



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Hursthead Infants School SMS Audit & Premises Inspection Report 2022 - 2023



**HEALTH, SAFETY
& WELLBEING**

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Document Control

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SCHOOL SIGNATURES – To be signed off post audit		
The OSHW arrangements are reviewed annually to ensure that policies and procedures documented remain up to date and relevant.		
Head teacher signature:		Date:
Head of Governors signature:		Date:

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1. Introduction

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

In the time available, the audit did not confirm every activity affecting the school, although every effort has been made to identify a realistic picture.

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

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

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

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

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

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

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

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

The format of the report has changed for this academic year (21/22) audit and now takes the form of a more concise RAG (Red, Amber, Green) report with three clear and understandable categories, 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).

2. Acknowledgements

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

In particular, the auditor would like to thank Jane Driscoll (Headteacher) and Fiona Haskayne (School Business Manager).

3. Background

According to both the school's and the authority's records, this is the 6th formal audit and inspection of the school's OHSWMS since these audits began in 2015.

4. 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.

5. 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 have 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.

6. Scoring

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

KEY	
Noncompliance	There is a legal requirement to adhere to this element of the audit. The audit identified a breach that should be addressed. Failure to comply with health and safety requirements is a criminal offence.
Partial compliance	There are gaps in compliance with legal requirements. It is advised that action is taken to ensure full compliance with legislation. It is essential that measures be put in place to improve the safety standards in this area.
Compliance	There is full compliance with the requirements of health and safety legislation.

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

7. Findings of the Audit

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

Occupational Health Safety and Welfare (OHSW) Policy	
<p>The school has an OHSW (Occupational Health, Safety and Welfare) policy that complies with law and makes clear the organisational structure and arrangements for managing health, safety and welfare.</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.</p> <p>The policy was signed in October 2021 by both Jane Driscoll (Headteacher) and Mike Hilditch (Health & Safety Governing Board Representative)</p>	Compliance
<p>BEST PRACTICE:</p> <p>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>WHAT THE LAW SAYS:</p> <p>The OHSW policy should be consulted on with staff and Union representatives where possible and once it has been signed off by governors, it must be effectively communicated to all staff. This could be done for example, by letting the staff know that it is available on the shared drive or staff health and safety notice board.</p>	
<p>LEGAL REFERENCE(S)</p> <p>The Health and Safety at Work Act 1974, Section 2 (3)</p> <p>‘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.’</p> <p>Furthermore, Section 2 (6) outlines “the duty of every employer to consult on any such arrangements with a view to the making and maintenance of arrangements...”</p>	
<p>FURTHER INFORMATION:</p> <p>It is recommended that the OSHW arrangements be reviewed annually to ensure that procedures documented remain up to date and relevant.</p> <p>Following this review, the head teacher and chair of governors must sign the policy.</p>	

Risk Assessments	
<p>All significant risks have been identified and a well-developed system for identifying hazards and evaluating risks relating to workers safety and health is in place.</p> <p>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.</p> <p>Risk assessments have also been obtained by contractors prior to visiting the site.</p> <p>Risk assessments are available to view and are held centrally in the staff room.</p> <p>Risk assessments information is also referenced in Appendix 25 of the Health and Safety policy and also further risk assessment guidance available to view.</p>	Compliance
<p>Risk assessments have been completed for the following areas: However, they need to be signed and dated by the author.</p> <ul style="list-style-type: none"> • Caretaking Duties • Lone Working • Manual Handling • Work at Height • Cleaning the School • Preventing Slips, Trips & Falls <p>There is also a general hazard risk assessment which covers different hazards and work activities within the school. This was completed in December 2021.</p> <p>The school use the new online trips & visits form.</p>	Compliance
<p>BEST PRACTICE: Examples of suitable and sufficient risk assessments are available from the Health, Safety and Wellbeing team on request. These are meant as guides only and provide a good indication of the hazards found in most schools. Any specific risk assessment MUST be modified to accurately reflect the hazards found in your own school and the control measures that you have in place.</p>	

WHAT THE LAW SAYS:

There is a legal obligation to record the control measures in place, and as such, care should be taken to ensure that risk assessments are relevant, in every detail, to the activity or area being assessed. Written risk assessments and the associated control measures must be reviewed regularly. SMBC recommends that this is done annually or if there has been a significant change to working operations or practices.

It is a legal requirement for every employer to assess the health and safety risks arising out of their work under regulation 3 of the Management of Health and Safety at Work Regulations 1999.

This means to assess the significant risks and to put into place suitable and sufficient control measures. In addition, there is a requirement to consult staff in this process and effectively communicate the findings of these assessments to them. Once in place, the risk assessments must be monitored and reviewed to ensure that they remain relevant. Risk assessments must be reviewed regularly, following an accident, and to reflect changes within the school, e.g. the introduction of new equipment, substance, change in policy/procedures, a change in legislation or advancement in technology, etc. Staff should be involved in this process.

Safe Systems of Work

Reviews and modifications to hazard prevention and control procedures or arrangements are carried out frequently and with regard to necessity and timing.

Comprehensive and robust arrangements exist for prevention, preparedness and response to accidents and incidents, and these are regularly maintained and tested. And a good awareness of the arrangements amongst staff.

There is safe systems for example, bad weather, security of the school premises and safe contractor working. Also during the COVID pandemic the school were reviewing ongoing safe working practices and updating the procedures where necessary.

Compliance

WHAT THE LAW SAYS:**The Management of Health and Safety at Work Regulations 1999, Regulation 3 (4)**

'Any assessment such as is referred to in paragraph (1) or (2) shall be reviewed by the employer or self-employed person who made it if a) there is reason to suspect that it is no longer valid; or b) there has been a significant change in the matters to which it relates; and whereas a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them

The Health and Safety at Work Act 1974, Section 2 (2) (a)


An employer has the duty for '...the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health...

The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1)

'Every employer shall a) Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking...'

Working at Height	
<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.</p> <p>There is safe systems of work and a risk assessment in place, and this is referenced in Appendix 31 of the Health and Safety policy.</p> <p>The school also use further guidance from the HSE Stepladder and Ladder Safety and Working at Height guidance for further information on safe procedures.</p> <p>Dan Jones (Site Manager) has an awareness of this content, as this was delivered during the recent Health & Safety training for Site Managers. Also additionally, PASMA Training was undertaken on 09/05/2018 and this is due to be renewed on 09/05/2023 and also Safe Use of Ladders in April 2021.</p> <p>Duty holders (Headteachers) 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"> • All working at height is properly planned and organised • The place where work at height is carried out is safe • The equipment for work at height is appropriately inspected & maintained • All working at height is carried out in a safe manner using appropriate work equipment • All persons involved in working at height are suitably trained, competent and are supervised appropriately. • Supervision should be carried out by a competent person • The risks arising from fragile surfaces are properly controlled • The risks arising from falling objects are properly controlled 	<p>Compliance</p>
<p>FURTHER INFORMATION: A copy of the SMBC Guidance for Working at Height Policy is available from the Health, Safety and Wellbeing Team. HRSafety&HealthTeam@stockport.gov.uk</p>	

Manual Handling	
<p>All significant examples of manual handling have been risk assessed and documented.</p> <p>Lifting and Handling is referenced in Appendix 19 of the Health & Safety Policy.</p> <p>Staff receive instruction and information with regards to lifting techniques and have previously completed training in March 2019.</p> <p>DSE Assessments have also been completed for staff members who use desktop equipment.</p> <p>SMBC adheres to the SMART approach to lifting:</p> <p>Size up that load</p> <ul style="list-style-type: none"> • Assess the load (shape, size and weight) • Determine where the load needs to be moved and placed • Determine whether you can carry the load/whether a mechanical aid should be used <p>Move the load as close to the body as possible</p> <ul style="list-style-type: none"> • Carry the load as close to the body as possible • Secure your grip <p>Always bend your knees</p> <ul style="list-style-type: none"> • Keep feet apart in a comfortable position (usually in line with hips) • Minimise lower back bending • Bend knees (squat or semi-squat position) <p>Raise the load with your legs</p> <ul style="list-style-type: none"> • Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements) • Maintain normal curvature of the spine <p>Turn your feet in the direction you want to move</p> <ul style="list-style-type: none"> • Change direction by pointing your feet and not twisting your back • To set the load down, squat down, keep your head up and allow your legs to carry the weight 	<p>Compliance</p>
<p>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</p>	

Control of Substances Hazardous To Health (COSHH)	
<p>Product safety data sheets have been obtained from the manufacturer for every substance used at the school.</p> <p>COSHH risk assessments have been completed for all products used in the school and are available for inspection. These were reviewed in November 2021.</p> <p>Staff are aware of the procedure for the introduction of any new substances into the school. This is referenced in Appendix 11 of the Health and Safety policy.</p> <p>COSHH risk assessments should be completed for substances used in the following departments:</p> <ul style="list-style-type: none">• Site supervisor• Kitchen	Compliance
<p>If a container shows a warning symbol (see examples below), you must assess the risks to users.</p> <div></div>	
<p>WHAT THE LAW SAYS:</p> <p>The Control of Substances Hazardous to Health (COSHH) Regulations stipulates that employers must:</p> <ul style="list-style-type: none">• assess the risks to health from chemicals and decide what controls are needed• use those controls and make sure workers use them• make sure the controls are working properly• inform workers about the risks to their health; provide training for employees <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.</p> <p>Steps have been taken to ensure appropriate separation of hazardous substances to guard against accidental mixing.</p> <p>This area is fully secured and is accessible via a locked door.</p>	Compliance
<p>BEST PRACTICE: Butane (blue cylinders) and propane (red cylinders) both of which can be used for running domestic type BBQs 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>WHAT THE LAW SAYS: The Dangerous Substances and Explosive Atmospheres Regulations, 2002 require that flammable and highly flammable substances be controlled. These include petrol, LPG, solvent-based paints, varnishes and some types of dust.</p>	
<p>Further information: Regarding the control of hazardous substances can be obtained from www.hse.gov.uk/COSHH/index.htm and a COSHH assessment tool is available from www.coshh-essentials.org.uk.</p> <p>Help and advice is also available from the Health, Safety and Wellbeing team at the Council: <u>HRSafety&HealthTeam@stockport.gov.uk</u></p>	

Dealing with Accidents, Incidents and Ill-Health and First Aid	
<p>ACCIDENT RECORDING: The school is using the SMBC portal to report accident injuries and dangerous occurrences: https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting and will continue to use the portal to report and record the more serious incidents and especially where incidents involve a “workplace activity”, school facilities or equipment.</p> <p>Cuts, grazes and bumps are being managed appropriately via a locally held accident reporting system based at the school.</p>	Compliance
<p>ACCIDENT REPORTING Staff are aware of the procedures for reporting incidents as required under the 'Reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR) and can 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> <p>The Accident Reporting procedures are referenced in Appendix 1 of the Health & Safety Policy and also further SMBC guidance is available to view.</p>	Compliance
<p>ACCIDENT/INCIDENT INVESTIGATION AND MONITORING The school maintains a well-documented recording system to track and document accidents and incidents.</p> <p>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>	Compliance
<p>FIRST AID PROVISION The first aid provision is good, the school is well resourced in terms of trained personnel and equipment. The provisions comply with the law and surpass expectations for the size and nature of the risks in the school.</p> <p>There is currently 6 x Emergency First Aid trained staff members, There is also a first aid room and first aid boxes located in every classroom.</p>	Compliance
<p>FIRST AID PROVISION - EARLY YEARS ONLY (UP TO 5 YEARS OLD) It is a requirement of the statutory framework that a paediatric first aider is on 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> <p>The school has a sufficient number of paediatric first aiders, with currently 6 x Paediatric First Aid trained staff members.</p>	Compliance
<p>FIRST AID RECORDS In addition to recording more serious incidents, minor injuries and any first aid treatment given is locally recorded. During the audit, evidence was produced to show that any first aid treatment given is properly recorded.</p>	Compliance

Dealing with Accidents, Incidents and Ill-Health and First Aid	
ADMINISTRATION OF MEDICINES The school has procedures in place to support pupils with health and medical needs. These include a written parental request form, a monitoring system and secure storage location for medicines. Designated staff administer medical care as and when required, ensuring each dosage is properly logged to avoid an accidental overdose. Records are kept secure within the office with restricted access to authorised staff only.	Compliance
BEST PRACTICE: The Information Management Toolkit for Schools (IRMS) is designed as guidance and sets out certain requirements for the keeping of records <ul style="list-style-type: none">• For accidents involving adults in schools, it is the date of the accident + 6 years• For accidents involving pupils it is the Date of Birth + 25 years• Records relating to serious accidents and injury should be kept for date of incident + 12 years.	
WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1) ‘Every employer shall— Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking...’ The Health and Safety (First-Aid) Regulations 1981, Regulation 3 ‘(1) An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work. (2) Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose, a person shall not be suitable unless he has undergone: <ul style="list-style-type: none">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, andb) 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...’	

Communication, Consultation and Cooperation	
<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 Headteacher or Business Manager.</p> <p>There is information in the staff handbook, health & safety policy, the notice boards and regular discussions during meetings and inset days etc, provides additional health, safety and welfare information to staff.</p> <p>Health & safety is a regular item at staff meetings and governors meetings. There is a weekly meeting every Tuesday taking place.</p> <p>Consultation is also communicated on inset days about policy contents and general working procedures.</p>	<p>Compliance</p>
<p>BEST PRACTICE:</p> <p>Effective communication of health and safety can be achieved in several ways. Staff can be provided with health and safety information through:</p> <ul style="list-style-type: none"> • Staff meetings • Departmental meetings • Health and safety committees • Leadership groups <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>ISO45001 Clauses 7.4.1 to 7.4.3</p> <p>“The organisation must establish, implement and maintain a process or processes for internal and external communications relevant to the OH&S management system, which provides for the gathering, updating and dissemination of information and which encompasses the following: What topics to communicate on, when to communicate, with whom to communicate, how to communicate”.</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 representatives can assist with this process as well as providing valuable guidance in health and safety matters.</p>	
<p>WHAT THE LAW SAYS:</p> <p>It is a requirement that employers must consult all their employees on health and safety matters, in particular, regarding:</p> <ol style="list-style-type: none"> i). the introduction of any measure which may affect their health and safety, e.g., the introduction of new equipment or new systems of work ii). the arrangements for getting competent people to help them comply with health and safety laws 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 iv). the planning and organisation of any health and safety training v). the health and safety consequences of introducing modern technology. 	

Emergency Planning	
<p>The school have a Critical Incident Plan that includes procedures for example, fire, lockdown and bomb evacuation. This has been prepared so that staff are aware of the procedures to follow in a crisis.</p> <p>There is also a Business Continuity Plan that includes for example, loss of premises and IT systems etc.</p> <p>In addition to the above, there are documented emergency evacuation procedures in place which includes information for contractors and visitors to the school. These are also posted throughout the site and are also referenced in Appendix 8 of the Health & Safety Policy and Staff Handbook.</p> <p>Evidence was also produced to show that the school put into place Personal Emergency Evacuation Procedures (PEEPS) for children where required.</p> <p>Consideration should be given to including the following in the plan:</p> <ul style="list-style-type: none"> • how to respond efficiently during a crisis safeguarding pupils, staff, and visitors, this should name individuals and their roles during the situation • preventing an escalation of the situation • arrangements to temporarily relocate pupils if necessary • contact details e.g., emergency numbers, School Service, Critical Incident Response Team, etc. • emergency arrangements in case of an incident during an educational visit. <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 can provide advice in relation to emergency planning for further details contact samantha.jones@stockport.gov.uk</p>	<p>Compliance</p>

Lockdown	
<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>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. The last test was completed on 01/03/2022.</p>	<p>Compliance</p>

7.2 Buildings and Grounds

Fire Safety Management	
FIRE RISK ASSESSMENT The school had a fire risk assessment in place, which appears to be suitable and sufficient in that, as far as it was practicable to tell, the main risks have been identified. A fire risk assessment has been completed on 03/03/2020 by Firesec, this is in need of an annual review. (The wording will be forwarded).	Compliance
WHAT THE LAW SAYS: Under The Regulatory Reform (Fire Safety) 2005 Order every premises with 5 or more employees must assess the risks from fire, record the findings and inform all staff of the outcome of the assessment.	
BEST PRACTICE: It is recommended by SMBC that 4 years is the maximum period that should be left between Fire Risk Assessments.	
FIRE ALARM – TESTING AND MAINTENANCE BY A COMPETENT PERSON The fire alarm has been serviced within the last 6 to 12 months and service records were available to evidence this. Barlows conducted the service on 26/05/2022.	Compliance
EMERGENCY LIGHTING TESTING AND MAINTENANCE BY A COMPETENT PERSON The emergency lighting has been serviced within the last 6 to 12 months and service records were available to evidence this. Barlows conducted the service on 26/05/2022.	Compliance
FIRE-FIGHTING EQUIPMENT – SERVICE BY A COMPETENT PERSON Fire-fighting equipment has been serviced in the last 12 months and service records were available to evidence this. Fire-fighting equipment was serviced by Walker Fire on 27/05/2022. Also, they were inspected on 15/06/2022 by Dan Jones (Site Manager).	Compliance
CALL POINTS – CHECKS BY THE SCHOOL A different call point is tested weekly, and the results recorded. The Fire Authority will ask to see evidence that these tests are carried out when the school is inspected. Failure to produce written evidence could result in an improvement notice. It is an offence to falsify records. The last recorded documented check was completed on 06/07/2022.	Compliance
EMERGENCY LIGHTING – CHECKS BY THE SCHOOL Emergency lights are being tested monthly. The last documented check was completed on 22/06/2022 by Dan Jones (Site Manager).	Compliance
WHAT THE LAW SAYS: All emergency lights must be checked each month to ensure continued operation of all assets. Results should be recorded, and faults rectified immediately.	
MEANS OF ESCAPE – CHECKS BY THE SCHOOL The school checks the facilities, equipment, and devices (e.g., fire exits, fire doors, exit routes) provided for fire safety are inspected weekly for damage, blockages and ease of access and there is a written record of these findings. The last documented check was completed on 14/07/2022.	Compliance
WHAT THE LAW SAYS: It is a legal requirement to ensure that facilities, equipment and devices provided for fire safety are checked on a weekly basis. For example, that emergency exit routes are not blocked, that final exit routes and stairwells are free from combustible material and that fire doors are in good working order. Regular checks must be included in an effective fire prevention monitoring routine.	
FIRE DRILLS Timed emergency evacuation drills are carried out each term and are properly recorded. The last recorded drills were completed on 18/07/2022 and 07/03/2022.	Compliance

BEST PRACTICE:

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.
HRSafety&HealthTeam@stockport.gov.uk

Asbestos

An up-to-date management survey of Asbestos Containing Materials (ACM's) is held by the school and the risks associated with these ACM's have been assessed, the survey includes locations, changes in circumstances and condition of the asbestos.

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 school have an Asbestos acknowledgement sheet for contractors to sign prior to any work being undertaken.

AEC (Airborne Environmental Consultants Ltd completed an annual survey in April 2022.

An Asbestos Management Plan was completed by Stockport Homes on 04/05/2022.

There is a legal duty to ensure that:

- staff and contractors are made aware of the location/type of ACM.
- the state of ACM's is monitored and changes in condition are reported immediately
- The survey and risk register is updated following the removal of any ACM's by a competent person

Compliance**WHAT THE LAW SAYS**

The Control of Asbestos Regulations 2012 states:

"The measures to be specified in the plan for managing the risk shall include adequate measures for

- a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos
- b) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and
- c) ensuring that information about the location and condition of any asbestos or any such substance is:
 - (i) provided to every person liable to disturb it
 - (ii) made available to the emergency services."

Legionella Risk Assessment	
<p>An up-to-date legionella risk assessment and written scheme were available at the time of the audit. The risk assessment was completed in January 2021 by HSL.</p> <p>Weekly flushing and monthly temperature are being completed by Dan Jones (Site Manager), the last documented check was on 14/07/2022.</p> <p>A maintenance programme by a competent person is in place, the last monthly visit was completed on 20/06/2022 by HSL.</p> <p>Further advice is available on the management of Legionella is available from your service provider and also the HRSafety&HealthTeam@stockport.gov.uk</p>	Compliance
WHAT THE LAW SAYS: It is a requirement to make a suitable and sufficient assessment of the risk of exposure to legionella bacteria from work activities or water systems. It is the responsibility of the duty holder to ensure this is carried out by a competent person and reviewed regularly or following a significant change.	

Gas and Electrical Safety: Systems and Appliances	
GAS SAFETY Service records were available to show that the gas boilers are serviced regularly. The last documented service was completed on the 05/08/2021 by Dodd Group Ltd.	Compliance
FIXED ELECTRICAL INSTALLATION A competent person has checked the fixed electrical installations within the last 5 years and documentation was provided to evidence this. Failed installations and other C1 and C2 recommendations have been acted upon. The last documented fixed wiring test was completed by Dodd Group Ltd on 12/02/2019.	Compliance
PORTABLE ELECTRICAL APPLIANCES PAT testing of the high-risk items has been completed within the last 12 months by AJT Safety Group Ltd in October 2021.	Compliance

Outdoor Play Equipment	
As part of best practice, a formal prior to use inspection of the playground equipment is carried out by Dan Jones (Site Supervisor) and documented with records are available to verify this. The last inspection was completed on 15/06/2022.	Compliance
Additionally, an annual inspection by an insurance approved contractor is carried out. This was completed by Triad on 16/02/2022.	

Contractors	
<p>The school ensure that selected contractors are competent to carry out the work and commission the services of Stockport Homes Facilities Management to provide selected contractors who are competent to carry out the work on their behalf.</p> <p>There is also a Control & Management of Contractors Policy in place and also further HSE Using Contractors and Managing Contractors guidance.</p> <p>In addition to the above, the school also refer to the SMBC Control of Trades document.</p> <p>Care should be taken to ensure that contractors meet certain criteria including:</p> <ul style="list-style-type: none"> • what experience they have in the type of work you want done • what their health and safety policies and practices are • examples of their recent health and safety performance (number of accidents etc.) • qualifications and skills • their selection procedure for sub-contractors • their safety method statements • health and safety training and supervision • their arrangements for consulting their workforce • if they have any independent assessment of their competence • if they are members of a relevant trade or professional body. <p>The school can then decide how much evidence needs to be sought in support of what prospective contractors have stated.</p>	Compliance

Pedestrian and Vehicular Movement	
Pupil areas are properly separated from the front car park area and other vehicle movement areas, delivery vehicles are restricted where possible during the day to limit movements.	Compliance
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.	
Kitchen: Access	
Because this is a high-risk area access to the kitchen is secure. Any staff or visitors entering the food preparation area should wear appropriate Personal Protective Equipment such as slip resistant footwear. Hair must be tied back and covered with a hat to avoid contaminating food.	Compliance

Kitchen: Extractor Hoods	
The extractor hoods are cleaned and serviced on an annual basis, which is good practice. The school should ensure that the recommended system is cleaned and serviced to the standard in TR19 guidance. An annual inspection was completed by Impact Hygiene on 23/11/2021.	Compliance
BEST PRACTICE: Extractor hoods and local exhaust ventilation systems should be cleaned and serviced by a competent person at least annually.	

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).</p> <p>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 of frequently moved lights/fittings. The last completed check was by Torpedo Factory Group on 08/06/2022.</p>	Compliance
<p>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:</p> <p>HRSafety&HealthTeam@stockport.gov.uk</p>	

Roller Shutters	
<p>Design, manufacture, supply and installation of roller shutters comes under Supply of Machinery (Safety) Regulations 2008 but there is no specific health and safety legal requirement dictating how often roller doors should be inspected or tested. SMBC recommends an annual safety and maintenance inspection under PUWER (1998) which requires that work equipment is safe to use on installation and maintained in safe condition for use.</p> <p>Also, regulation 5 of the Workplace (Health, Safety and Welfare Regulations), 1992 states that any powered door needs to be “maintained in an efficient state...subject to a suitable system of maintenance”.</p> <p>The roller shutters were serviced by Door Care & Security on 30/09/2021.</p>	Compliance
<p>BEST PRACTICE: BS standard EN 12635:2002 provides guidance on documentation, operation, use and maintenance including requirements for a logbook which should detail; operating instructions, maintenance and repair visits, details of work undertaken, details of changes/upgrades, name date and signature of responsible person</p>	

Gates and Barriers	
<p>The legal position is that powered gate systems are considered to be “machinery”. The Health and Safety Executive has lead responsibility for enforcement of this legislation, which has been transposed into UK law as the Supply of Machinery (Safety) Regulations .2008. The school has suitable and sufficient gates and barriers providing adequate security for the school.</p> <p>All gates are serviced and tested annually. These are visually inspected by Dan Jones (Site Supervisor) on a daily basis and documented weekly 14/07/2022, the last inspection was completed by Triad on 23/03/2022.</p>	Compliance
<p>BEST PRACTICE: Gates and fences in a primary school should as a minimum conform to BS EN 1176 and be RoSPA approved.</p>	

Air Conditioning Units	
N/A	N/A
<p>BEST PRACTICE: Regular servicing improves the efficiency of your air conditioner. Professional advice says that for every year of operation in which you do not service your air-conditioning it loses 5% of its efficiency. By law any cooling or heating systems with more than 3kg of ozone depleting substances including HCFCs and HFCs must be checked annually for leakage. F-Gas Regulations contain requirements for labelling, leak checking, record-keeping, and maintenance staff qualifications. All air conditioning systems with an effective combined rated output of more than 12kw must be regularly inspected by an energy assessor. The inspections must be no more than five years apart.</p>	

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

7.3 High Risk Curriculum Areas and Staff Training

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

Physical Education: Equipment	
All PE equipment is serviced annually by a competent person and recommendations made to rectify faults are followed up. Service records are available to evidence this. Sportsafe completed this on 06/06/2022.	Compliance

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

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

Health and Safety Training: Induction Training	
<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 school's health, safety and welfare policy, accident reporting procedure, location of asbestos-containing material, how to report maintenance issues, etc. A formal record of the information given is be placed on staff's personal records.</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. HRSafety&HealthTeam@stockport.gov.uk</p>	Compliance

WHAT THE LAW SAYS:

It is a legal requirement that all new staff receive health and safety induction training. Keeping induction training records enables the school to demonstrate that health and safety training has been given. It is recommended that a record of the health and safety induction information given be kept on employees' personal files.

The Health and Safety at Work Act 1974, Section 2 (2) (c)

'Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular—...

...The provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees...'

The Management of Health and Safety at Work Regulations 1999, Regulation 10

'Every employer shall provide his employees with comprehensible and relevant information'

The Management of Health and Safety at Work Regulations 1999, Regulation 13 (2)

'Every employer shall ensure that his employees are provided with adequate health and safety training...on their being recruited into the employer's undertaking; and on their being exposed to new or increased risks...'

General health and safety training		
<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 includes -</p> <p>First Aid Manual Handling Medical Needs Working at Height H&S Awareness for Caretakers</p> <p>Once the new Headteacher has been appointed, there are courses available on SLA Online to book on, such as Managing H&S for School Leaders.</p>	Compliance	
<p>BEST PRACTICE: IOSH Managing safely in schools: https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/</p>		
<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’.</p> <p>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.</p> <p>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.</p> <p>Appropriate training may include but are not limited to the following:</p>		
<p>Course: Fire safety awareness Fire warden training Working with hazardous substances Moving and handling of pupils Ladder / access equipment</p>	<p>Requirement of: Regulatory Reform (Fire Safety) Order Regulatory Reform (Fire Safety) Order CoSHH Regulations Manual Handling Regulations Working at Height Regulations</p>	<p>Attendees Leadership Team All staff Site Supervisor/Cleaners Site Supervisor/Cleaners Site Supervisors</p>

7.4 Performance Monitoring and Measurement

Active Monitoring	
<p>Monitoring of the working environment and review of work systems, premises, plant, and equipment are recorded, frequent and systematic.</p> <p>There are daily and weekly inspections for example on the all the external fencing, gates and barriers, as well as other premises equipment.</p> <p>Staff are also asked to fill in the HSE Classroom Checklist document.</p> <p>Damage is reported to Fiona Haskayne (School Business Manager) and Dan Jones (Site Manager). There are weekly and monthly checks completed and plans in place to ensure action is taken where necessary.</p>	Compliance
<p>The school normally undertakes a health and safety walk around with the H&S Governor, every term. The last documented inspection was completed on 20/05/2022.</p>	Compliance
<p>WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 5 ‘(1) Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditee, control, monitoring and review of the preventive and protective measures. (2) Where the employer employs five or more employees, they shall record the arrangements referred to in paragraph (1).’</p>	
Reactive Monitoring	
<p>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.</p>	Compliance
<p>WHAT THE LAW SAYS: The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (1) ‘Every employer shall take reasonable steps to investigate the circumstances of every accident of which notice is given to him...’</p>	

7.5 Audit

Auditing and Reviewing the OHSWMS	
<p>Internal termly walk round inspections as well as regular 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.</p> <p>A key part of this process is the annual review of the HS&W policy and associated procedures and assessments to ensure that these are current and specific to the school.</p>	Compliance
<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.</p> <p>The audit recommends improvements to HS&W practices and gives timeframes for implementation. These recommendations have been adopted by the school within the time frames.</p> <p>Since the last audit process, the school have implemented all recommendations and are currently in the process of renewing the playground surface and installing new windows.</p>	Compliance
<p>WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 5 'Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditing, control, monitoring and review of the preventive and protective measures.'</p>	
<p>Management reviews are systematically undertaken by the Headteacher and School Business Manager.</p> <p>They consider HS&W performance indicators such as number of accidents, location of accidents and trend analysis.</p> <p>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> <p>Governors meetings take place on a regular basis with the last Full Governors on 11/06/2022 and Health & Safety Committee on 20/06/2022.</p> <p>Staff meetings take place every Tuesday.</p>	Compliance

7.6 Statutory Compliance Checklist

Compliance Activities Within: Hursthead Infants School							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Air conditioning units	Annually	N/A	N/A	N/A		Best practice to service annually
Headteacher	Asbestos management - annual management report	Annually	4.5.23	4.5.22	Stockport Homes		Annual report to Governors to be presented at next F&P meeting in Autumn 22 as report received after the summer term F&P meeting
Contractor	Asbestos management - specific surveys prior to intrusive works	As required		April 2022	AEC Ltd		SMBC have agreed for replacement of boiler & fire alarm system – at quote stage & will ensure this is completed prior to work starting.
Site Supervisor	COSHH risk assessments from data sheets	Regularly	Nov 22	Nov 21	Fiona Haskayne/ Dan Jones		Review if products change
Contractor	Drainage maintenance	Annually	N/A	N/A	N/A		Only as required
Contractor	Electrical - 5-year fixed wire testing	5 yearly	Feb - 24	12.02.19	Dodd Group Ltd		All C1's and C2's must be completed
Contractor	Electrical - PAT (high risk items only)	Annually	Oct 22	Oct 21	AJT Safety Group Ltd		All electrical equipment completed by AJ Safety Group
Site Supervisor	Electrical - PAT (recorded visual checks of low-risk items)	Bi-annual	N/A	N/A	N/A		Can be done by Site Supervisor
Contractor	Fire call points	Annually	May 23	26.5.22	Barlows		
Site Supervisor	Fire call points	Weekly	6.7.22	29.6.22	Dan Jones		
Headteacher	Fire drills	Termly	14.7.22	7.3.22	Jane Driscoll Headteacher		
Contractor	Fire emergency alarm panel	Annually	May 23	26.5.22	Barlows		

Compliance Activities Within: Hursthead Infants School							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Site Supervisor	Fire emergency lighting	Monthly	22.7.22	22.6.22	Dan Jones		
Contractor	Fire emergency lighting	Bi-annual	Nov 22	6.5.22	Barlows		
Site Supervisor	Firefighting equipment	Monthly	15.7.22	15.6.22	Dan Jones		
Contractor	Firefighting equipment	Annually	May 23	27.5.22	Walkers		
Site Supervisor	Fire means of escape	Weekly	6.7.22	29.6.22	Dan Jones		Any damaged/blocked doors must be recorded
Contractor	Fume Cupboards (Secondary Schools)	Annually	N/A	N/A	N/A		
Contractor	Gas safety - all gas appliances located on site	Annually	Aug 22	Aug 21	Dodd Group Ltd		Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998
Contractor	Gas safety - boilers & heating plant comprehensive maintenance	Annually	Aug 22	5.8.21	Dodd Group Ltd		
Contractor	Gas safety - pressure systems (insurance check)	Annually	Feb 23	9.2.22	Zurich		Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see https://www.hse.gov.uk/pubns/indg261.pdf
Contractor	Gas safety - soundness/tightness	5 yearly	Mar 26	31.3.21	Dodd Group Ltd		System is purged to check there are no leaks
Contractor	Gates and barriers	Annually	Mar 23	23.3.22	Triad Fabrications Ltd		BS EN 1176
Site Supervisor	Gates and barriers	Weekly	6.7.22	29.6.22	Dan Jones		
Contractor	Grounds Maintenance	Termly	July 22	June 22	Heywood Gardener		Attends on a monthly basis to maintain shrubs. Junior school is responsible for the maintenance of the field.

Compliance Activities Within: Hursthead Infants School							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Intruder Alarm	Annually	July 23	4.7.22			
Contractor	Kitchen - catering LEV inspection and cleaning	Annually	Nov 22	23.11.21	Impact Hygiene Ltd		
Contractor	Kitchen - inspection of kitchen equipment (mixers, and fixed equipment)	Annually	Sept 22	23.9.21	Dodd Group Ltd		
Contractor	Legionella - up to date risk assessment and written scheme	Annually		Jan 21	HSL		Review required if any significant changes to the HWS and layout
Contractor	Legionella anti scald	Monthly	20.7.22	20.6.22	HSL		
Site Supervisor	Legionella management quarterly cleaning of shower heads	Quarterly	N/A	N/A	N/A		None on site
Site Supervisor	Legionella management weekly flushing of little used outlets	Weekly	6.7.22	29.6.22	Dan Jones		Hose pipes in Quad & Boiler room
Site Supervisor	Legionella management weekly outlet temperature checks	Weekly	6.7.22	29.6.22	Dan Jones		Temperature must be between 50-60 °C after running for 1 minute
Contractor	Local Extraction and Ventilation systems (Secondary Schools)	Annually	N/A	N/A	N/A		
Headteacher	Lockdown - test of procedures and policy	Bi-annual	Oct 22	1.3.22	Jane Driscoll Headteacher		Guidance on SLA online
Contractor	LOLER - Hoists and lifting equipment	Bi-annual	N/A	N/A	N/A		
Contractor	LOLER - Passenger Lift Inspection	Bi-annual	N/A	N/A	N/A		
Contractor	PE Equipment	Annually	Jun 23	6.6.22	Sportsafe		
Site Supervisor	Playground equipment	Monthly	July 22	15.6.22	Dan Jones		
Contractor	Playground equipment	Annually	Feb 23	16.2.22	Triad Fabrications Ltd		
Contractor	Roller shutters annual maintenance	Annually	Sept 22	30.9.21	Door care & security ltd		

Compliance Activities Within: Hursthead Infants School							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	SICO Dining Table Maintenance	Annually	N/A	N/A	N/A		None on site
Headteacher	Site Specific Risk assessments - 3 examples please	Annually	Dec 22	Dec 21	JD/FH		Best practice to review each year/record any changes
Contractor	Stage lighting and rigging & AV Systems	Annually	Jun 23	8.6.22	Torpedo factory group		
Contractor	Tree inspections	Annually	Jun 23	3.6.20			As per SLA completed every 3 years.

8. Physical Inspection – Observations and Recommendations

	Location	Defect	Remedy	Time Frame
1	PTA Outdoor Storage Room Door	Showing signs of deterioration	Monitor and arrange repairs where necessary	Ongoing
2	PTA Outdoor Storage Room Door	No handle on door	Install new handle	2 Weeks
3	Boiler House	Storage against pipework	Remove from pipework	Immediate
4	Woodland Path (behind Elm Cottage)	Tree branches at low level	Cut back branches	2 Weeks
5	Small Pond Area Wooden Furniture	Starting to show signs of deterioration	Monitor and arrange repairs where necessary	Ongoing
6	General Classroom Areas	String displays stretched across classroom	Reduce displays	2 Weeks
7	Elm Cottage Door	Showing signs of deterioration	Monitor and arrange repairs where necessary	Ongoing
8	Elm Cottage	Material around light fitting	Remove	Immediate

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 are available from the Council's Health, Safety and Wellbeing team where needed. HRSafety&HealthTeam@stockport.gov.uk

10. Executive Summary

The primary aim of this audit was to provide an external, independent assessment of the occupational Health and Safety management system and arrangements developed by the school. This also included the effectiveness of their implementation.

During the audit everyone appeared to be open and honest in their responses to questions, irrespective of whether or not they reflected well on the school's safety performance. Jane Driscoll (Headteacher) and Fiona Haskayne (School Business Manager) showed a real interest in the audits preliminary findings taking notes and asking for clarification of points throughout the visit.

The school itself is well maintained and has a good plot of educational land with part of this land is separated into various areas for pupils to conduct activities. There has been some investment with regards to the new cycle and scooter area.

It was clear from the tidiness and general cleanliness that the school had ensured a high standard of a well-developed health, safety and wellbeing ethos

Taking account of the recommendations of this report the school should now look to draw up and implement the audit and inspection plan, ensuring that the timescales for completion are met.

The Health and Safety at Work etc. Act 1974 requires an employer, so far as is reasonably practicable, to ensure the Health, Safety and Welfare at work of all his employees. Whilst there are other additional duties under this legislation employers must specifically provide –

- a) Safe plant and systems of work
- b) Safe use, handling, storage and transport of articles and substances
- c) Any required information, instruction, training and supervision)
- d) A safe place of work, including safe access and egress
- e) A safe work environment with adequate welfare facilities

The Management of Health and Safety at Work Regulations 1999 places a duty on employers to assess and manage risks to their employees and others arising from work activities and to make arrangements to ensure the health and safety of the workplace

11. Inspection and Audit Action Plan

Item	Actions required	Time Frame	Date Completed
Risk Assessments	Ensure that these are signed and dated by the author.	4 Weeks	
Fire Safety Management	It is recommended that you review your Fire Risk Assessment, this can be reviewed annually for up to 4 years (as long as no changes have occurred to the building, such as an extension, usage or increase in PEEPS), if no changes have occurred then you review your Fire Risk Assessment in house, this can be signed off by the Headteacher and Chair of Governors and placed in the Assessment as it is a live rolling document. Information will be forwarded.	4 Weeks	
PTA Outdoor Storage Room Door	The door is starting to show signs of deterioration and becoming weathered. It is recommended that action is taken to limit further deterioration, monitor and arrange repairs where necessary.	Ongoing	
PTA Outdoor Storage Room Door	Install a new door handle on the door.	2 Weeks	
Boiler House	Ensure the storage of equipment is not on or around any plant equipment.	Immediate	
Woodland Path (behind Elm Cottage)	Cut back the branches at low eye level.	2 Weeks	
Small Pond Area Wooden Furniture	Monitor the wooden furniture, as this was showing signs of deterioration and becoming weathered.	Ongoing	
General Classroom Areas	Reduce the string displays from stretching across the length of the classroom area, to limit the potential of flame spread.	2 Weeks	
Elm Cottage Door	The door is starting to show signs of deterioration and becoming weathered. It is recommended that action is taken to limit further deterioration, monitor and arrange repairs where necessary.	Ongoing	
Elm Cottage	Remove the material from around the light fitting (heat source).	Immediate	