

FINAL

**ANNUAL HEALTH AND SAFETY AUDIT REVIEW**

Green Lane Community Special School

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| **School Status:** | Primary 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 Adviser)  Debbie Watson (Senior Resilience Adviser) |
| **Audit Review Date:** | Insert date: 1 June 2022 |
| **Date of review visit:** | None Required |
| **Health and Safety Audit Rating 2022/2023** | Key areas of Risk – High Assurance  Remaining Areas of Risk – High Assurance |
| **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 |

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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 Community Special 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 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 8 June 2022. 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.

**2. Overall Health and Safety Audit Opinion for Green Lane Community Special 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 Community Special 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 **0** recommendations within the report categorised as follows; **0** critical, **0** high **0** medium and **0** 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, Measuring Performance and Active Monitoring.

The overall audit review opinion for **(Green Lane Community Special 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 **0** recommendations within the report, categorised as follows**; 0** critical **0** high **0** medium and **0** low recommendations made.

**2.4** The Health and Safety audit review was conducted on the 8 Jun 2022 along with a review of further information provided on 24 Jun 2022 by Andrew Wills (Resilience Adviser).

**2.5** Green Lane Community Special Schoolattained a High Assurance opinion for the ‘Key areas of Risk’ and High Assurance for the ‘Remaining areas of Risk’ audited. 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 clear evidence to support that Health and Safety management is being undertaken with the commitment from the Head Teacher and staff towards Health and Safety compliance. As no recommendations have been made, there is no action tracker needed to accompany this report.

**3. Rationale Supporting the Overall Health and Safety Audit Review Opinion for Green Lane Community Special 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 2021/22 Health and Safety Policy which was adopted in January 2022. (Please note the 2022/23 Health and Safety Policy is updated in April each year and is now available via [My School Services](http://www.myschoolservices.co.uk/)). | **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 Joanne Mullineux in January 2022. | **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** |
| * The Health and Safety Committee meets six times a year, the minutes of this committee feed into the full Governors meetings. | **Yes** |
| * Tony Kelly is the current nominated Governor for health and safety. | **Yes** |
| * The Committee assists in the monitoring of accident and incident trends, risk assessment, safe systems of work, site inspections and training. | **Yes** |
| * Health and safety objectives have been identified and are kept as an agenda item at Health and Safety Committee meetings. | **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 and Evolve. 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 an external organisation (Aspire) that use part of the school site at half term and during end of term breaks. Risk assessments are shared between the parties. | **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 identifies the training dates and dates when refresher training has been identified. | **Yes** |
| * Joanne Mullineux (Head Teacher) and Lynne Ledgard (Deputy Head Teacher) have attended Level 3 Health & Safety training in the Workplace (Highfield Awarding Body for Compliance QCF). | **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. | **Yes** |
| * Accidents and incident investigations are carried out by Lynne Ledgard (Deputy Head Teacher) and training was undertaken on 21 Mar 2022. | **Yes** |
| * Following the review of systems and procedures the information is communicated with staff. | **Yes** |
| * Amanda Harrison (Admin Team) 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 7 FAW first aiders including 4 Pediatric 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 maintains and stocks the first aid boxes around school. | **Yes** |
| * The School has a defibrillator on site, located in the medical room. | **Yes** |
| * All first aiders are trained to use the defibrillator. The defibrillator training was last carried out in February 2019. | **Yes** |

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| **3. WORKPLACE HEALTH, SAFETY & WELFARE** |  |
| * Joanne Mullineux (Head Teacher) is the Premises Manager and is supported in this role by the Maintenance Officer. | **Yes** |
| * The Head Teacher is aware of their responsibilities and has attended the following relevant training: Legionella (26 May 2021), Level 3 H&S Training (21 Mar 2022), Asbestos Awareness (1 May 2021), Fire Warden (17 June 2021). | **Yes** |
| * David Aspaturian (Maintenance Officer) is new in post and has either attended or been booked to attend the following relevant training courses: Legionella (booked for July 22), Asbestos Awareness (30 May 2022), COSHH (30 May 2022), Fire Safety (30 May 2022), Working at Height (booked for July 2022), Lone Working (booked for July 2022). | **Yes** |
| * Indoor and outdoor inspections are carried out and documented on daily and weekly checklists. Records are kept in the Maintenance Officer’s office. | **Yes** |
| * 5 yearly hard wiring survey was carried out and dated February 2019 and any recommendations have been signed off, there are no outstanding recommendations. | **Yes** |
| * Portable electrical appliances (PAT) have been inspected and is done so on an ongoing basis. | **Yes** |
| * A gas inspection was carried out and a Gas Safety Certificate is available and dated 20 Aug 2021. | **Yes** |
| * The boiler has been serviced in February 2022. | **Yes** |
| * The boiler room is fitted with a battery operated carbon monoxide alarm. | **Yes** |
| * Regular checks are carried out to ensure the carbon monoxide alarm is in good working order.   Please Note – we suggest that the frequency of the checks be reviewed, manufacturers’ instructions usually recommend to check the alarm is working by pressing the button on a monthly basis. | **Yes**  **Note** |
| * A specific risk assessment has been carried out for the boiler room which includes the risks from carbon monoxide poisoning. | **Yes** |
| * The school have identified that staff members sometimes work for long periods in the plant room as the hydro pool is cleaned by the Maintenance Officer from Fox Wood School.   As staff work for longer periods in the boiler room school may want to consider a fixed wired carbon monoxide alarm rather than a battery operated alarm. | **Yes**  **Note** |
| * A glazing survey has been carried out and is dated 06 Feb 2021. | **Yes** |
| * Finger trap risks have been assessed and documented in a risk assessment. | **Yes** |
| * The school is fitted with a lightening conductor which was inspected in January 2022. | **Yes** |
| * Adequate traffic management systems are in place. | **Yes** |

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| **4. LEGIONELLA** |  |
| * There are designated persons for managing legionella on site (Responsible person – Joanne Mullineux/Deputy & Tap turner – David Aspaturian). | **Yes** |
| * All responsible persons have undertaken legionella training within the last 3 years: Joanne Mullineux (26 May 2021), David Aspaturian (booked for July 2022). | **Yes** |
| * A current Legionella risk assessment is in place dated February 2022. | **Yes** |
| * Recommendations from the risk assessment are actioned and signed off when completed:   *TMV last serviced – 31/1/22*  *Disinfection of showers – 31/1/22*  *Calorifier inspection – according to EQUANS schedule*  *Tank Inspection – Annually*  *Deadlegs removed –(awaiting EQUANS)* | **Yes** |
| * A WBC legionella control management plan is in place and was last reviewed in February 2022. | **Yes** |
| * The monthly temperature monitoring in school is carried out by Mears (Now Equans) and all faults and actions are recorded. | **Yes** |
| * Flushing of rarely used taps and toilets is undertaken and recorded by David Aspaturian (Maintenance Officer). | **Yes** |
| * All water outlets are flushed weekly during closures, date of last holiday flush 1 Jun 2022. | **Yes** |
| * The school have an emergency shutdown procedure for a suspected outbreak of legionella which is located in the Legionella file, boiler rooms and site manager’s office. | **Yes** |

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| **5. ASBESTOS** |  |
| * An asbestos management plan is in place and it was last reviewed in March 2022 (AMP is reviewed on an annual basis). Some areas of the AMP require further review to reflect changes of responsible staff in school and changes to contractors.   Please Note: It is recommended that the following areas are reviewed and updated in the asbestos management plan:   * Responsible person is still listed as the former site manager * Mears are still listed as the specialist asbestos contractor | **Yes**  **Note** |
| * A current asbestos management survey is available dated January 2021 (Main School) and 21 Sep 2021 (JM Block). | **Yes** |
| * A visual condition survey of asbestos identified in the premises has been carried out on a monthly basis and recorded by David Aspaturian (Maintenance Officer). | **Yes** |
| * The appropriate staff have received asbestos training dated May 2021 (Head Teacher), March 2022 (Deputy Head Teacher) and New Maintenance Officer (May 2022). | **Yes** |
| * Staff are informed and kept aware of any asbestos risks identified in their workplace or any procedures for managing asbestos on the premises. | **Yes** |
| * The asbestos file is on site and available for contractors to view and sign (as appropriate). | **Yes** |

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| **6. CLEANING/ CHEMICALS (COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)** |  |
| * Warrington Borough Council 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 or when chemicals change. | **Yes** |
| * David Aspaturian (Maintenance Officer) is the person who has been assigned to COSHH and received appropriate training in the management of risks from hazardous substances on the 30 May 2022. | **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** |

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| **7. FIRE** |  |
| * A fire risk assessment is available by Health and Safety in Care dated 28 Feb 2022 (Main School), 31 Aug 2021 (JM Block). | **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 by August 2022. | **Yes** |
| * The fire risk assessment has been shared / discussed with appropriate staff. | **Yes** |
| * An annual arson risk assessment has been completed and was last reviewed in September 2022. | **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 additional needs (PEEP). | **Yes** |
| * The evacuation process has been practiced with staff and those with additional needs. The last evacuation was recorded on 9 May 2022. | **Yes** |
| * The school has a fire log book to record tests, false alarms, equipment checks, maintenance records etc. | **Yes** |
| * Nine members of staff, including the Head and Deputy Head Teacher, have attended fire warden training and 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 is available and checked annually by Mears. Latest visit dated August 2021. | **Yes** |
| * Fire doors have been checked to ensure in good working order, checks are undertaken weekly. | **Yes** |
| * Emergency procedures take into consideration threats from bomb or gas explosions and were last reviewed in February 2022. | **Yes** |

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| **8. rISK ASSESSMENTS** |  |
| * Specific task based risk assessments have been undertaken and were last reviewed in September 2021. | **Yes** |
| * Joanne Mullineux has attended risk assessment training as part of the Level 3 Health and Safety training undertaken in March 2022. | **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 school’s Y and G drives.   The following risk assessments were provided as examples:  Fire Risk Assessment – 31 Aug 2021  Asbestos Management Plan – March 2022  Legionella Control Management Plan – 23 Feb 2022 | **Yes** |
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| **9. MANUAL HANDLING** |  |
| * 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 which was last carried out on 2 Sep 2021. | **Yes** |

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| **10. WORKING AT HEIGHT** |  |
| * Working at height risk assessment has been undertaken and was last reviewed in September 2021. | **Yes** |
| * Ladders / step ladders are periodically inspected to ensure that they are in good working order. | **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 September 2021. | **Yes** |
| * Ladders are inspected on a regular basis, date of last inspection December 2021. | **Yes** |
| * Staff members are instructed not to access the roof, when access is required Contractors are engaged to undertake specific tasks. | **Yes** |

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| **11. LONE WORKING** |  |
| * Staff members have been identified as lone workers. | **Yes** |
| * Staff who undertake lone working activities have attended Lone Worker training. This training is due to be attended by David Aspaturian (Maintenance Officer) in July 2022. | **Yes** |
| * 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 annually. | **Yes** |
| * Jo Milnes is responsible for carrying out DSE assessments and has attended DSE Assessor training dated 14 Oct 2021. | **Yes** |
| * DSE assessments are reviewed whenever there are any significant changes to workstations or relocations. | **Yes** |
| * Records of the DSE assessments are kept. | **Yes** |

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| 13. OUTSIDE AREAS |  |
| * Outside play equipment (trim trail) checked regularly by David Aspaturian (Maintenance Officer) and annually by The Playground Inspection Company Latest visit dated November 2020 (new one booked for July 2022). | **Yes** |
| * A risk assessment is in place for the use of outside play equipment and was last reviewed on 4 Nov 2020, a safe system of work/use of the equipment is also in place which is dated 4 Nov 2020. Both are due to be reviewed following the updated inspection booked for July 2022. | **Yes** |
| * Grassed and hard play areas are checked visually for rubbish, debris and gravel. | **Yes** |
| * Fencing is secure and in good condition and regular checks to perimeter fencing and gates carried out by David Aspaturian (Maintenance Officer) and documented on the daily checklist. | **Yes** |
| * The school have automatic doors on site, which are periodically inspected by staff on a daily basis. Staff have been made aware of the emergency safety devices. The automatic doors are inspected annually by Mears (now changed to Equans), date of last inspection 26 Feb 2022. | **Yes** |
| * Free standing walls on site have been inspected. Last inspection undertaken in December 2021. | **Yes** |
| * The school have identified mature trees on the school site and a tree survey was carried out in March 2022 by WBC. | **Yes** |
| * Grounds maintenance carried out by Warrington Borough Council. | **Yes** |
| * A snow and ice risk assessment has been carried out and is reviewed annually. A gritting plan is in place. | **Yes** |
| * School state that they do not have a pond of the site. | **N/A** |

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| 14. STRESS |  |
| * The school are aware of the WBC Stress management policy and have communicated this to staff via email, meetings, briefings and INSET day. | **Yes** |
| * School has undertaken a stress risk assessment which is dated September 2021 and this was shared with staff. | **Yes** |
| * The school carried out a stress audit with staff and this is repeated annually. | **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** |
| * Referrals are made to the schools occupational health provider when required. | **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 Building Services act as the responsible person for selecting, controlling and monitoring of the work of contractors. | **Yes** |
| * No one in school had attended specific training but school state that the Deputy Head Teacher is aware of client duties under CDM 2015. | **Yes** |
| * The school has an SLA with WBC Building Services 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** |  |
| * Risk assessments dated May 2022 are in place for the use of any lifting equipment and is reviewed annually. | **Yes** |
| * Statutory thorough examinations are undertaken on a 6 monthly basis by Zurich and any recommendations made are completed. | **Yes** |
| * Service inspections are carried out by Mears (now Equans), last service inspection dated 28 Mar 2022. | **Yes** |
| * Procedures are in place to deal with any issues, accidents and reporting defects and equipment is tagged to identify faults. | **Yes** |

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| **17. PUWER – PROVISION AND USE OF WORK EQUIPMENT REGULATIONS** |  |
| * Risk assessment dated October 2020 is in place for the use and control of equipment and machinery and is reviewed every 2 years. | **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 have been carried out and normally (prior to Covid-19) involve a governor and this is due to resume. A termly workplace inspection is also carried out by the Deputy Head Teacher and the Maintenance Officer using an inspection checklist. | **Yes** |
| * Action plans are developed from the workplace inspections and are monitored and signed off by the Head or Deputy Head Teacher when recommendations are completed. | **Yes** |

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| 19. Covid-19 |  |
| * A COVID-19 risk assessment is in place and was last reviewed in April 2022. The school state that following any changes, these are communicated to all relevant persons. | **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** |
| * + Procedures are in place for robust hand and respiratory hygiene; | **Yes** |
| * + The school have enhanced cleaning regimes in place; | **Yes** |
| * + Measures are in place to allow staff to maintain 2m social distancing; | **N/A** |
| * + Staff members are not grouped to minimise contact; | **N/A** |
| * + Rooms are kept well ventilated with fresh air; | **Yes** |
| * + The school are actively engaging with NHS Test and Trace; | **N/A** |
| * + The school have arrangements in place for managing the risk to clinically extremely vulnerable/higher risk staff/pupils and risk assessment have been completed for these individuals. | **Yes** |

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| **20. Business Continuity** |  |
| * The school has a Business Continuity Plan which was last reviewed in December 2021. | **Yes** |

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| **21. Trade Union Forms** |  |
| * Trade Union forms have been issued to staff. | **Yes** |
| * Any completed Trade Union Questionnaires have been placed in a large envelope and posted to the NUT Trade Union Representative for review. | **Yes** |

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| **Actions identified requiring attention** | **NO** |

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

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

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

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

No action plan tracker required – no recommendations made.

**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.