or travel away from the school.</p>	High		
Accidents, First Aid & Medicines	<p>Consider obtaining an automated external defibrillator (AED) to provide an enhanced response to sudden cardiac arrest. Ensure that relevant staff are trained in the use of the AED and that it is kept in a visible location where the operational light can be monitored daily.</p>	Low		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Accidents, First Aid & Medicines	<p>Ensure that the school has a robust policy with regard to supporting pupils in school with medical conditions.</p> <p>Note that excellent template records can be downloaded for free from: http://tinyurl.com/jy77r59</p>	Medium		
Support Services	<p>Implement an appropriate food safety management system to ensure that there is robust and documented control of the risks associated with food hygiene and safety. The previous system (safer Food Better Business) is no longer being used by the catering team.</p>	High		
Support Services	<p>Undertake suitable and sufficient risk assessments related to the risks associated with the catering team in the kitchen. No such assessment currently exist.</p>	High		
Support Services	<p>Obtain a copy of the tree condition survey that is said to have been conducted by Benchmark.</p> <p>Such an assessment should identify groups of trees by their position and the level of access that pupils or the public might have to them. This will enable the risks associated with tree stocks to be prioritised and help identify any checks or inspections needed.</p> <p>It is useful to employ a 'zoning' approach according to the risk of them falling and causing serious injury or death. As a minimum, trees should be divided into two zones:</p> <p>Zone One - where there is frequent access to trees (e.g. where pupils have access or where there are foot paths, car parks, or at the side of busy roads). As a rough guide trees in Zone 1 are those that are closely approached by many people every day.</p> <p>Zone Two - where trees are not subject to frequent access to children, staff or the public.</p>	Medium		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Support Services	Obtain suitable and sufficient risk assessments for the activities undertaken by Benchmark with regard to grounds maintenance. Ensure that these assessments are bespoke to the school (e.g. they should consider the areas in the grounds where the overturning of equipment is a foreseeable risk).	High		
Support Services	Implement safety inspections of the minibuses by a competent person at a suitable frequency. The frequency is determined by the average annual mileage of each vehicle, which can be used to interrogate the graph in Annex 4 of the official Guide to Maintaining Roadworthiness (which can be downloaded from this link: https://tinyurl.com/pu65ubv). At the very least an inspection is required every 13 weeks, but a minibus covering 20,000 miles per year will need to be inspected every 10 weeks. In addition, a pre-drive safety check should be conducted every day the vehicle is used and repeated whenever another driver takes over.	High		
Premises Management	It is essential that the periodic checks of the condition of asbestos containing materials are shared with the school, so that the recommendations can be implemented. At this moment in time, it would appear that there are outstanding issues that the school is not aware of.	High		
Premises Management	Devise an effective, bespoke plan to manage asbestos containing materials identified (or presumed to be asbestos) on site. This plan should be practical and set out: <ul style="list-style-type: none"> - who is responsible for managing asbestos at the school; - details regarding the asbestos register you have made; - plans for work on asbestos materials and the fact that a refurbishment/demolition survey will still be required prior to intrusive works; - how you will ensure that asbestos containing materials will not be accidentally disturbed by school staff or contractors; - the training that you intend to provide or have provided; - the schedule for monitoring the materials' condition; and - telling people about your decisions. 	High		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Premises Management	Obtain formal copies of the five year electrical fixed wire tests from Cambridge. Seek reassurance that the recommendations in the reports have been addressed as part of a prioritised plan. At this moment in time, there is no visibility regarding the condition of the systems and what remedial works are currently outstanding.	High		
Premises Management	Obtain copies of formal documentation from Cambridge to demonstrate that all gas plant and appliances are being inspected and serviced/maintained at appropriate frequencies.	High		
Premises Management	Carry out a survey of glazing within the school premises to identify if there are any areas that present a risk of injury and make adaptations accordingly.	Medium		
Premises Management	Appoint someone who has sufficient managerial responsibility to supervise and oversee implementation of the water management arrangements. Ensure that this person is named in the written scheme/log book.	High		
Premises Management	Devise and implement a written scheme of control, test and examination of the school's water systems, based upon the findings of the legionella risk assessment. Ensure that the 'responsible person' for the school's water system is named in writing, along with anyone else that has a nominated duty to control the risk arising from it.	High		
Premises Management	Obtain a copy of a suitable and sufficient legionella risk assessment of the school's water systems, which has been undertaken by a competent person. It may help to ensure that any contractors are approved by the Legionella Control Association (LCA) as they will have been required to demonstrate their competency as part of the approval process.	High		
Premises Management	Ensure that formal documentation is obtained from Cambridge to demonstrate the the passenger lifts are subject to planned preventative maintenance.	High		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Premises Management	Undertake a slips, trips and falls risk assessments of the school's premises. This would address issues such as the electrical wire tripping hazards in the kitchen, for example. Furthermore, ensure that the assessment considers the risk of falling (or items being dropped) down the staircase in the Tower.	High		
Premises Management	Document the periodic in-house checks of PE and gym equipment.	Low		
Premises Management	Arrange for a vehicle/pedestrian risk assessment to be completed (particularly giving consideration to pick-up/drop-off of pupils and also goods deliveries).	High		
Curriculum Safety	Provide staff that are involved in the risk assessment process with suitable training to help them to discharge this duty effectively.	High		
Curriculum Safety	Undertake a review of risk assessments already in existence across the school. It is useful to create a simple table and make a note of each risk assessment, who 'owns' it and when it was last updated. Use the process to identify gaps in the school's risk assessment portfolio by thinking about what activities the school undertakes and whether there are some that need to be risk assessed which have been missed to date. Once this is in place, the school will have a good hawk's eye view of the risk assessment process. It is essential that a nominated person co-ordinates this process and checks on progress to see if outstanding recommendations made within the assessments are actually being addressed. Progress can be reported to the the Governing Body so they understand the risk profile and what the school is doing to manage it.	Medium		
Curriculum Safety	Address the exposed live wire to the kiln in Art and Design.	High		
Curriculum Safety	Ensure that dust generated in the Design and Technology department is vacuumed up with a HEPA-filtered vacuum, as opposed to sweeping.	Medium		

Section	Recommendation for Improvement	Priority	Assigned to	Completed?
Curriculum Safety	Ensure that machinery in the Design and Technology department is electrically isolated and locked off when not in use.	Medium		
Curriculum Safety	Provide the Design and Technology department with access to the school's CLEAPSS subscription.	Medium		
Curriculum Safety	Undertake suitable and sufficient risk assessments of the activities undertaken in the PE department.	High		
Safeguarding & Security	Consider how the school occupants will be alerted of the need to 'lockdown' and document this as part of the procedure. Undertake a lockdown drill and document the outcome and any need for improvement.	Medium		
Office & Administration	Ensure that all 'users' of display screen equipment are made aware of the school's policy regarding payments for eye and eyesight tests and glasses that are required specifically for use with display screens.	High		
Office & Administration	Ensure that all display screen equipment 'users' have undertaken a suitable and sufficient workstation risk assessment. This can be achieved by asking 'users' to undertake a self assessment using a suitable template which also includes information regarding how to set up workstations correctly (such as the free-to-download one provided by the HSE: http://www.hse.gov.uk/pubns/ck1.htm).	High		
Office & Administration	Undertake a risk assessment regarding the storage of cash in the school and its transportation to the bank.	High		
Office & Administration	Display a copy of the current version of the statutory Health and Safety Law poster.	High		