



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

# SMS Audit & Premises Inspection Report 2019-20



**HEALTH, SAFETY  
& WELLBEING**

Stockport Metropolitan Borough Council  
Health, Safety & Wellbeing  
Stopford House (Upper Ground)  
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## DOCUMENT CONTROL

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## SCHOOL SIGNATURES – To be signed off post audit

The OSHW arrangements are to be reviewed annually to ensure that policies and procedures documented remain up to date and relevant.

<b>Head teacher signature:</b>		<b>Date:</b>
<b>Head of Governors signature:</b>		<b>Date:</b>

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## 1. Disclaimer

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.**

## 2. Introduction

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 was conducted by reviewing the school's health and safety documentation and procedures. This was followed by a tour of the site and associated buildings.

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).

### 3. **Acknowledgements**

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

In particular, the auditor would like to thank....

### 4. **Background**

According to both the school's and the authority's records, this is the 5th (this number may change in each report) formal audit and inspection of the school's OHSWMS since these audits began in 2015.

### 5. **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.

### 6. **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:

- a) Comprehensively reviewing safety management documents to check for: suitability and sufficiency and; regular review and revision;
- b) Asking questions of key staff to check for an awareness and understanding of workplace health, safety and wellbeing provisions and;
- c) 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.
- d) The audit and inspection has five distinct components;
  - (i) Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication
  - (ii) Buildings and Grounds
  - (iii) High Risk Curriculum Areas (e.g. PE and Forest Schools) and Staff Training
  - (iv) Performance Monitoring and Measurement
  - (v) Audit

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

7. **Scoring**

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

<b>KEY</b>	
<b>Non compliance</b>	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.
<b>Partially complies</b>	There are gaps in compliance with legal requirements. It is advised that action be taken to ensure full compliance with legislation.
<b>Requires Improvement</b>	Although not in itself an offence, if proved that best practice was not being followed, a court could regard this as evidence of guilt. It is recommended that measures be put in place to improve the safety standards in this area.
<b>Complies</b>	There is full compliance with the requirements of health and safety legislation.
<b>Adheres to best practice</b>	Best practice is being followed. Although there is no legal requirement concerning this area of health and safety, it is considered that the attitudes to safety are at a high standard.

**8. Findings of the Audit**

**8.1 Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication**

<b>Occupational Health Safety And Welfare (OHSW) Policy</b>	
<p>The school policy has recently been reviewed in May 2019. The policy complies with law and makes clear the organisational structure and arrangements for managing health, safety and welfare.</p> <p>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. The school has added the site Supervisor Role and responsibilities that will help to promote their outstanding work.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b> 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</p>	
<p><b>WHAT THE LAW SAYS:</b> The OHSW policy should be consulted on with staff and Union representatives where possible and once governors have signed it off, 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.</p>	
<p><b>LEGAL REFERENCE(S)</b> <b>The Health and Safety at Work Act 1974, Section 2 (3)</b> ‘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, <b>Section 2 (6)</b> outlines “the duty of every employer to consult on any such arrangements with a view to the making and maintenance of arrangements...”</p>	
<p><b>FURTHER INFORMATION:</b> It is recommended that the OSHW arrangements be reviewed annually to ensure that procedures documented remain up to date and relevant.</p> <p><b>Following this review the head teacher and chair of governors must sign the policy.</b></p>	

<b>Risk Assessments</b>	
<p>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. Most recent risk assessment is November for school trip to Pooles Cavern in Buxton.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p>Risk assessments to be considered for:</p> <ul style="list-style-type: none"> <li>• Opening and closing site (possibly already covered by Lone Working policy)</li> <li>• Snow clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b>                      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 <b>MUST</b> be modified to reflect the hazards found in your own school and the control measures that you have in place.</p>	
<p><b>WHAT THE LAW SAYS:</b>                      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.</p> <p>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.</p> <p>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.</p>	

**Auditor - Note paperwork review details as well**

In accordance with best practice, the School Business Manager has completed a whole school risk assessment for Banks Lane Junior School.

<b>Safe Systems of Work</b>	
<p>Reviews and modifications to hazard prevention and control procedures or arrangements are carried out frequently and with regard to necessity and timing. A well-documented array of information is maintained on safe work systems and school operating procedures (for example working at height and lone working). Comprehensive and robust arrangements exist for prevention, preparedness and response to accidents and incidents, and these are regularly maintained and tested. There is a good awareness of the arrangements amongst staff.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b>  <b>The Management of Health and Safety at Work Regulations 1999, Regulation 3 (4)</b>                      ‘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 where as a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them</p> <p><b>The Health and Safety at Work Act 1974, Section 2 (2) (a)</b>                      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...</p> <p><b>The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1)</b>                      ‘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...’</p>	

<b>Working At Height</b>	
<p>A robust policy (using the hierarchy of control – Avoid, Prevent and Minimise) exists for the justification of all working from height. All ladder work lasting less than 30 minutes is competency based and risk assessed. Any activity that lasts longer than 30 minutes must have a full and considered risk assessment. Caretaker’s ladders should be subject to a 6 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.</p> <p>The key responsibilities of the Duty Holder are to ensure that:</p> <ul style="list-style-type: none"> <li>• All working at height is properly planned and organised</li> <li>• The place where work at height is carried out is safe</li> <li>• The equipment for work at height is appropriately inspected &amp; maintained</li> <li>• All working at height is carried out in a safe manner using appropriate work equipment</li> <li>• All persons involved in working at height are suitably trained, competent and are supervised appropriately.</li> <li>• Supervision should be carried out by a competent person</li> <li>• The risks arising from fragile surfaces are properly controlled</li> <li>• The risks arising from falling objects are properly controlled</li> </ul>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>FURTHER INFORMATION:</b>                      A copy of the SMBC Guidance for Working at Height Policy is available from the Health, Safety and Wellbeing Team. <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	

<b>Manual Handling</b>	
<p>All significant examples of manual handling have been risk assessed and these risks assessments are regularly reviewed. Those staff who require training have been identified and these people have received training and instruction. SMBC adheres to the <b>SMART</b> approach to lifting:</p> <p><b>Size up that load</b></p> <ul style="list-style-type: none"> <li>• Assess the load (shape, size and weight)</li> <li>• Determine where the load needs to be moved and placed</li> <li>• Determine whether you can carry the load/whether a mechanical aid should be used</li> </ul> <p><b>Move the load as close to the body as possible</b></p> <ul style="list-style-type: none"> <li>• Carry the load as close to the body as possible</li> <li>• Secure your grip</li> </ul> <p><b>Always bend your knees</b></p> <ul style="list-style-type: none"> <li>• Keep feet apart in a comfortable position (usually in line with hips)</li> <li>• Minimise lower back bending</li> <li>• Bend knees (squat or semi-squat position)</li> </ul> <p><b>Raise the load with your legs</b></p> <ul style="list-style-type: none"> <li>• Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements)</li> <li>• Maintain normal curvature of the spine</li> </ul> <p><b>Turn your feet in the direction you want to move</b></p> <ul style="list-style-type: none"> <li>• Change direction by pointing your feet and not twisting your back</li> <li>• To set the load down, squat down, keep your head up and allow your legs to carry the weight</li> </ul>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

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>

The site supervisor should consider booking on this training in order to keep their CPD up to date.

<b>Control Of Substances Hazardous To Health (COSHH)</b>	
<p>Product safety data sheets have been obtained from the manufacturer for every substance used at the school. COSHH risk assessments now need to be completed for all products used in the school and are to be made available for inspection in the Fire information file for the Fire and Rescue Service which is kept in the main office. A template has been provided by the auditor/inspector. A copy of COSHH risk assessment is also kept in the caretakers/site manager's office with the associated product for ease of access especially during emergencies.</p> <p>COSHH risk assessments should be completed for substances used in the following departments:</p> <ul style="list-style-type: none"> <li>• Site supervisor</li> <li>• Kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p>If a container shows a warning symbol (see examples below), you must assess the risks to users.</p>	
	
<p><b>WHAT THE LAW SAYS:</b></p> <p>The Control of Substances Hazardous to Health (COSHH) Regulations stipulates that employers must:</p> <ul style="list-style-type: none"> <li>• assess the risks to health from chemicals and decide what controls are needed;</li> <li>• use those controls and make sure workers use them;</li> <li>• make sure the controls are working properly;</li> <li>• inform workers about the risks to their health; provide training for employees</li> </ul> <p>Safety data sheets and/or COSHH risk assessments should be made available for users of hazardous substances.</p>	

Chemical Storage	
<p>Hazardous substances are being stored correctly. Hazardous substances are kept to a minimum and always replaced with less harmful products where possible. Flammable substances are kept securely in a fire retardant cupboard with suitable ventilation and away from ignition sources. Steps have been taken to ensure appropriate separation of hazardous substances to guard against accidental mixing. Pupils are not granted unsupervised access to hazardous substances at any time.</p>	<ul style="list-style-type: none"><li>• Non-compliance</li><li>• Partially complies</li><li>• Requires Improvement</li><li>• Complies</li><li>• Adheres to best practice</li></ul>
<p><b>BEST PRACTICE:</b> Butane (blue cylinders) and propane (red cylinders) both of which can be used for running domestic type BBQ's used at school fairs/fates should not be stored on school premises. Any solvent based products should be stored in lockable metal containers</p>	
<p><b>WHAT THE LAW SAYS:</b> 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.</p>	
<p><b>Further information:</b> Regarding the control of hazardous substances can be obtained from <a href="http://www.hse.gov.uk/COSHH/index.htm">www.hse.gov.uk/COSHH/index.htm</a> and a COSHH assessment tool is available from <a href="http://www.coshh-essentials.org.uk">www.coshh-essentials.org.uk</a>.</p> <p>Help and advice is also available from the Health, Safety and Wellbeing team at the Council: <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	

<b>Dealing with Accidents, Incidents and Ill-Health and First Aid</b>	
<p><b>ACCIDENT RECORDING:</b> The school is using the SMBC portal to report accident injuries and dangerous occurrences <a href="http://interactive.stockport.gov.uk/verintool/accidentsandincidents/01-What.aspx">http://interactive.stockport.gov.uk/verintool/accidentsandincidents/01-What.aspx</a> 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. Cuts, grazes and bumps are being managed appropriately via a locally held accident reporting system based at the school.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>ACCIDENT REPORTING</b> 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.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>ACCIDENT/INCIDENT INVESTIGATION AND MONITORING</b> 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.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>FIRST AID PROVISION</b> The first aid provision is good. The school is well resourced in terms of trained personnel and equipment. The provisions comply with the law and surpass expectations for the size and nature of the risks in the school.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>FIRST AID PROVISION - EARLY YEARS ONLY (UP TO 5 YEARS OLD)</b> It is a requirement of the statutory framework that a paediatric first aider is on 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 paediatric first aiders.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>FIRST AID RECORDS</b> 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 in an accident book that is stored securely.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>ADMINISTRATION OF MEDICINES</b> Managing Medical Needs Policy is on the Website. The school has procedures in place to support pupils with health and medical needs. These include a written parental request form, a monitoring system and secure storage for medicines.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b> The Information Management Toolkit for Schools (IRMS) is designed as guidance and sets out certain requirements for the keeping of records;</p> <ul style="list-style-type: none"> <li>• For accidents involving adults in schools it is the date of the accident + 6 years;</li> <li>• For accidents involving pupils it is the Date of Birth + 25 years;</li> </ul>	

- 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...’

**Auditor - Note paperwork review details as well**

First aid provision and training is excellent and the school is highly proactive. School trains all children in first aid. Outstanding provision. SMBC should learn from this practice and begin to provide bespoke H&S training for children in both primary and secondary education.

<b>Communication, Consultation and Cooperation</b>	
<p>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.</p> <p>Staff are provided with health and safety information and able to raise any health and safety concerns: directly to the head, the site manager/caretaker, their line manager. Additional health, safety and welfare information is to be provided to staff by the installation of a staff notice board in the staff room. This board should contain the following: Risk assessments, The HS&amp;W policy, The H&amp;S at work poster Minutes of H&amp;S meetings, Wellbeing information, Emergency arrangements, First aid arrangements.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b>                      Good communication of health and safety can be achieved in a number of ways. Staff can be provided with health and safety information through:</p> <ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Departmental meetings</li> <li>• Health and safety committees</li> <li>• Leadership groups</li> </ul> <p>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.</p> <p>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</p> <p><b>ISO45001 Clauses 7.4.1 to 7.4.3</b>                      “The organisation must establish, implement and maintain a process or processes for internal and external communications relevant to the OH&amp;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”.</p> <p>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.</p> <p>Employers have a duty to consult with their employees, or their representatives, on health and safety matters. Union safety representatives or employee safety representative can assist with this process as well as providing valuable guidance in health and safety matters.</p>	
<p><b>WHAT THE LAW SAYS:</b>                      It is a requirement that employers must consult all their employees on health and safety matters, in particular, with regard to:</p> <ol style="list-style-type: none"> <li>i). 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;</li> <li>ii). the arrangements for getting competent people to help them comply with health and safety laws;</li> <li>iii). 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;</li> <li>iv). the planning and organisation of any health and safety training;</li> <li>v). the health and safety consequences of introducing new technology.</li> </ol>	

**Auditor - Note paperwork review details as well**

Excellent practices noted.

<b>Emergency Planning</b>	
<p>An emergency plan has been prepared so that staff are aware of the procedures to follow in a crisis. It is good practice to set out actions to be taken by designated staff during an emergency. The plan should cover minor incidents e.g. heating breakdown, no water, etc. when the school may have to close for a short time, to major incidents e.g. fire, fatality, etc. which may cause major disruption to the school. The emergency plan includes details of how the school will manage the dismissal of children and the collection arrangements for parents/carers.</p> <p>Consideration has been given to including the following in the plan:</p> <ul style="list-style-type: none"> <li>how to respond efficiently during a crisis safeguarding pupils, staff and visitors, this should name individuals and their roles during the situation;</li> <li>preventing an escalation of the situation;</li> <li>arrangements to temporarily relocate pupils if necessary;</li> <li>contact details e.g. emergency numbers, School Service, Critical Incident Response Team, etc.;</li> <li>emergency arrangements in case of an incident during an educational visit.</li> </ul> <p>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 <a href="mailto:samantha.jones@stockport.gov.uk">samantha.jones@stockport.gov.uk</a></p> <p>There is no alternative location other than the school fields. The school business manager can text the whole parent group from her phone.</p>	<ul style="list-style-type: none"> <li>Non-compliance</li> <li>Partially complies</li> <li>Requires Improvement</li> <li>Complies</li> <li>Adheres to best practice</li> </ul>

<b>Lockdown</b>	
<p>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.</p>	
<p>A written lockdown plan is in place and has been signed off by the Governors. The lockdown has a specific notification and has been tested on a regular basis in order that staff and pupils are familiar with the requirements. The lockdown plan includes the notification process for a return to normal. Drills and practices are recorded and lessons learnt are observed and used to improve the plan when it is reviewed, which SMBC suggest is annually. Notification is 5 manual rings of the lesson plan. Tested in Autumn 2018.</p>	<ul style="list-style-type: none"> <li>Non-compliance</li> <li>Partially complies</li> <li>Requires Improvement</li> <li>Complies</li> <li>Adheres to best practice</li> </ul>

**Auditor - Note paperwork review details as well**

The school has experienced an actual live lockdown event when a threat of violence was received. Lessons learnt have been followed up. Excellent practices noted.

## 8.2 Buildings and Grounds

Fire Safety Management	
<p><b>FIRE RISK ASSESSMENT</b> The school has an up to date fire risk assessment in place, which appears to be suitable and sufficient in that, as far as it was practicable to tell, the main risks have been identified.</p> <p>All actions have been worked through and recommendations implemented. The risk assessment was completed in February 2017 and should be reviewed in 2021.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b> 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.</p>	
<p><b>BEST PRACTICE:</b> It is recommend by SMBC that 4 years is the maximum period that should be left between Fire Risk Assessments.</p>	
<p><b>FIRE ALARM – TESTING AND MAINTENANCE BY A COMPETENT PERSON</b> The fire alarm has been serviced within the last 6 to 12 months and service records were available to evidence this was tested on 24.06.2019.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>EMERGENCY LIGHTING TESTING AND MAINTENANCE BY A COMPETENT PERSON</b> The emergency lighting has been serviced within the last 6 to 12 months and service records were available to evidence this was tested 18 February 2019</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>FIRE-FIGHTING EQUIPMENT – SERVICE BY A COMPETENT PERSON</b> Fire-fighting equipment has been serviced in the last 12 months and service records were available to evidence this. February 2019.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>CALL POINTS – CHECKS BY THE SCHOOL</b> 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. A Different point was checked each week by the site supervisor 04.11.19</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>EMERGENCY LIGHTING – CHECKS BY THE SCHOOL</b> Emergency lights are being tested monthly. The caretaker does this weekly.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b> All emergency lights must be checked each month to ensure continued operation of all assets. Results should be recorded and faults rectified immediately.</p>	

<p><b>MEANS OF ESCAPE – CHECKS BY THE SCHOOL</b>                  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. Completed daily by site supervisor.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b>                  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.</p>	
<p><b>FIRE DRILLS</b>                  Timed emergency evacuation drills are carried out each term and are properly recorded. 20.11.2018. The evacuation was timed at 2.31</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b>                  Guidance in relation to the display of pupil's work 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.  <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	

**Auditor - Note paperwork review details as well**

The site plan which is located next to the fire panel in the library needs to have a key added as follows showing the location of all utilities/services; Gas (Yellow G), Electricity (Red E) Water (Blue W) and COSHH chemicals (Orange C). This is in order that the Fire and Rescue Service can quickly identify key areas in the school.

The Site Supervisor is going beyond expectations in the completion of their role and this benefit does not go un-noticed by the management team in the school.

The School Business Manager is very keen to find best value from service providers and this is adding value and saving the school a lot of money.

Asbestos	
<p>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 a full Governors meeting annually or when any refurbishment work is due to take place in the school.</p> <p>There is a legal duty to ensure that:</p> <ul style="list-style-type: none"> <li>• staff and contractors are made aware of the location/type of ACM.</li> <li>• the state of ACM's is monitored and changes in condition are reported immediately</li> <li>• The survey and risk register is updated following the removal of any ACM's by a competent person</li> </ul>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS</b>  <b>The Control of Asbestos Regulations 2012</b> states:                      "The measures to be specified in the plan for managing the risk shall include adequate measures for</p> <ol style="list-style-type: none"> <li>a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos;</li> <li>b) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and</li> <li>c) ensuring that information about the location and condition of any asbestos or any such substance is:                             <ol style="list-style-type: none"> <li>(i) provided to every person liable to disturb it</li> <li>(ii) made available to the emergency services."</li> </ol> </li> </ol>	

Legionella Risk Assessment	
<p>An up to date legionella risk assessment and written scheme were available at the time of the audit. A competent person had carried this out and any action points highlighted were being acted upon by the school accordingly. The site supervisor is going above and beyond in the maintenance of the on-site shower that is flushed and cleaned on a weekly basis. Further advice is available On the management of Legionella is available from your service provider and also the <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b>                      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.</p>	
<p>Concerns raised in the risk assessment and action plan have been dealt with satisfactorily by the service provider. Any further concerns raised either in the risk assessment or in the scheduled checks must be dealt with according to the priority ratings shown.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

The monthly tests recommended by the legionella risk assessment are currently being carried out by the service provider. Further advice can be sought from your service provider or the [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk)

- Non-compliance
- Partially complies
- Requires Improvement
- Complies
- Adheres to best practice

**Auditor - Note paperwork review details as well**

Outstanding practices in these areas were noted by the auditor/inspector.

Gas And Electrical Safety: Systems And Appliances	
<p><b>GAS SAFETY</b> Service records were available to show that the gas boilers are serviced regularly</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>FIXED ELECTRICAL INSTALLATION</b> 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.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>PORTABLE ELECTRICAL APPLIANCES</b> The school will be sent a suitable and sufficient PAT policy. Once in place (including a risk assessment) and any equipment identified as high risk will be tested by a competent person. A competent person has completed the testing within the last year and defective equipment has been permanently removed. Further information available from <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a> on request.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

Outdoor Play Equipment	
<p>As part of best practice, a formal prior to use inspection of the playground equipment is carried out daily by supervising staff. Monthly recorded inspections are undertaken and recorded by a competent person (Site Supervisor) and records are available to verify this. Additionally, an annual inspection by an insurance approved contractor is carried out. Any issues raised have been dealt with accordingly.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

Contractors	
<p>The school uses some contractors that have not come from an approved list. Care should be taken to ensure that contractors meet certain criteria including:</p> <ul style="list-style-type: none"> <li>• what experience they have in the type of work you want done;</li> <li>• what their health and safety policies and practices are;</li> <li>• examples of their recent health and safety performance (number of accidents etc.);</li> <li>• what qualifications and skills they have;</li> <li>• their selection procedure for sub-contractors;</li> <li>• their safety method statements;</li> <li>• what health and safety training and supervision they provide;</li> <li>• their arrangements for consulting their workforce;</li> <li>• if they have any independent assessment of their competence;</li> <li>• if they are members of a relevant trade or professional body.</li> </ul> <p>The school can then decide how much evidence needs to be sought in support of what prospective contractors have stated.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

Pedestrian And Vehicular Movement	
<p>The school has provided electronic gates to reduce the opportunity of parents entering site in vehicles and this is coordinated with the infant site. There are regular updates to parents regarding safe parking. Safety bollards are place to help prevent accidents. Parents are encourage to park at the Finger Post. The school would look into having a Policy that may help improve access to and from the site whereby a site-specific risk assessment where high risks have been identified. 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.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p>Pupil areas are properly separated from car parks and other vehicle movement areas such as deliveries and refuse collection.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

Kitchen: Access	
<p>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.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

Kitchen: Extractor Hoods	
<p>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 is done through by back with Robertson's</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b> Extractor hoods and local exhaust ventilation systems should be cleaned and serviced by a competent person at least annually.</p>	

Stage Lighting and Rigging	
<p>Stage lighting electrical systems are periodically inspected annually and have an Electrical Installation Condition Report (EICR) to demonstrate a compliant maintenance regime. Compliance with wiring regulations BS7671: 2008 is required and overhead static equipment such as fixed lighting bars, curtain tracks or other equipment must be inspected annually under the Provision and Use of Work Equipment Regulations 1998 (PUWER). Whilst Winched systems such as scenery bars and pulleys need to be tested annually under the Lifting Operations and Lifting Equipment Regulations 1998. PAT is also required annually for frequently moved lights/fittings. Inspected in 2018 by National Stage Technology.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

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)

<b>Gates and Barriers</b>	
<p>The legal position is that powered gate systems are considered machinery. The HSE has lead responsibility for enforcement of legislation, which has been transposed in UK law as the Supply of Machinery (Safety) Regulations, 2008.</p> <p>The school has suitable and sufficient gates and barriers providing adequate security. All gates and barriers are checked annually by a competent contractor. The fence line is also checked weekly by the Site Supervisor that is beyond requirements.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b> Gates and fences in a primary school should as a minimum conform to BS EN 1176 and be RoSPA approved.</p>	

<b>LOLER Inspections</b>	
<p>All lifting equipment within the school is tested every 6 months and a record kept of these tests.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b> 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.</p>	

**Auditor - Note paperwork review details as well**

Outstanding practices noted in these areas. The School should consider selling the older type lanterns, as these are now redundant but are collectable items.

**8.3 High Risk Curriculum Areas and Staff Training**

<b>Physical Education: Equipment</b>	
<p>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. Sports safe were due for annual inspection on 19 November 2019.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

<b>Physical Education: Storage</b>	
<p>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.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

<b>Health and Safety Training: Induction Training</b>	
<p>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 schools 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 placed on staff's personal records. Staff are asked to sign that they have read and understood the HS&amp;W policy.</p> <p>Further guidance and information on what should be included in the training can be obtained from the Health Safety and Wellbeing Team at SMBC. <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b></p> <p>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.</p> <p><b>The Health and Safety at Work Act 1974, Section 2 (2) (c)</b>                      '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...'</p> <p><b>The Management of Health and Safety at Work Regulations 1999, Regulation 10</b>                      'Every employer shall provide his employees with comprehensible and relevant information'</p> <p><b>The Management of Health and Safety at Work Regulations 1999, Regulation 13 (2)</b>                      '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...'</p>	

<b>General health and safety training</b>	
<p>All staff have received some health and safety training, and this is recorded in a training matrix and kept up-to-date by the School Business Manager/Training Coordinator.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>BEST PRACTICE:</b>                      IOSH Managing safely in schools: <a href="https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/">https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/</a></p>	

**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

**Auditor - Note paperwork review details as well**

PASMA training should be undertaken by the Site Supervisor in order that they may use the tower scaffold, which is owned, by the school.

Options for training include:

<https://smithshire.com/ipaf-and-pasma-training-from-just-90pp/>

[https://www.astleyhiretraining.co.uk/events/pasma-low-level-access-up-to-2\\_5mtrs/pasma-low-level-access-training-fri-8th-november-2019-pm-797/](https://www.astleyhiretraining.co.uk/events/pasma-low-level-access-up-to-2_5mtrs/pasma-low-level-access-training-fri-8th-november-2019-pm-797/)

<https://onecalltraining.co.uk/training-courses/pasma-training-north-west/>

## 8.4 Performance Monitoring and Measurement

Active Monitoring	
Monitoring of the working environment and review of work systems, premises, plant and equipment are recorded, frequent and systematic. The school management team are highly proactive and any defects are reported and acted upon on a daily basis.	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b>  <b>The Management of Health and Safety at Work Regulations 1999, Regulation 5</b>                      ‘(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).’</p>	
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.	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b>  <b>The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (1)</b>                      ‘Every employer shall take reasonable steps to investigate the circumstances of every accident of which notice is given to him...’</p>	

8.5 Audit

<b>Auditing and Reviewing the OHSWMS</b>	
<p>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&amp;W policy and associated procedures and assessments to ensure that these are current and specific to the school.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p>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&amp;W practices and gives timeframes for implementation. These recommendations have been adopted by the school within the time frames</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>
<p><b>WHAT THE LAW SAYS:</b>  <b>The Management of Health and Safety at Work Regulations 1999, Regulation 5</b>                      ‘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.</p>	
<p>Management reviews are systematically undertaken by the Head teacher and School Business Manager. They consider HS&amp;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.</p>	<ul style="list-style-type: none"> <li>• Non-compliance</li> <li>• Partially complies</li> <li>• Requires Improvement</li> <li>• Complies</li> <li>• Adheres to best practice</li> </ul>

## 8.6 Paperwork review

Paperwork Review	Dates and Notes
Minutes documenting H&S	May 2019
Site Specific Risk Assessments	November 2019
Last fire drill	20.11.2018 timed at 2 minutes 31 seconds
Fire alarm Caretaker test	Every Monday morning 04.11.19 Engineer called
Emergency lighting Caretaker test	04.11.19
Fire extinguishers Caretaker inspection	04.11.19
Firefighting equipment annual contractor inspections	Tameside Fire 02.2019
Last test of lockdown procedures	Autumn 2018
Legionella prevention/water contractor checks	HSL 07.11.19
Gas Appliances	Soundness: 15.08.2018 Boilers: 07.2019
Electrical Tests (5 yearly fixed wiring)	June 2021
PAT Testing external testing	08.2019
Stage Lighting/rigging	Some older items to be sold. Checked in 2018 and due to be re-tested.
Roller Shutters	Not applicable
Gates and Barriers contractor checks	Triad 11.2019
Play equipment contractor checks	Playdale 02.2019
First Aid Log (pupils and staff)	06.11.19
Air conditioning units	Not applicable
LOLER Inspections	Elite October 2019

**8.7 Physical Inspection – Observations and Recommendations**

	<b>Location</b>	<b>Defect</b>	<b>Remedy</b>	<b>Time Frame</b>
1.	School wide	Displays longer than the 3 metres recommended by the FRRO 2005	Short Term – use flame retardant spray on displays Long term – make breaks in displays every 3 metres of at least 1 metre	2 weeks 3 months
2.	Conference room and other areas	Socket covers	Remove all socket covers – these are not recommended for use by SMBC	Immediate
3.	Office store cupboard	Light needs diffuser and smoke detection required	Install diffuser and alarm	1 week] 3 months
4.	Teaching rooms	Board cleaner/spray stored at low level	Store all cleaning products/sprays on higher level shelving out of reach of children	Immediate
5.	Back of site managers office	Signage	Fire door Keep Clear (Blue Sign)	1 week
6.	ICT suite	Signage	Fire door Keep Clear (Blue Sign)	1 week
7.	Carousel suite	Signage	Fire door Keep Clear (Blue Sign)	1 week
8.	Teaching room 4L	Tidiness	Clear store cupboard of trip/slip hazards	1 week
9.	Teaching room 4S	Diffuser	Put diffuser in place in store cupboard	1 week
10.	Any ladders above 3 steps	Inspection	Recorded checks every 3 months	immediate
11.	Dining room tables	Inspection/Service	Required annually by SICO (Scotland)	3 months
12.	Boiler room	Switch room	The switch room needs to have all materials removed from this location and a lock put on the door and signage reading “authorised access only”.	ASAP maximum 1 month

## 9. 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 is available from the Council's Health, Safety and Wellbeing team where needed. [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk)

## 10. Executive Summary

The is an exceptionally well-presented and maintained school, built in 1952. It is clear to see that the site and building have been cared for and are therefore in a very good state of repair for a building of such age.

It was clear from the tidiness, general cleanliness and happiness and helpfulness of the staff and pupils that this was a school that had a well-developed health, safety and wellbeing ethos. There were very strong risk assessments in place for all activities and the caretaker was making statutory checks above and beyond those that were required. Documentation of all compliance activities was robust.

As recognition of the excellent work that the School Business Manager and Caretaker had done, through the Head's direction to get the school to this level, the auditor suggested their duties were detailed in full in section 2 of the H&S policy. For prospective parents/carers of new pupils (who are able to see the policy via the website) this can be seen as a positive indication that the school is taking the health and safety of staff and pupils seriously.

The school has outstanding adherence to HSG65; the methodology for effective measurement and management of health safety and welfare as outlined by the Health and Safety Executive and adopted by SMBC as its own methodology. This is down to the outstanding direction provided by the management team and the staff who are all pulling in the same direction, in an effort to attain safer standards in the school and ensure that the school environment is kept safe and secure.

The school was pursuing some excellent wellbeing initiatives for staff such as the provision of free tea, coffee, biscuits, and treats on a Friday. The new SMBC stress risk assessment had been completed by the school who had found this a very useful exercise and approach. DSE assessments were undertaken for appropriate users and the SMBC counselling and physio services were being used by the school.

In terms of next steps, the school should continue to maintain its outstanding approach to health, safety and welfare and use the opportunity of the H&S notice board in the staff room to highlight H&S initiatives being pursued by SMBC and any initiatives that the school is pursuing itself.

This audit report should be uploaded onto the website to help promote the excellent achievements made by the school.

The lack of serious accidents reported via the SMBC on-line portal was a good indicator that health and safety was being proactively managed by the whole school.

<b>11. Inspection and Audit Action Plan</b>			
<b>Item</b>	<b>Actions required</b>	<b>Time Frame</b>	<b>Date Completed</b>
<b>OSH&amp;W Policy</b>	<ul style="list-style-type: none"> <li>The policy should be updated to include and acknowledge the extensive activities of the School Business Manager and the Site Supervisor.</li> </ul>	Next Review	
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>Whole school risk assessment to be reviewed annually</li> </ul>	annually	
<b>Chemical safety – Control of Substances Hazardous to Health (COSHH)</b>	COSHH risk assessments should be completed for all products used on site and a copy of these made available in the fire book and in the location where these chemicals are stored/the Site Supervisors Office.	1 month	
<b>Health and safety training</b>	<ul style="list-style-type: none"> <li>Produce an induction package for new and supply staff that includes essential information on health and safety and review the health and safety training needs of employees and arrange for them to receive the necessary training.</li> </ul>	1 month	
<b>Communication and consultation</b>	<ul style="list-style-type: none"> <li>Arrange to install a bespoke health safety and wellbeing notice board in the staff room to that it is easy to consult with staff, and to share information regarding all health and safety matters.</li> </ul>	3 weeks	
<b>Fire Safety Management</b>	<ul style="list-style-type: none"> <li>Arrange for the necessary fire safety signs on the exterior doors of main buildings.</li> <li>Arrange for the switch room to be cleared of all combustible materials and the door locked shut with appropriate signage</li> </ul>	2 weeks ASAP	
<b>Asbestos</b>	<ul style="list-style-type: none"> <li>Report condition and location annually to full governors meeting.</li> </ul>	Annually	
<b>Legionella / water</b>	<ul style="list-style-type: none"> <li>Implement any actions identified in the legionella risk assessment as described by the competent person</li> <li>Report outcome of management regime on an annual basis to a full meeting of Governors</li> </ul>	Annually	