

Draft Report

**ANNUAL HEALTH AND SAFETY AUDIT REVIEW**

Green Lane School and 6th Form College

|  |  |
| --- | --- |
| **School Status:** | Special School and 6th Form College |
| **Employer:** | LA Maintained School – Warrington Borough Council |
| **People Considered:**  | Pupils, Staff, Visitors and all other site users |
| **Audit Review carried out by:** | Julie HowardResilience Adviser Health and Safety |
| **Audit Review Date:** | 13th June 2017 |
| **Date of review visit:** | 20th June 2017 |
| **Health and Safety Audit rating 2016/2017** | Key areas of risk: High AssuranceOther areas of risk: High Assurance |
| **Health and Safety Audit Rating 2017/2018** | Key areas of risk: Substantial AssuranceOther areas of risk: High Assurance |

|  |  |
| --- | --- |
| **CONTENTS PAGE**  | **Page Number** |
| 1. **Management Summary / Background and Objectives**
 | **3** |
| 1. **Overall Health & Safety Audit Opinion for Green Lane School and 6th Form College**
 | **5** |
| 1. **Rationale Supporting the Overall Health and Safety Audit Opinion for Green Lane School and 6th Form College**
 | **7** |
| 1. **Number of Recommendations for Green Lane School and 6th Form College**
 | **14** |
| 1. **Action Plan for Green Lane School and 6th Form College**
 | **15** |
| 1. **Overall Health & Safety Audit Opinion and Recommendations**

**Definitions (Appendix A)** | **15** |
| 1. **Acknowledgements**
 | **16** |

**1. Management Summary**

**1.1 Background and Objectives**

The audit review process was based upon the framework developed by the Health and Safety Executive (HSE) in their publication ‘*Managing for Health and Safety’*(HSG65). The structure of this report reflects the four elements within the HSE’s framework as detailed below:

**(i) Plan -** The Councils Health, Safety and Welfare Policy statement is the Chief Executives corporate declaration of intent on behalf of Warrington Borough Councils plan for implementation and to decide how performance will be measured. Service Managers, Managers and Head Teachers are expected to ensure they effectively plan and implement the policy at an operational level which involves compliance with WBC documented arrangements and procedures to ensure Health, Safety and Welfare within their areas of responsibility are implemented, clearly understood, appropriately communicated to all employees and interested parties.

**(ii) Do -** *Managing for Health and Safety* recognises that the Council needs to create “*a robust framework for management activity and to detail the responsibilities and relationships that will deliver improved performance*.” In creating this safety culture the HSE guidance points to the need for;

* Identify Risk Profile – Identify risks and how this will be managed and prioritised. Involving employees in the process.
* Organise Activities to Deliver Plan – Worker involvement ensures clear communication is in place. Adequate resources are to be provided to implement and manage controls identified.
* Implement your Plan - Identify and put in place preventative and protective measures. Provide and maintain the correct tools and equipment to carry out work. Train and instruct to ensure employees are competent to carry out work tasks. Supervise to ensure arrangements are followed.

**(iii)Check -** This aspect of the audit review focuses upon the documented risk assessments and accompanying precautions. The coverage and currency of the risk assessments is audited followed by a review into whether there is a plan to implement any identified further control measures. It also reviews safe systems of work, methods of work and organisational arrangements for the management of first aid, fire precautions, control of substances hazardous to health (COSHH), display screen assessments (DSE) etc. The Council must establish systems for measuring and monitoring Health and Safety performance and these systems are usually described as active monitoring before an accident or incident, such as workplace inspections and reactive monitoring after an accident or incident, such as analysing accident forms. The results from this monitoring can be used to develop key performance indicators.

**(iv) Act –**Reviewing performanceby monitoring accident and ill-health trends, revisit plans, policy documents and risk assessments to identify where updating may be required. You need to take actions on lessons learned, including audit and inspection reports.

**1.2 Objectives**

Following the Risk and Resilience Team 2012–2015 in-depth audit process within all schools, the aim of this annual desktop review was to gain an overview of the management arrangements in place for Health and Safety within Green Lane School and 6th Form College.

The audit was limited to key areas of Health and Safety in order to gain an overview of the effectiveness and validity of the safety management system within the school. It is important to realise that the audit review provides opinion on the responses and evidence provided by the school during the desktop review and the observations and the impressions gained during the review visit to school. Every effort was made to ensure all statements and information offered in this review are given in good faith relating to the information and documentation provided by the school during the desktop audit process.

The audit review covered policy and organisation, accidents and first aid, workplace health, safety & welfare, legionella, asbestos, cleaning and chemicals, fire, risk assessments, manual handling, display screen equipment, outside areas, stress, control of contractors, lifting operations and lifting equipment regulations, provision and use of work equipment regulations and active / reactive monitoring. The aim of the audit review was to gain an overview of arrangements in place and to inform more in-depth audits where necessary. The scope of the audit was limited; therefore assurances and opinion stated within this review should not be taken as identifying all areas of possible non–conformances for statutory requirements.

**1.2.1 The control objectives:** To assess the degree to which the organisation has its Health and Safety risks under control by testing the structure of its Health and Safety management system against recognised best practice e.g. HSE guidance and the principles of total quality management and HSG (65), the audit process was aligned to elements of ROSPA QSA (Royal Society for the Prevention of Accidents quality safety assurance) and OSHAS 18001 and will enable WBC to: -

* Review the organisations Policy;
* Assist in discharging it’s legal and moral obligations with regard to Health and Safety at work;
* Assess its Health and Safety performance against the general duties of the *Health and Safety at Work Act: 1974* and the *Management of Health and Safety at Work Regulations: 1999;*
* Provide a framework for progressive improvements in Health and Safety management and its performance.

**1.2.2** Sample testing was undertaken to verify the operational effectiveness of the health and safety management control systems and this was undertaken by means of a desk top audit review on the 13th June 2017,followed by a visit on the 20th June 2017. The audit provides clear corrective action as necessary with the findings and recommendations.

The audit review will give two overall assurance statements, the first for ‘Key areas of Risk’ which include Policy and Organisation, Legionella, Asbestos, Control of Contractors, Fire and Risk Assessment and the second for the ‘Remaining areas of Risk’ which include Accidents and First Aid, Manual Handling, Stress, DSE, Outside Areas, Cleaning and Chemicals, PUWER, LOLER, Workplace Health, Safety and Welfare, Active and Re-Active Monitoring.

**2. Overall Health and Safety Audit Opinion for Green Lane School and 6th Form College**

**2.1** We contribute to the overall governance of the Council by providing an opinion on the adequacy and effectiveness of internal Health and Safety management controls in relation to the areas under review and to encourage consistent safe, compliant standards across all Warrington family of schools. Our Assurance Statement reflects our opinion and is selected from the range of statements contained in Appendix A.

**2.2** It should be noted that the overall legal responsibility and accountability for ensuring health and safety compliance lies with the employer.

* The local authority is the employer, and therefore responsible in terms of health & safety compliance in relation to: Local Authority Maintained Schools, Voluntary Controlled Schools, Local Authority Maintained Nursery Schools and Pupil Referral Units.

The day-to-day running of the school including responsibility for the health and safety of staff and pupils is delegated to the head teacher and school management team who have a key role in making sure risks are managed effectively on site.

**2.3Assurance Statements**

The following 2 assurance statements set out the findings from the audit review for the ‘key areas of risk’ and the ‘remaining areas of risk’.

**Key Areas of Risk**

**The Assurance Statement for the Health, Safety & Welfare Performance relating to: -**

Policy and Organisation, Legionella, Asbestos, Control of Contractors, Fire and Risk Assessment

The overall audit review opinion for **(Green Lane School and 6th Form College)** is;

Substantial Assurance (for the areas audited)

Key controls exist for the management of health, safety & welfare but there is some inconsistency in their application. This means that a few of the key areas of risk may need attention (no critical, high or medium, recommendations made).

There is a total of **5**recommendations within the report categorised as follows; **0** critical, **0** high **0** medium and **5** low recommendations made.

**Remaining areas of Risk**

**Assurance Statement for Health, Safety & Welfare Performance relating to** Accidents and First Aid, Manual Handling, Stress, DSE, Cleaning and Chemicals, Outside Areas, PUWER, LOLER, Workplace HSW, Measuring Performance and Active Monitoring.

The overall audit review opinion for **(Green Lane School and 6th Form College) is;**

**High Assurance (for the areas audited)**

All key control measures for the management of health, safety & welfare are being applied consistently and effectively. This means that all the key risks in the audit scope are being properly managed (no critical or high, 5 or under medium & under 5 low recommendations made)

There are a total of**4**recommendations within the report, categorised as follows**; 0** critical **0** high **1** medium and **3** low recommendations made.

**2.4** The Health and Safety desktop audit review was conducted on 13th June 2017 by Julie Howard (Resilience Adviser Health and Safety). This was followed up by an audit review visit to the school on the 20th June 2017 in attendance was Julie Howard Resilience Adviser Health and Safety and Shaun Everett NUT Health and Safety Representative.

**2.5** Green Lane School and 6th Form Collegeattained a Substantial Assurance opinion for the ‘Key areas of Risk’ and High Assurance for the ‘Remaining areas of Risk’ audited. There was evidence to support that further Health and Safety work needs to be undertaken which is detailed in the action plan within the associated Desktop Review Audit Tracker. It would also be prudent to consider that the audit review was limited and did not fully test the Health and Safety management system.

**2.6** There was evidence to support that Health and Safety management is being undertaken with the commitment from the Head Teacher, Maintenance Officer and staff towards Health and Safety compliance. The recommendations identified within the Desktop Review Action Tracker will assist in the progression of continual improvement.

**3. Rationale Supporting the Overall Health and Safety Audit Review Opinion for Green Lane School and 6th Form College.**

Areas completed in red, identify where recommendations have been made in the action plan tracker.

|  |  |
| --- | --- |
| **DOCUMENTATION AND SAFETY MEASURES ASSESSMENT** | **Are Measures In Place?** |
| **1. policy and organisation** |  |
| * The school have adopted WBC Health and Safety Policy.
 | **Yes** |
| * The school have produced a statement of intent detailing how the policy is to be implemented in School.
 | **Yes** |
| * The statement of intent has been signed by the Head Teacher and the Head of Governors Mr Alan Lee.
 | **Yes** |
| * The safety responsibilities of staff are detailed in the policy.
 | **Yes** |
| * All staff have been made aware of the Health, Safety and Welfare Policy.
 | **Yes** |
| * The HSE Law poster on display and correctly completed.
 | **Yes** |
| * Health and safety is reported to Governors, via the Head Teacher’s termly report and discussed at the Governor Body and Governor Meetings.
 | **Yes** |
| * The schools Health and Safety Committee assists in the monitoring of accident and incident trends, risk assessment, safe systems of work, site inspections and training.
 | **Yes** |
| * Mr Rick Long is the current nominated Governor for health and safety.
 | **Yes** |
| * Health and safety objectives have been identified within the School Development Plan / Action Plan.
 | **Yes** |
| * Health and safety is an agenda item at Staff morning briefings and Senior Leadership Team meetings.
 | **Yes** |
| * Health and safety is communicated to staff, visitors, pupils and contractors.
 | **Yes** |
| * Health and safety is communicated within school via the induction process, notice board, H & S File, H & S Policy, staff handbook, email, meetings and briefings, and in the risk assessments, policies and procedures.
 | **Yes** |
| * External organisations have been identified as using the school site, information regarding the emergency procedures and relevant risk assessment have been shared between the parties via the H & S freelance teachers pack.
 | **Yes** |
| * All new starters go through the health and safety induction process.
 | **Yes** |
| * Health and safety training needs have been assessed for staff and the school has a training matrix which identified the training dates and dates when refresher training has been identified.
 | **Yes** |
| * Other designated persons have attended the HABC Level 3 Health & Safety training in the Workplace. We were informed that Neil Bothwell (Assistant Head Teacher) and Karen Gray (School Administrator) both attended the HABC Level 3 course in November 2011. It is recommended that Neil and Karen both attend a one day refresher training session for the HABC level 3, to ensure that they keep up to date with any new legislation and in line with other health and safety refresher training.
 | **Yes****No** |

|  |  |
| --- | --- |
| **2. Accidents / First Aid** |  |
| * Accidents and incidents are monitored in school and the information is used to review systems and procedures.
 | **Yes** |
| * Accidents and incident investigations are carried out by the Head Teacherwho has attended H & S training.
 | **Yes** |
| * Following the review of systems and procedures the information is communicated with staff via updated systems/risk assessment s and via the Y Drive.
 | **Yes** |
| * Karen Gray is responsible for inputting accidents and incidents onto the electronic accident reporting system and has attended appropriate training.
 | **Yes** |
| * The school has procedures and risk assessments in place covering the risk of violence or threatening behavior to staff.
 | **Yes** |
| * The school has undertaken a First Aid needs risk assessment, which identifies the need for 6 FAW first aiders, 5 Pediatric first aiders and 4 emergency first aiders and 1 Mid-Day Assistant.
 | **Yes** |
| * Notices of current first aiders and emergency first aiders including contact details are displayed around the school.
 | **Yes** |
| * The school have identified that Amy Bradleymaintains and stocks the first aid boxes around school.
 | **Yes** |
| * The School has a defibrillator on site.
 | **Yes** |
| * 16 members of staff are trained to use the defibrillator and the training was carried out on the 02/07/2014. (please note we do recommend that refresher training is undertaken every 3 years)
 | **Yes** |

|  |  |
| --- | --- |
| **3. WORKPLACE HEALTH, SAFETY & WELFARE** |  |
| * The Head Teacher is the Premise Manager and is supported in this role by the Site Maintenance Officer.
 | **Yes** |
| * Paul King is the Premise Manager and is aware of the responsibilities.
 | **Yes** |
| * Indoor and outdoor inspections are carried out and documented on daily and weekly checklists.
 | **Yes** |
| * The Maintenance Officer has attendeda number of health and safety training courses. It is recommended that the Maintenance Officer attends the following health and safety training courses working at height, Manual Handling non-people, Lone Working/personal safety and a refresher training course for PAT testing.
 | **Yes****No** |
| * 5 yearly hard wiring survey was carried out and dated September 2014 and any recommendations have been signed off.
 | **Yes** |
| * Portable electrical appliances (PAT) inspected on a rolling programme in school.
 | **Yes** |
| * Gas inspection carried out, Gas Safety Certificate is available and dated 10/08/2016 and 10/08/2016.
 | **Yes** |
| * Boiler serviced and dated 10/08/2016.
 | **Yes** |
| * Glazing survey has been carried out and is dated August 2014.
 | **Yes** |
| * Lightening conductor inspected and dated 27/07/2015 and July 2016.
 | **Yes** |
| * Waste bins are stored at least 8m away from the building and are kept secure.
 | **Yes** |
| * Adequate traffic management systems are in place.
 | **Yes** |

|  |  |
| --- | --- |
| **4. LEGIONELLA** |  |
| * There are designated persons for managing legionella on site (Responsible person - Paul King/Deputy - Neil Bothwell /Tap turner- Peter Turner).
 | **Yes/ No** |
| * All responsible persons have undertaken legionella training within the last 3 years (Dates of training PK – 15/01/2014 & PT – 15/01/2014).It is recommended that the Deputy Head Teacher attends a legionella training course; it is also recommended that Mr King and Mr Turner also attend refresher legionella training, all health and safety training should be refreshed every 3 years to ensure staff are up to date with current legislation.
 | **No** |
| * A current Legionella risk assessment is in place dated September 2015. The risk assessment was last reviewed 2nd March 2016.
 | **Yes** |
| * Recommendations from the risk assessment are actioned and signed off when completed.
 | **Yes** |
| * A legionella control management plan is in place and was last reviewed on 28/04/2016. It is recommended that the legionella control management plan is reviewed on an annual basis.
 | **Yes****No** |
| * The monthly temperature monitoring in school is carried out by Manchester Working and all faults and actions are recorded.
 | **Yes** |
| * Flushing of rarely used taps and toilets is undertaken and recorded by Maintenance Officer, the last holiday flush was recorded on the 5th June 2017.
 | **Yes** |

|  |  |
| --- | --- |
| **5. ASBESTOS** |  |
| * Following refurbishment work carried out to the building in 2014, the school have been provided with a certificate issued by Environtec dated 21/10/2015 stating that there is no asbestos containing materials on site.
 | **Yes** |

|  |  |
| --- | --- |
| **6. CLEANING/ CHEMICALS (COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)** |  |
| * The Maintenance Officer and school employed cleaners are responsible for carrying out the cleaning within the building and for providing all cleaning chemicals.
 | **Yes** |
| * Staff are aware of the risk assessments and are trained in using the chemicals safely.
 | **Yes** |
| * Task based COSHH risk assessments have been completed for all hazardous chemicals, substances and products used on site and are reviewed annually.
 | **Yes** |
| * Peter Turner the Maintenance Officer is the person who has been assigned to COSHH and has received appropriate training (02/03/2016) in the management of risks from hazardous substances.
 | **Yes** |
| * An up to date inventory of all chemicals is available with associated Manufacturers Safety Data sheets.
 | **Yes** |
| * All flammable substances stored away from sources of ignition and combustibles.
 | **Yes** |

|  |  |
| --- | --- |
| **7. FIRE** |  |
| * A fire risk assessment is available dated 18/01/2017 and any recommendations identified in the risk assessment have been actioned and signed off.
 | **Yes** |
| * The fire risk assessment has been shared / discussed with appropriate staff via during staff briefings.
 | **Yes** |
| * An annual arson risk assessment has been completed and is dated September 2015 and reviewed each September.
 | **Yes** |
| * All building users aware of evacuation procedures and what to do in the event of a fire.
 | **Yes** |
| * Evacuation procedures define arrangements for those persons with special needs (PEEP).
 | **Yes** |
| * The evacuation process has been practiced with staff and those with special needs. The last evacuation was 15/01/2016. It is recommended that fire evacuation drills are carried out in school on at least a termly basis, with records maintained on site.
 | **Yes****No** |
| * There are written procedures for testing the alarms, other communication systems and testing the fire emergency evacuation procedure.From the evidence presented during the visit to school on the 20th June 2017, it was identified that the fire alarm in the school was being tested every 2 weeks and in the 6th form college on a 2 weekly basis. It is recommended and stated in the Cheshire Fire and Rescue Service log book that fire alarms should be tested weekly, therefore the fire alarm system in the school and the 6th form college should be tested weekly not fortnightly as indicated by the records maintained on site.
 | **Yes****No** |
| * The school has a fire log book to record tests, false alarms, equipment checks, maintenance records etc.
 | **Yes** |
| * Fire-fighting equipment is available and checked annually by Manchester Working. Latest visit dated 21/07/2016.
 | **Yes** |
| * A number of school staff have attended fire warden/ fire marshall training in 5/01/2015 and/ or training on how to use fire-fighting equipment in 15/10/2014.
 | **Yes** |
| * Emergency procedures take into consideration threats from bomb or gas explosions.
 | **Yes** |

|  |  |
| --- | --- |
| **8. rISK ASSESSMENTS** |  |
| * Specific task based risk assessments have been undertaken and are reviewed on an annual basis.
 | **Yes** |
| * The Head Teacher Mr King has attended risk assessment training dated March 2016.
 | **Yes** |
| * Staff members are involved in the risk assessment process and are aware of the control measures required.
 | **Yes** |
| * The risk assessments are located on the Y drive and in the risk assessment folder.

The school have a large number of pupil risk assessments which are reviewed as and when required or following an incident. HSE class room risk assessments were completed in March 2016. | **Yes** |

|  |  |
| --- | --- |
| **9. MANUAL HANDLING & WORKING AT HEIGHT**  |  |
| * Risk assessments are in place and include TILE (Task, Individual, Load, and Environment).
 | **Yes** |
| * Staff (including teaching assistants and midday assistants) have attended manual handling training dated 25/02/2015. A number of staff have received training for the manual handling of people, which has been recognized by the risk assessment process and by the needs of the pupils attending Green Lane School. It is recommended that the Maintenance Officer and any other staff identified in school (e.g. Midday Assistants/Teaching Assistants) who are required to carry, lift, move, pull and push equipment/furniture attend manual handling training for non- people with records maintained in school.
 | **Yes****No** |
| * Staff members who use ladders have had appropriate training within the last 3 years.There was no record of the Maintenance Officer attending working at height training, see section 3.
 | **No** |
| * Ladders are periodically inspected to ensure that they are in good working order; the last inspection was dated 23/09/2016.
 | **Yes** |

|  |  |
| --- | --- |
| 10. DISPLAY SCREEN EQUIPMENT (DSE) |  |
| * Display Screen Equipment (DSE) assessments are undertaken for identified users.
 | **Yes** |
| * Jo Milnes is responsible for carrying out DSE assessments and has attended DSE Assessor training dated 14/10/2016.
 | **Yes** |
| * DSE assessments are reviewed whenever there are any significant changes to workstations or relocations.
 | **Yes** |
| * Records of the DSE assessments are kept.
 | **Yes** |

|  |  |
| --- | --- |
| 11. OUTSIDE AREAS |  |
| * Outside play equipment (trim trail) checked regularly by Maintenance Officer and at the time of the audit there was no annual inspection by a reputable external company. It is recommended that the school arrange with a reputable company for an independent annual inspection of outdoor play equipment, which should include a report of their findings and any further actions required.
 | **Yes****No** |
| * Procedures in place for the use of outside play equipment and measures taken to prevent unauthorised use as appropriate.
 | **Yes** |
| * Grassed and hard play areas checked visually for rubbish, debris and gravel.
 | **Yes** |
| * Fencing secure and in good condition and regular checks to perimeter fencing and gates carried out by the Maintenance Officer on a daily basis.
 | **Yes** |
| * Tree survey carried out by WBC.
 | **Yes** |
| * Grounds maintenance carried out by WBC.
 | **Yes** |
| * A gritting plan is in place.
 | **Yes** |
| * We were informed that there is no pond on the school site.
 | **N/A** |

|  |  |
| --- | --- |
| 12. STRESS  |  |
| * The school are aware of the WBC Stress management policy and have communicated this to staff via the induction process.
 | **Yes** |
| * School has undertaken a stress risk assessment as necessary and shared this with all staff.
 | **Yes** |
| * A stress audit was carried out with staff in May 2016.
 | **Yes** |
| * Individual stress risk assessments have been completed for people that have returned to work following a stress related illness or suffering from stress.
 | **Yes** |

|  |  |
| --- | --- |
| **13. CONTROL OF CONTRACTORS** |  |
| * There is a procedure in place for the formal assessment of contractors for H&S competency.
 | **Yes** |
| * WBC Building Services is the responsible person for selecting, controlling and monitoring of the work of contractors.
 | **Yes** |
| * The Head Teacher Mr King has attended training for client duties under CDM 2015.
 | **Yes** |
| * The school has evaluation sheets to check that contractors provide their safety policy method statements, risk assessments, safety plans, training records, Insurance and HSE prosecutions.
 | **Yes** |

|  |  |
| --- | --- |
| **14. LOLER – LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS** |  |
| * Risk assessments and safe systems of work are in place for the use of any lifting equipment and are reviewed by Jo Milnes.
 | **Yes** |
| * Statutory thorough examinations are undertaken on a six monthly basis by WBC Insurers. Date of inspections 02/09/2016 and 10/03/2017 next inspection due 10/09/2017 as indicated by the insurer’s spreadsheet which was shared with the Community Safety and Resilience Team, when information was requested regarding inspection dates.
 | **Yes** |
| * Service inspection carried out on 23rd February 2017 by Manchester Working.
 | **Yes** |
| * Procedures are in place to deal with any issues, accidents and reporting defects and equipment is tagged to identify faults.
 | **Yes** |

|  |  |
| --- | --- |
| **15. PUWER – PROVISION AND USE OF WORK EQUIPMENT REGULATIONS** |  |
| * Risk assessments are in place for the use and control of equipment and machinery.
 | **Yes** |
| * Inspection maintenance procedures are in place and documented for equipment/ machinery.
 | **Yes** |
| * Appropriate staff members have received adequate information, instruction and training in the use of the equipment and refresher training is programmed in for new staff.
 | **Yes** |
| * Emergency procedures are in place for equipment.
 | **Yes** |

|  |  |
| --- | --- |
| **16. ACTIVE & REACTIVE MONITORING** |  |
| * Workplace inspections have been carried out and the last two inspections are dated March 2016 by the school Governor Rick Long and July 2016 by Adele Partridge the schools Independent H & S Adviser.It is recommended that workplace inspections are completed on at least an annual basis using a workplace inspection checklist to assist and guide you in the inspection process.
 | **Yes** |
| * Action plans are developed from the workplace inspections and are monitored and signed off by the Head Teacher and H & S Governor when recommendations are completed.
 | **Yes** |

|  |  |
| --- | --- |
| **17. Trade Union Forms** |  |
| * Have any completed Trade Union forms been returned to reception?
 | **Yes** |
| * Have you placed the completed Trade Union Questionnaires in a large envelope and posted them to the NUT Trade Union Representative Shaun Everett for review?
 | **Yes** |

|  |  |
| --- | --- |
| **Actions identified requiring attention** | **YES**  |

**The accompanying Audit Review Action Plan Tracker provides a full breakdown of all the recommendations made during the 2017-2018 Audit**

**4. The number of recommendations made in each key control area for Green Lane School and 6th Form College is as follows:**

|  |  |
| --- | --- |
| **Key Areas of Risk Health & Safety Management Area for Green Lane School and 6th Form College** | **Number of Recommended Improvement Actions by Risk Rating** |
| **⚫⚫Critical** | **⚫High** | **⚫Medium** | **⚫Low** |
| **Policy and Organisation** |  |  |  | **1** |
| **Risk Assessment** |  |  |  |  |
| **Legionella** |  |  |  | **2** |
| **Asbestos** |  |  |  |  |
| **Control of Contractors** |  |  |  |  |
| **Fire Safety** |  |  |  | **2** |
| **Total** |  |  |  | **5** |
| **Total Number of Recommendations Made** | **5** |

|  |  |
| --- | --- |
| **Remaining areas of Risk****Health & Safety Management Area for Green Lane School and 6th Form College** | **Number of Recommended Improvement Actions by Risk Rating** |
| **⚫⚫Critical** | **⚫High** | **⚫Medium** | **⚫Low** |
| **Accident and First Aid** |  |  |  |  |
| **Workplace Health, Safety & Welfare** |  |  |  | **1** |
| **Manual Handling** |  |  | **1** |  |
| **Stress** |  |  |  |  |
| **DSE** |  |  |  |  |
| **Cleaning and Chemicals** |  |  |  |  |
| **PUWER**  |  |  |  |  |
| **LOLER** |  |  |  |  |
| **Outside Areas** |  |  |  | **1** |
| **Active and Reactive Monitoring** |  |  |  | **1** |
| **Total** |  |  | **1** | **3** |
| **Total Number of Recommendations Made** | **4** |

**5. ACTION PLAN for Green Lane School and 6th Form College**

Please refer to the Green Lane School and 6th Form College audit review action plan tracker for comprehensive action plan.

**6. (Appendix A)**

**Overall Health and Safety Audit Opinions / Recommendation Definitions for:**

**Key areas of Risk** (Policy and Organisation, Legionella, Asbestos, Control of Contractors, Fire and Risk Assessment)

|  |  |
| --- | --- |
| **High Assurance** | All key control measures for the management of health, safety & welfare are being applied consistently and effectively. This means that all the key areas of risks in the audit scope are being properly managed (only low good practice recommendations made). |
| **Substantial Assurance**  | Key controls exist for the management of health, safety & welfare but there is some inconsistency in their application. This means that a few of the key areas of risk may need attention (no critical, high or medium, recommendations made). |
| **Limited Assurance**  | Some key controls do not exist for the management of health, safety & welfare and/or are not applied consistently or effectively. This means that a reasonable number of the key risks in the terms of reference need attention (No critical or high recommendations made)  |
| **Minimal Assurance**  | A significant number of key controls do not exist for the management of health, safety & welfare and/or there are major omissions in the application of key controls. This means that a significant number of key areas of risk are not being properly managed (critical and high recommendations made)  |

**Remaining areas of Risk** (Accidents and First Aid, Manual Handling, Stress, DSE, Cleaning and Chemicals, PUWER and LOLER, Workplace HSW, Active and Reactive Monitoring, Audit and Review)

|  |  |
| --- | --- |
| **High Assurance** | All key control measures for the management of health, safety & welfare are being applied consistently and effectively. This means that all the key risks in the audit scope are being properly managed (no critical or high, 5 or under medium & under 5 low recommendations made) |
| **Substantial Assurance**  | Key controls exist for the management of health, safety & welfare but there is some inconsistency in their application. This means that a few of the key risks in the terms of reference may need attention (no critical or high between 6-10 medium and low recommendations made). |
| **Limited Assurance**  | Some key controls do not exist for the management of health, safety & welfare and/or are not applied consistently or effectively. This means that a reasonable number of the key risks in the terms of reference need attention (No critical but high or over 10 medium recommendations made)  |
| **Minimal Assurance**  | A significant number of key controls do not exist for the management of health, safety & welfare and/or there are major omissions in the application of key controls. This means that a significant number of risks in the terms of reference are not being properly managed (critical and high recommendations made)  |

**Recommendation Risk Ratings**

We have four categories by which we classify our recommendations. They are defined as follows:

|  |  |
| --- | --- |
| **⚫⚫Critical** | A top priority due to the absence of or non-compliance with fundamental control processes, creating the risk that significant error or non- compliance with health & safety statutory duties could go undetected.  |
| **⚫High** | An important issue, which is needed to bring the health & safety management system internal control measures up to an adequate standards or eliminate a serious level of non-compliance with an existing control process.  |
| **⚫Medium** | An issue, which, if addressed, would contribute towards raising the standard of health & safety management internal controls to a level higher than adequate or help to reduce a less serious level of non-compliance with an existing control process.  |
| **⚫Low** | A minor issue, which, if addressed, would contribute towards raising the standard of internal control or help to reduce a minor level of non-compliance with an existing control process. |

**7. Acknowledgements**

We would like to thank the staff for their co-operation and time during the course of this audit.