

FINAL

**ANNUAL HEALTH AND SAFETY AUDIT REVIEW**

**Green Lane School**

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| **School Status:** | Special School |
| **Employer:** | LA Maintained School – Warrington Borough Council |
| **People Considered:** | Pupils, Staff, Visitors and all other site users |
| **Audit Review carried out by:**  **Reviewed by:** | Andrew Wills (Resilience Advisor)  Debbie Watson (Senior Resilience Advisor) |
| **Audit Review Date:** | Insert date: 7 May 2021 |
| **Date of review visit:** | None Required |
| **Health and Safety Audit Rating 2020/2021** | Key areas of Risk – High Assurance  Remaining Areas of Risk – High Assurance |
| **Health and Safety Audit Rating 2019/2020** | Key areas of Risk – Substantial Assurance  Remaining Areas of Risk – High Assurance |
| **Health and Safety Audit Rating 2017/2018** | Key areas of Risk – Limited Assurance  Remaining Areas of Risk – High Assurance |

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**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**

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**.

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 audit 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 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, working at height, lone working, display screen equipment, outside areas, stress, control of contractors, lifting operations and lifting equipment regulations, provision and use of work equipment regulations, Covid-19, Business Continuity 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 recently revised to ISO 45001:2018 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 7 May 2021. 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, Working at Height, Lone working, Stress, DSE, Outside Areas, Cleaning and Chemicals, PUWER, LOLER, Workplace Health, Safety and Welfare, Active and Re-Active Monitoring, Covid-19 and Business Continuity.

**1. Overall Health and Safety Audit Opinion for Green Lane School**

**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.

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.

**2.3** **Assurance 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)** 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 areas of risks in the audit scope are being properly managed (only low good practice recommendations made).

There is a total of **2** recommendations within the report categorised as follows; **0** critical, **0** high **0** medium and **2** low recommendations made.

**Remaining areas of Risk**

**Assurance Statement for Health, Safety & Welfare Performance relating to** Accidents and First Aid, Manual Handling, Working at Height, Lone Working, Stress, DSE, Cleaning and Chemicals, Outside Areas, PUWER, LOLER, Workplace HSW, Active / Reactive Monitoring, Covid-19 and Business Continuity.

The overall audit review opinion for **(Green Lane School) 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 **3** recommendations within the report, categorised as follows**; 0** critical **0** high **1** medium and **2** low recommendations made.

**2.4** The Health and Safety audit review was conducted on the 7 May 2021 along with a review of further information received on 8 May 2021 by Andrew Wills (Resilience Adviser).

**2.5** Green Lane Schoolattained a High 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 Headteacher 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.**

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

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| **DOCUMENTATION AND SAFETY MEASURES ASSESSMENT** | **Are Measures In Place?** |
| **1. policy and organisation** |  |
| * The school have adopted WBC 2020/21 Health and Safety Policy. Please note the 2021/22 (Version 11) Health, Safety and Welfare Policy is now available via [My School Services.](https://www.myschoolservices.co.uk/) This policy is reviewed by the Community Safety and Resilience Team during April each year. | **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 and dated by Paul King (Headteacher) in January 2020. | **Yes** |
| * All staff have been made aware of the Health, Safety and Welfare Policy and a copy has been placed in the staff room. | **Yes** |
| * The HSE Law poster is on display in school. | **Yes** |
| * The Health and Safety Committee meets every half term, reports from these meetings / minutes are fed in to full governors meetings where required. | **Yes** |
| * Mr Alan Lee is the current nominated Chair of Governors. | **Yes** |
| * The Committee assists in the monitoring of accident and incident trends, risk assessments and safe systems of work. | **Yes** |
| * Health and safety objectives have been identified within the School Development Plan. | **Yes** |
| * Health and safety is an agenda item at Staff, Phase Leaders 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 induction process, the dedicated H&S notice board for staff, the H & S File, via the H & S Policy, the staff planner which includes H&S guidance. Information is also sent via email/briefings/meetings, the risk assessments process and through policies and procedures, all documentation is located in the staff shared folder. | **Yes** |
| * The school have any external organisations using the school site. | **Yes** |
| * Emergency procedures and relevant risk assessments have been shared between both the school and external organisations. | **Yes** |
| * All new starters go through the health and safety induction process which is carried out by a senior team leader. | **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** |
| * Paul King (Headteacher) has attended Level 3 H&S in the workplace training on 8th Feb 2019. | **Yes** |

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| **2. Accidents / First Aid** |  |
| * Accidents and incidents are monitored in school and the information is used to review systems and procedures. The school also use accident sheets for minor bumps and bruises. | **Yes** |
| * Accidents and incident investigations are carried out by Paul King (Headteacher) and training was undertaken in February 2020. | **Yes** |
| * Paul King (Headteacher) is responsible for inputting accidents and incidents onto the electronic accident reporting system. | **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, the school has 6 trained first aiders. | **Yes** |
| * Notices of current first aiders and emergency first aiders including contact details are displayed around the school. | **Yes** |
| * The school have identified that Emma Bourque is responsible for maintaining and stocking the first aid boxes around school. | **Yes** |
| * The School has a defibrillator on site. | **Yes** |
| * There are 16 staff members trained in the safe use of the defibrillator. | **Yes** |

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| **3. WORKPLACE HEALTH, SAFETY & WELFARE** |  |
| * Paul King (Head Teacher) is the Premises Manager and is supported in this role by the Senior Maintenance Officer. | **Yes** |
| * The Premises Manager is adequately trained and aware of the responsibilities. The Premises Manager has attended the following relevant training courses: - Legionella Awareness (19 Jun 2018), Bomb Evacuation (19 Jun 2018), Risk Assessments (10 Sep 2019), Asbestos Awareness (13 Feb 2020), Headteacher Premises Management (4 Feb 2020), Fire Warden (26 Jan 2021), Working at Height (1 Feb 2021). | **Yes** |
| * Stephen Dodd (Senior Maintenance Officer) has attended the following relevant training courses: - Fire Warden (23 Sep 2019), Lone Working (3 Dec 2019), Working at Height (28 Nov 2019), COSHH (26 Nov 2019), PAT Testing (19 Sep 2019), Manual Handling (12 Oct 2020), Asbestos Awareness (13 Feb 2020), Legionella (10 Sep 2019). | **Yes** |
| * Indoor and outdoor inspections are carried out and documented on daily and weekly checklists and these are signed off by the Headteacher. | **Yes** |
| * The 5 yearly electrical hard wiring survey was carried out and dated October 2019, there are no outstanding recommendations. Recommendations are monitored and signed off once completed. | **Yes** |
| * The portable electrical appliances (PAT) were last tested in July 2020. | **Yes** |
| * The gas safety inspection were last carried out on 4 Sep 2020. | **Yes** |
| * The boiler was last serviced on the 19 August 2020. | **Yes** |
| * The boiler room is fitted with a carbon monoxide alarm. | **Yes** |
| * Regular checks are carried out on a weekly basis to ensure the carbon monoxide alarm is in good working order. | **Yes** |
| * A specific risk assessment has been carried out for the boiler room which includes the risks from carbon monoxide poisoning. | **Yes** |
| * Staff members do not work for long periods in the boiler room. | **Yes** |
| * The school state that a glazing survey was last carried by Stephen Dodd (Senior Maintenance Officer) out on 6 Feb 2021. | **Yes** |
| * The school state in the questionnaire that finger trap risks have been assessed but are not documented in a risk assessment.   It is recommended that finger trap risks that have been identified are recorded in a risk assessment and that this is shared with staff. (R1) | **No** |
| * The school have a lightening conductor, this was last inspected on 8 May 2020. | **Yes** |
| * The waste bins on site are stored at least 8m away from the building and are kept in a dedicated bin store which has a coded padlock. | **Yes** |
| * The school have adequate traffic management systems in place. | **Yes** |

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| **4. LEGIONELLA** |  |
| * The following designated persons have been identified for managing legionella on site (Responsible person – Paul King / Deputy - Joanne Mullineux / Tap turner – Stephen Dodd). | **Yes** |
| * Responsible persons have undertaken legionella training within the last 3 years (10 Sep 2019 – Stephen Dodd, 19 Jun 2018 – Paul King) however, Joanne Mullineux does not appear to have attended legionella training in the last 3 years. School state that Joanne is booked to attend training on 26 May 2021.   It is recommended that all relevant staff members with responsibilities for Legionella attend a Legionella awareness training course. (R2) | **Yes**  **No** |
| * A current Legionella risk assessment is in place and was last reviewed in March 2021. | **Yes** |
| * The recommendations identified within the risk assessment are actioned and signed off when completed. | **Yes** |
| * A WBC legionella control management plan is in place and was last reviewed in July 2020. | **Yes** |
| * The monthly temperature monitoring in school is carried out by Mears, all faults and actions are recorded and monitored for completion. | **Yes** |
| * The flushing of rarely used taps and toilets is undertaken and recorded by Stephen Dodd (Senior Maintenance Officer). | **Yes** |
| * All water outlets are flushed on a weekly basis during holiday closures when staff may still be using the building, last holiday flush carried out at the easter break. | **Yes** |
| * The school have an emergency shutdown procedure for a suspected outbreak of legionella which is located in the Legionella File. | **Yes** |

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| **5. ASBESTOS** |  |
| * An asbestos management plan is in place and it was last reviewed in March 2020 (AMP is reviewed on an annual basis). | **Yes** |
| * The last asbestos management survey was carried out on 15 Mar 2019. | **Yes** |
| * An annual visual condition survey of asbestos identified in the premises has been carried out in January 2021 and recorded by Stephen Dodd (Senior Maintenance Officer). | **Yes** |
| * Paul King (Headteacher) and Stephen Dodd (Senior Maintenance Officer) have attended asbestos awareness training dated 13 Feb 2020. Dates for this training are not currently included on the training matrix.   Please Note – please review your training matrix to include all types of training and the dates when this was completed. | **Yes**  **Note** |
| * Staff are informed and kept aware of any asbestos risks identified in their workplace or any procedures for managing asbestos on the premises. | **Yes** |
| * Contractor are asked to sign the asbestos file to confirm they have been made aware of the plan and any asbestos risk in the work area.   (Please note – before any intrusive work can be carried out, a refurbishment survey must be undertaken to ensure there is no asbestos in the area that is likely to pose a risk.) | **Yes** |

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| **6. CLEANING/ CHEMICALS (COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)** |  |
| * WBC are responsible for carrying out the cleaning within the building and for providing all cleaning chemicals. | **Yes** |
| * Staff members are aware of the risk assessments and are trained in using the chemicals safely. | **Yes** |
| * An up to date inventory of all chemicals stored/used on site. The school have obtained the associated Safety Data sheets from the manufacturer or supplier. | **Yes** |
| * Task based COSHH risk assessments have been completed for all hazardous chemicals, substances and products used on site. These are reviewed by WBC Cleaning Services. | **Yes** |
| * Stephen Dodd (Senior Maintenance Officer) is the person who has been assigned to COSHH and has received appropriate training in the management of risks from hazardous substances. Date of training 26 Nov 2019. | **Yes** |
| * All flammable substances stored appropriately in line with the recommendation or manufacturer’s instruction or MSDS. | **Yes** |

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| **7. FIRE** |  |
| * A fire risk assessment is available by Adele Partridge and dated 18 Sep 2019. | **Yes** |
| * The recommendations identified within the fire risk assessment have been actioned and signed off when completed. | **Yes** |
| * There is one outstanding recommendation which is due to be completed at Half-Term (May/Jun 2021). | **Yes** |
| * The fire risk assessment has been shared / discussed with appropriate staff via email/ minutes/ briefings etc. | **Yes** |
| * An arson risk assessment has been completed and was last reviewed in January 2021. | **Yes** |
| * All building users aware of evacuation procedures and what to do in the event of a fire. | **Yes** |
| * Personal emergency evacuation procedures (PEEP’s) have been developed for those members of staff or pupils that have additional needs and require assistance to evacuate in the event of an emergency. | **Yes** |
| * The evacuation process has been practiced with staff and pupils. The last fire drill evacuation was tested on 22 Feb 2021. | **Yes** |
| * The school has a fire log book to record tests, false alarms, equipment checks, maintenance records etc. | **Yes** |
| * Thirteen members of staff have attended fire warden training, this training included training on how to use fire-fighting equipment. | **Yes** |
| * There are written procedures for testing the alarms, other communication systems and testing the fire emergency evacuation procedure. | **Yes** |
| * Fire-fighting equipment (extinguishers and blankets) is available and is checked annually this was last undertaken on 18 Feb 2021 by Mears. | **Yes** |
| * Fire doors have been checked to ensure in good working order, latest checks undertaken on the 17 Feb 2021. | **Yes** |
| * Emergency procedures take into consideration other threats including bomb threats, marauding attacks. | **Yes** |
| * The school state that the evacuation procedure in the event of a bomb threat has not been tested but that staff have been briefed on this process verbally.   It is recommended that the school at least test the communication element of the bomb evacuation plan. (R3) | **Yes**  **No** |

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| **8. rISK ASSESSMENTS** |  |
| * Specific task based risk assessments have been undertaken and were last reviewed in February 2021. | **Yes** |
| * Paul King (Headteacher) has attended risk assessment training as part of the Level 3 Health & Safety Training in the Workplace attended in February 2019. | **Yes** |
| * Staff members are involved in the risk assessment process and are aware of the control measures required. | **Yes** |
| * The risk assessments are located in the online shared area (Y: Drive).   The following risk assessments were provided as examples:  Manual handling  Portable Power Tools Risk Assessment  Outside play equipment | **Yes** |

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| **9. MANUAL HANDLING** |  |
| * Manual Handling tasks have been considered and risk assessments are in place which include TILE (Task, Individual, Load, and Environment). | **Yes** |
| * Staff (including teaching assistants and midday assistants) have attended manual handling training dated 22 Jul 2020. This training is refreshed every 3 years. | **Yes** |

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| **10. WORKING AT HEIGHT** |  |
| * Working at height tasks have been considered and a risk assessment has been undertaken. The working at height risk assessment was last reviewed in January 2021. | **Yes** |
| * The school has access to the following pieces of work equipment for working at height: Ladders & step ladders. | **Yes** |
| * Staff members have had appropriate training in the safe use of equipment and working at height within the last 3 years. Date of training 28 Nov 2019. | **Yes** |
| * Ladders / stepladders are inspected on a regular basis, date of last inspections 15 Feb 2021. | **Yes** |
| * The Senior Maintenance Officer is permitted to access the roof to undertake working at height tasks.   Please note the Community Safety and Resilience Team strongly recommend that staff do not access the roof and that access to the roof space is undertaken by specialist contractors only.  If the school choose not to follow this advice and allows a member of staff to access the roof in addition to the risk assessment for accessing the roof a safe system of work or method statement/safe system of work must also be produced to identify what steps the employee must follow when undertaking the task. The RA and SSOW must be discussed with member of staff before the task is undertaken.  Please consider information from within the guidance note 43: Working at Height and the No 60. Generic working at height risk assessment both available via my school services.  Further information is also available via on the HSE’s website: https://www.hse.gov.uk/toolbox/height.htm and Health and Safety in roofwork. (R4) | **Yes**  **No** |
| * A task specific risk assessment is undertaken/obtained for staff members accessing the roof / contractors accessing the roof. | **Yes** |

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| **11. LONE WORKING** |  |
| * Staff members have been identified as lone workers. Lone working procedures and risk assessment are in place and have been communicated to staff. | **Yes** |
| * Staff who undertake lone working activities have attended Lone Worker training. This training was last undertaken in November 2019. | **Yes** |
| * A lone working risk assessment has been carried out and communicated to appropriate staff in school. | **Yes** |
| * Lone working procedures are in place and have been communicated to staff. | **Yes** |

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| 12. DISPLAY SCREEN EQUIPMENT (DSE) |  |
| * Display Screen Equipment (DSE) assessments carried out on main users and dated 14 Oct 2016. | **Yes** |
| * Jo Milnes is responsible for carrying out DSE assessments and has attended DSE Assessor training dated 12 Jul 2016.   It is recommended that this training is repeated as it was last attended more than 3 years ago. (R5) | **No** |
| * DSE assessments are reviewed whenever there are any significant changes to workstations or relocations. | **Yes** |

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| 13. OUTSIDE AREAS |  |
| * Outside play equipment (trim trail) checked regularly by Stephen Dodd (Senior Maintenance Officer) and annually by Play Inspection Company. Latest visit dated 11 Oct 2019. | **Yes** |
| * A risk assessment is in place for the use of outside play equipment and was last reviewed in September 2020. | **Yes** |
| * The grassed and hard play areas on the school site are checked visually for rubbish, debris and gravel by Stephen Dodd (Senior Maintenance Officer) on a weekly basis. | **Yes** |
| * The fencing is secure and in good condition and regular checks to perimeter fencing and gates are regularly carried out. | **Yes** |
| * The school have automatic gates/barriers and doors on site, which are inspected by staff on a daily basis. Staff have been made aware of the emergency safety devices. The automatic gates/barriers/doors are inspected annually by Mears date of last inspection 18 Sep 2020. | **Yes** |
| * The school have indicated that no free standing walls have been identified on site. | **N/A** |
| * The school have identified mature trees on the school site and a tree survey was carried out in 2015. | **Yes** |
| * Grounds maintenance is carried out by WBC. | **Yes** |
| * A snow and ice risk assessment has been carried out on and a gritting plan is in place. | **Yes** |
| * The school do not have a pond on site. | **N/A** |

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| 14. STRESS |  |
| * The school are aware of the WBC Stress management policy dated 2019 and have communicated this to staff via email, meetings / briefings and INSET. | **Yes** |
| * School has undertaken a stress risk assessment which is dated 21 Feb 2021 and this was shared with staff via a staff briefing. | **Yes** |
| * The school carried out a stress audit with staff, however state that was overshadowed by the Covid-19 outbreak. The following measures have been implemented to address the issues from the stress audit responses: - Communications was a key area so we have tightened up our communications system. | **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** |

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| **15. CONTROL OF CONTRACTORS** |  |
| * There is a procedure in place for the formal assessment of contractors for H&S competency. | **Yes** |
| * WBC BMU act as the responsible person for selecting, controlling and monitoring of the work of contractors. | **Yes** |
| * Paul King (Headteacher) has attended training for client duties under CDM 2015. | **Yes** |
| * The school has and SLA with WBC BMU who have evaluation sheets to check that contractors provide their safety policy method statements, risk assessments, safety plans, training records, Insurance and HSE prosecutions. | **Yes** |

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| **16. LOLER – LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS** |  |
| * A risk assessment is in place for the use of any lifting equipment. | **Yes** |
| * Statutory thorough examinations are undertaken on a 6 monthly basis by Zurich and any recommendations made are monitored and actioned. | **Yes** |
| * Service inspections are carried out an annual basis by Jacksons, the last service inspection was undertaken on 18 Feb 2020. | **Yes** |
| * Procedures are in place for managing issues with lifting equipment. Equipment found to be faulty is tagged and locked off until repaired or replaced. | **Yes** |
| * Barriers and appropriate signage is available when the lift is out of action for maintenance, service or inspection purposes. | **Yes** |

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| **17. PUWER – PROVISION AND USE OF WORK EQUIPMENT REGULATIONS** |  |
| * Risk assessment is in place for the use and control of equipment and machinery and was last reviewed in October 2020. | **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. | **Yes** |
| * Emergency procedures are in place for equipment. | **Yes** |

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| **18. ACTIVE & REACTIVE MONITORING** |  |
| * Periodic workplace inspections are carried out in school by Tony Kelly (Governor) and Stephan Dodd (Senior Maintenance Officer) carries out a workplace inspection monthly. | **Yes** |
| * The workplace inspections are carried out on a monthly basis but an inspection checklist is not used. | **Yes** |
| * Action plans are developed from the workplace inspections and are monitored and signed off by Paul King (Headteacher) when recommendations are completed. | **Yes** |

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| **24. Covid-19** |  |
| * The school have undertaken a Covid -19 risk assessment, this was last reviewed in December 2020. * Changes made to the covid-19 risk assessment are communicated to all relevant persons. | **Yes** |
| **Yes** |
| * The school have communicated to all staff and parents the procedures that must be followed to ensure staff/pupils who are ill stay at home. | **Yes** |
| * Procedures are in place to ensure staff/pupils who are ill stay at home. | **Yes** |
| * Procedures are in place for staff/pupils showing symptoms in school. | **Yes** |
| * The school have robust procedures in school for ensuring hand and respiratory hygiene. * The school have enhanced cleaning regimes in place. * The school have measures in place to allow staff to maintain the 2m distancing. * Staff members and pupils are grouped to minimise contact. * Rooms are kept well ventilation with fresh air. * The school are actively engaged with the NHS Test and Trace. * The school have arrangements for managing the risk to clinically extremely vulnerable/higher risk staff and pupils, risk assessments have been completed for these individuals. | **Yes** |
| **Yes** |
| **Yes** |
| **Yes** |
| **Yes** |
| **Yes** |
| **Yes** |

|  |  |
| --- | --- |
| **24. BUSINESS CONTINUITY** |  |
| * The school have developed a business continuity plan. This plan was last reviewed in September 2020. | **Yes** |

|  |  |
| --- | --- |
| **26. Trade Union Forms** |  |
| * The Trade Union forms have been issued to staff. | **Yes** |
| * Completed Trade Union Questionnaires have been returned to the reception and have been placed in a large envelope and posted to the NEU District Secretary Lucie Humphreys 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 2020-2021 Audit

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Areas of Risk Health & Safety Management Area for Green Lane School** | **Number of Recommended Improvement Actions by Risk Rating** | | | |
| **⚫⚫ Critical** | **⚫ High** | **⚫ Medium** | **⚫ Low** |
| **Policy and Organisation** |  |  |  |  |
| **Legionella** |  |  |  | **1** |
| **Asbestos** |  |  |  |  |
| **Fire Safety** |  |  |  | **1** |
| **Risk Assessment** |  |  |  |  |
| **Control of Contractors** |  |  |  |  |
| **Total** | **0** | **0** | **0** | **2** |
| **Total Number of Recommendations Made** | **2** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Remaining areas of Risk**  **Health & Safety Management Area for Green Lane School** | **Number of Recommended Improvement Actions by Risk Rating** | | | |
| **⚫⚫ Critical** | **⚫ High** | **⚫ Medium** | **⚫ Low** |
| **Accident and First Aid** |  |  |  |  |
| **Workplace Health, Safety & Welfare** |  |  |  | **1** |
| **Cleaning and Chemicals** |  |  |  |  |
| **Manual Handling** |  |  |  |  |
| **Working at Height** |  |  | **1** |  |
| **Lone Working** |  |  |  |  |
| **DSE** |  |  |  | **1** |
| **Outside Areas** |  |  |  |  |
| **Stress** |  |  |  |  |
| **LOLER** |  |  |  |  |
| **PUWER** |  |  |  |  |
| **Active and Reactive Monitoring** |  |  |  |  |
| **Covid-19** |  |  |  |  |
| **Business Continuity** |  |  |  |  |
| **Total** | **0** | **0** | **1** | **2** |
| **Total Number of Recommendations Made** | **3** | | | |

**5. ACTION PLAN for Green Lane School**

Please refer to the Green Lane School 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, Working at Height, Lone Working, 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.