

Primary School Audit Report

Auditor: Kim Hicks

Location: East Hoathly CE Primary School

Date of Audit: 06/02/2024

Audit Score: 94%

Produced by:

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Introduction

This is a School's Health and Safety audit.

The audit measured compliance with the following elements of health & safety management:-

Health and Safety Management
Accident, Incident Reporting and Investigation
Health and Safety Training
Risk Assessment
First Aid
Supporting Children with Medical Conditions
Food Storage and Preparation
Moving and Handling of People
Nursery
Control of Contractors
Asbestos
Facilities/Property Management
Security
Work at Height
Minibuses
Swimming Pools (for schools who operate their own pool)
Curriculum Health and Safety

Each element contained various numbers of questions, whose answers were either positive, 'Yes', negative 'No', qualified 'Q' or not applicable, 'N/A'.

Conforming
The following strengths were identified during the assessment:-

Health and Safety Management

- ✓ Safety Management System - Answer = Yes
- ✓ Policy Availability - Answer = Yes
- ✓ Consultation Arrangements - Answer = Yes

Accident, Incident Reporting and Investigation

- ✓ Incidents Reporting - Answer = Yes
- ✓ Investigating Accidents / Incidents - Answer = Yes
- ✓ Need to Report - Answer = Yes

Health and Safety Training

- ✓ Health & Safety Training Needs - Answer = Yes
- ✓ Management of Health and Safety Course - Answer = Yes
- ✓ IOSH Managing Safely - Answer = Yes
- ✓ Premises Coordinator - Answer = Yes
- ✓ Manual Handling Training - Answer = Yes
- ✓ Health and Safety Training - Record Keeping - Answer = Yes
- ✓ Governor Training - Answer = Yes

Risk Assessment

- ✓ Premises Risk Assessment - Answer = 100%
- ✓ Security Risk Assessment - Answer = 100%
- ✓ Working at Height Risk Assessments - Answer = 100%
- ✓ Fire Risk Assessment - Answer = Yes
- ✓ First Aid Risk Assessment - Answer = Yes
- ✓ DSE Assessments - Answer = Yes
- ✓ Pregnant Workers and New Mothers Risk Assessment - Answer = Yes
- ✓ Curriculum Risk Assessment - Answer = 100%
- ✓ Offsite Visits Risk Assessment - Answer = Yes
- ✓ Risk Assessment - Staff Training - Answer = 100%
- ✓ Risk Assessment - Hazards, Risks, Control Measures - Answer = Yes
- ✓ Reviewing Risk Assessments - Answer = Yes

First Aid

- ✓ First Aid - Management Systems - Answer = Yes
- ✓ First Aid Supplies - Answer = Yes

Supporting Children with Medical Conditions

- ✓ Supporting Children with Medical Conditions - Management System - Answer = Yes

- ✔ Supporting Children with Medical Conditions - Individual Healthcare Plans - Answer = Yes

Nursery

- ✔ Nursery - Health and Safety Management - Answer = Yes
- ✔ Nursery - First Aid Arrangements - Answer = Yes
- ✔ Nursery - Risk Assessments - Answer = 100%
- ✔ Nursery - Training - Answer = Yes

Control Of Contractors

- ✔ Employees: Health and Safety Risk and Control Measures - Answer = Yes
- ✔ Contractors: Risks and Control Measures - Answer = Yes
- ✔ Control of Contractors - Emergency Procedures - Answer = Yes
- ✔ Control of Contractors - Obtaining Information - Answer = Yes
- ✔ Control of Contractors - Safe & Secure Storage - Answer = Yes
- ✔ Control of Contractors - Monitoring Arrangements - Answer = Yes
- ✔ Control of Contractors - Management System - Answer = Yes

Asbestos

- ✔ Management of Asbestos - Answer = Yes
- ✔ Employees to Report Asbestos - Answer = Yes

Facilities / Property Management

- ✔ End of the Day Security - Answer = Yes
- ✔ CDM Regulations - Answer = Yes
- ✔ Legionella - Answer = Yes
- ✔ Maintenance Schedule - Answer = Yes
- ✔ Visual inspections - Answer = Yes
- ✔ Outdoor Play Equipment Inspections - Answer = Yes
- ✔ Plant Maintenance - Answer = Yes
- ✔ Electrical Maintenance - Answer = Yes

Security

- ✔ Security - Employees and Visitors - Answer = Yes
- ✔ Security - Site Perimeter - Answer = Yes

Work at Height

- ✔ Working at Height - Access Equipment Inspections - Answer = Yes
- ✔ Working at Height Training - Answer = Yes

Curriculum Health & Safety

- ✔ PE Equipment Inspections - Answer = Yes
- ✔ External PE Provider Checklist - Answer = Yes

✔ Curriculum H&S - CLEAPSS - Answer = Yes

Action Summary

The following is a list of actions that were identified as not being fully met during the time of the assessment. These should be actioned by the stated due date.

Action Ref	Action Required	Recommended Due Date	Responsible	Date Completed
0069487	<p>IOSH Working Safely Course?</p> <p>An appropriate number of employees need to attend or be nominated to attend the IOSH accredited Working Safely Course. This includes Site Managers/Caretakers, Teaching Assistants and Administration Staff. Further details are available on the East Sussex Learning Portal at https://www.eastsussexlearning.org.uk/cpd/portal.asp.</p> <p>It is noted that the caretaker is booked to attend this course on 6th March 2024.</p>	09/08/2024		
✗ OPEN				
0069486	<p>Moving and Handling Assessments?</p> <p>Risk assessments have been undertaken for individual moving and handling tasks activities. It is recommended that this risk assessment is reviewed to ensure that the identified hazards are listed along with the control measures in place.</p>	09/05/2024		
✗ OPEN				
0069480	<p>COSHH Assessments?</p> <p>COSHH assessments have been undertaken for the products/operations that require them, e.g. hazardous substances etc. In order for these assessments to be suitable and sufficient they must be further revised to fully reflect the local situation e.g. specifying local disposal arrangements, specifying the materials available at school to clear up spillages etc. Staff required to undertake the writing of COSHH assessments for their workplace can attend ESCC's half day COSHH Assessment training course, further details are available on the East Sussex Learning Portal at https://www.eastsussexlearning.org.uk/cpd/portal.asp.</p>	09/05/2024		

✗ OPEN				
0069483	Personal Protective Equipment? The Personal Protective Equipment issued to employees should be appropriate to the risk and should be identified through the risk assessment process.	09/05/2024		
✗ OPEN				
0069239	Nursery – Food storage? Nursery to implement a system to ensure daily temperature checks of the refrigerator(s) are recorded. The temperature checks are happening, however the most recent records were not available. School will add this to the caretaker daily checks and records kept in separate folder in future.	24/02/2024		
✗ OPEN				
0069485	Asbestos - Training? It is a legal requirement to ensure that training is provided to those employees who may, in the course of their duties be more likely than others to be exposed to asbestos and also train those "controllers" who commission others who by the nature of the work to be carried out would similarly be at enhanced risk of exposure. For example, Headteacher, Caretaker, Site Manager etc. Asbestos awareness e-learning has been undertaken by the Executive Headteacher and Caretaker, however, the one day Asbestos Awareness and Duty to Manage course will ensure compliance with legislation. It is noted that the H&S Administrators have attended this training. Further details are available on the East Sussex Learning Portal at https://www.eastsussexlearning.org.uk/cpd/portal.asp .	09/08/2024		
✗ OPEN				
0069482	Fire Safety? The fire safety log book (available on the health and safety pages online) is being completed, however, the weekly tests are currently being undertaken on a fortnightly basis. It is recommended that the frequency within the fire log book is followed.	09/04/2024		

✗ OPEN				
0069481	Additional recommendations? Crisis Management - a current version of the crisis management plan is in place, however, it is recommended that appendices A & F are localised.	16/02/2024		
✗ OPEN				
0069484	Additional recommendations? PE Risk Assessments - the school uses an external provider to deliver their PE curriculum and the risk assessments were viewed. There were a mix of ESCC templates used with the offsite template being used for onsite outside spaces and onsite template being completed for those activities being carried out in the village hall. It is recommended that the school asks for those assessments to be reviewed to ensure that they are site specific as well as reference being made to AfPE, etc.	12/03/2024		
✗ OPEN				

