



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Safety Management System (HSG65) Audit and Premises Inspection Report 2022-23 School Name



HEALTH, SAFETY
& WELLBEING

Stockport Metropolitan Borough Council
Health, Safety & Wellbeing Department
Stopford House
Piccadilly
Stockport
SK1 3XE

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SCHOOL SIGNATURES – To be signed off post audit

The OSHW arrangements are reviewed annually to ensure that policies and procedures documented remain up to date and relevant.

Head teacher signature:		Date:
Head of Governors signature:		Date:

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3. Disclaimer

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

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

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

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

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

4. Introduction

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

The audit was conducted by reviewing the school's health and safety documentation and procedures. This was accompanied by an inspection or tour of the site and associated buildings.

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

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

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

The report focuses on areas of significant quality management and highlights areas that require improvement. It is felt that this qualitative approach will help schools grow stronger in the four management categories of plan, do, check, and act, which form the basis of the SMBC OHSWMS.

5. Acknowledgements

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

Thanks go to Liz Newson, Jacqui Hamilton and Anna Townsend.

6. Background

According to both the school's and the authority's records, this is the 7th formal audit and inspection of the school's OHSWMS since these audits began in 2015.

7. Aims and objectives

The primary aim of this audit and inspection is to provide an external and independent assessment of the OHSWMS and arrangements developed by the school and the effectiveness of their implementation.

8. Methodology

The audit and inspection were carried out in two parts:

- 1) A desktop audit of the school's health and safety management system.
- 2) A physical inspection of the school's premises.

During both activities, the auditor gathered evidence of the school's approach to safety management by:

- a) Comprehensively reviewing safety management documents to check for: suitability and sufficiency and regular review and revision
- b) Asking questions of key staff to check for an awareness and understanding of workplace health, safety, and wellbeing provisions
- c) Touring the workplace to check for a clean, tidy, healthy, and safe work environment and to observe work processes and safe systems of work to see whether procedures are followed and ensure that appropriate measures are in place to control hazards and mitigate risk.
- d) The audit and inspection have five distinct components:
 - (i) Policies, procedures, risk assessments, safe systems of work and communication
 - (ii) Buildings, facilities, and grounds
 - (iii) High risk curriculum areas (e.g., PE and forest schools) and staff training
 - (iv) Performance monitoring and measurement
 - (v) Audit

The results from the above components combine to produce the inspection and audit action plan.

9. Findings of the Audit

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

Occupational Health Safety and Welfare (OHSW) Policy	What we found during the audit
<p>To comply with the law, the school should have an OHSW (Occupational Health, Safety, and Welfare) plan that makes clear the organisational structure and arrangements for managing health, safety, and welfare.</p> <p>The OHSW policy should describe in detail the responsibilities and expectations of workers and managers, making it clear that performance will be monitored ,and people held accountable.</p>	<p>The school uses the SMBC model Health and Safety Policy and this is dated January 2023.</p> <p>The policy needs amending to reflect the details of the new Site Supervisor.</p>
<p>BEST PRACTICE:</p> <p>The OHSW policy should inform staff, on a practical level, of how they are expected to fulfil specific duties in accordance with the “school procedures and rules”. The OSHW policy should be amended, therefore, when a significant change occurs, for example changes in workplace practices and procedures</p>	
<p>WHAT THE LAW SAYS:</p> <p>The OHSW policy should be consulted on with staff and Union representatives where possible and once it has been signed off by governors, it must be effectively communicated to all staff. This could be done for example, by letting the staff know that it is available on the shared drive or staff health and safety notice board.</p>	
<p>LEGAL REFERENCE(S)</p> <p>The Health and Safety at Work Act 1974, Section 2 (3)</p> <p>‘it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of... general policy... and to bring the statement and any revision of it to the notice of all employees.’</p> <p>Furthermore, Section 2 (6) outlines “the duty of every employer to consult on any such arrangements with a view to the making and maintenance of arrangements...”</p>	
<p>FURTHER INFORMATION:</p> <p>It is recommended that the OSHW arrangements be reviewed annually to ensure that procedures documented remain up to date and relevant.</p> <p>Following this review the head teacher and chair of governors must sign the policy.</p>	

Risk Assessments	What was found during the audit
<p>To comply with the law, all significant risks must be identified, and a well-developed system for identifying hazards and evaluating risks relating to worker safety and health should be in place.</p> <p>Preventative and protective measures must be in operation, and the hierarchy of controls must always be observed. Site-specific, generic, and risk assessments for trips must be in place, and there must be evidence that these are reviewed on a regular basis and that they give an accurate reflection of the risks and the control measures in place at the school.</p>	<p>The school has a copy of the whole school risk assessment template. This needs to be reviewed to ensure it is an appropriate reflection of what happens at the school.</p> <p>Risk Assessments in place at the school are:</p> <p>First aid Security Cleaning of bodily fluids Cleaning the school Use of buffer</p>
<p>Examples of Risk assessments that should be completed are:</p> <ul style="list-style-type: none"> • Manual Handling • Use of ladders and erection of children's display work • Contractors • Retrieval of balls from gutters. (The risk assessment should first consider whether this is a safe task with the equipment you have and the training undertaken, or whether the risk could be eliminated or further reduced). <p>This list is not exhaustive</p>	<p>Leaf clearing and litter picking Lone working Manual handling portorage Powered and non powered tools Pressure washer Step ladders Snow clearance and gritting Litter bin emptying Food prep Covid 19 Opening and closing school Guidance note on classroom risk assessments Playground risk assessment note Candle risk assessment Internal areas DSE</p>
<p>BEST PRACTICE:</p> <p>Examples of suitable and sufficient risk assessments are available from the Health, Safety and Wellbeing team on request. These are meant as guides only and provide a good indication of the hazards found in most schools. Any specific risk assessment MUST be modified to accurately reflect the hazards found in your own school and the control measures that you have in place.</p>	
<p>WHAT THE LAW SAYS:</p> <p>There is a legal obligation to record the control measures in place, and as such, care should be taken to ensure that risk assessments are relevant, in every detail, to the activity or area being assessed. Written risk assessments and the associated control measures must be reviewed regularly. SMBC recommends that this is done annually or if there has been a significant change to working operations or practices.</p> <p>It is a legal requirement for every employer to assess the health and safety risks arising out of their work under regulation 3 of the Management of Health and Safety at Work Regulations 1999.</p> <p>This means to assess the significant risks and to put into place suitable and sufficient control measures. In addition, there is a requirement to consult staff in this process and effectively communicate the findings of these assessments to them. Once in place, the risk assessments must be monitored and reviewed to ensure that they remain relevant. Risk assessments must be reviewed regularly, following an accident, and to reflect changes within the school, e.g. the introduction of new equipment, substance, change in policy/procedures, a change in legislation or advancement in technology, etc. Staff should be involved in this process.</p>	

Safe Systems of Work (SSoW)	What was found during the audit
<p>To fully comply, a well-documented array of information should be maintained in the form of safe work systems and school operating procedures (for example, working at height and opening and closing the school or academy).</p> <p>Comprehensive and robust arrangements should exist for prevention, preparedness, and response to accidents and incidents, and these must be regularly maintained and tested. There should be good awareness of the arrangements amongst staff.</p> <p>Individual and specific events should be analysed, and where necessary SSoW have been put in place.</p> <p>Please contact the H&S team if you need help developing your SSoW.</p>	<p>The school needs to consider whether any of their processes require a documented safe system of work. An example template is provided.</p> <p>These should be undertaken when a task is particularly high risk or requires a more complex procedure to be followed in order to ensure the control measures cited in the risk assessment are implemented.</p>

WHAT THE LAW SAYS:

The Management of Health and Safety at Work Regulations 1999, Regulation 3 (4)

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

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

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


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

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

Working at Height	What was found during the audit
<p>To comply, a robust policy (using the hierarchy of control: avoid, prevent, and minimise) must exist for all workers working from heights. All ladder work lasting less than 30 minutes must be competency-based and risk assessed.</p> <p>Any activity that lasts longer than 30 minutes must have a full and considered risk assessment. Caretaker's ladders should be subject to a six-monthly visual and recorded inspection by the caretaker.</p> <p>Duty holders (head teachers) must do all that is reasonably practical to prevent anyone falling from heights or from a level surface to a depth, which are liable to cause injury.</p> <p>The key responsibilities of the Duty Holder are to ensure that:</p> <ul style="list-style-type: none"> • All work at height is properly planned and organised. • The place where work at height is carried out is safe. • The equipment for work at height is appropriately inspected and maintained. • All work at height is carried out in a safe manner, using appropriate work equipment. • All persons involved in working at height are suitably trained, competent, and are supervised appropriately. • Supervision should be carried out by a competent person. • The risks arising from fragile surfaces are properly controlled. <p>The risks arising from falling objects are properly controlled.</p>	<p>The school has a copy of the SMBC Guidance for Working at Height.</p> <p>The school has a risk assessment for short duration ladder usage.</p> <p>The school needs to ensure that there are enough sets of suitably located small steps, kick stools or other appropriate access equipment for staff to use to reach resources within classroom store rooms.</p>
<p>FURTHER INFORMATION: A copy of the SMBC Guidance for Working at Height Policy is available from the Health, Safety and Wellbeing Team. HRSafety&HealthTeam@stockport.gov.uk</p>	

Manual Handling	What was found during the audit
<p>All significant examples of manual handling must be risk assessed and these risks assessments regularly reviewed. Staff who require training have been identified and receive training and instruction. SMBC adheres to the SMART approach to lifting:</p> <p>Size up that load</p> <ul style="list-style-type: none"> • Assess the load (shape, size, and weight) • Determine where the load needs to be moved and placed • Determine whether you can carry the load/whether a mechanical aid should be used <p>Move the load as close to the body as possible</p> <ul style="list-style-type: none"> • Carry the load as close to the body as possible • Secure your grip <p>Always bend your knees</p> <ul style="list-style-type: none"> • Keep feet apart in a comfortable position (usually in line with hips) • Minimise lower back bending • Bend knees (squat or semi-squat position) <p>Raise the load with your legs</p> <ul style="list-style-type: none"> • Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements) • Maintain normal curvature of the spine <p>Turn your feet in the direction you want to move</p> <ul style="list-style-type: none"> • Change direction by pointing your feet and not twisting your back • To set the load down, squat down, keep your head up and allow your legs to carry the weight 	<p>The school has a copy of the SMBC Guidance for Manual Handling.</p> <p>The school has a risk assessment for furniture portorage.</p>

Please note that manual handling training is provided by the Health, Safety and Wellbeing Team at SMBC and can be booked through SLA Online; <https://secure2.sla-online.co.uk/SelectPortal.aspx>

Control of Substances Hazardous to Health (CoSHH)	What was found during the audit
<p>To fully comply product safety data sheets should be obtained from the manufacturer for every substance used at the school. COSHH risk assessments must be completed for all products used in the school and available for inspection in the Fire information file for the Fire and Rescue Service which is kept in the main office. A copy of COSHH risk assessment should also be kept in the caretakers/site manager's office with the associated product for ease of access especially during emergency situations.</p> <p>COSHH risk assessments should be completed for substances used in the following departments:</p> <ul style="list-style-type: none"> • Site supervisor • Kitchen • Laboratory's • Technical workshops • <p>This list is not exhaustive</p> <p>Chemical Storage</p> <p>To fully comply hazardous substances must be stored correctly. Hazardous substances should be kept to a minimum and always replaced with less harmful products where possible.</p> <p>Flammable substances must be kept securely in a fire-retardant cupboard with suitable ventilation and away from ignition sources. Steps must be taken to ensure appropriate separation of hazardous substances to guard against accidental mixing. Pupils must not be granted unsupervised access to hazardous substances at any time.</p>	<p>The school has a comprehensive list, and risk assessment, of products used and all relevant safety data sheets so far as could be determined.</p>
<p>If a container shows a warning symbol (see examples below), you must assess the risks to users.</p> 	
<p>WHAT THE LAW SAYS:</p> <p>The Control of Substances Hazardous to Health (COSHH) Regulations stipulates that employers must:</p> <ul style="list-style-type: none"> • assess the risks to health from chemicals and decide what controls are needed • use those controls and make sure workers use them • make sure the controls are working properly • inform workers about the risks to their health; provide training for employees <p>Safety data sheets and/or COSHH risk assessments should be made available for users of hazardous substances.</p> <p>The Dangerous Substances and Explosive Atmospheres Regulations, 2002 require that flammable and highly flammable substances be controlled. These include petrol, LPG, solvent-based paints, varnishes, and some types of dust.</p>	

BEST PRACTICE:

Butane (blue cylinders) and propane (red cylinders) both of which can be used for running domestic type BBQ's used at school fairs/fates should not be stored on school premises. Any solvent-based products should be stored in lockable metal containers

FURTHER INFORMATION:

Regarding the control of hazardous substances can be obtained from www.hse.gov.uk/COSHH/index.htm and a COSHH assessment tool is available from www.coshh-essentials.org.uk.

Help and advice is also available from the Health, Safety and Wellbeing team at the Council: HRSafety&HealthTeam@stockport.gov.uk

Dealing with Accidents, Incidents and Ill-Health and First Aid	What was found during the audit
<p>ACCIDENT RECORDING: The school should be using the SMBC portal below to report accident injuries and dangerous occurrences https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting and use the portal to report and record the more serious incidents and especially where incidents involve a “workplace activity”, school facilities or equipment. Cuts, grazes, and bumps should be managed appropriately via a locally held accident reporting system based at the school.</p>	<p>The school uses the CPOM's system to record accidents and incidents.</p>
<p>ACCIDENT REPORTING Staff should be aware of the procedures for reporting incidents as required under the 'Reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR) and should be able to properly identify accidents and incidents which must be highlighted to the Health, Safety and Wellbeing Team at SMBC for reporting to the Health and Safety Executive. The school has a copy of the SMBC Reporting Guidance note.</p>	<p>The school has awareness of accident reporting requirements or seeks advice where appropriate.</p>
<p>ACCIDENT/INCIDENT INVESTIGATION AND MONITORING The school should maintain a well-documented recording system to track and document accidents and incidents. The recording of information complies with the law and provides a basis for effective analysis. It is recommended that an overview of accidents/incidents be regularly provided to the Head Teacher and Governing body so that trends can be monitored.</p>	<p>The CPOM's system aids in the tracking and documenting of accidents and incidents, enabling the school to easily monitor trends.</p>
<p>FIRST AID PROVISION (Including early years up to 5 years old where applicable) In order to comply the school must provide well-resourced first aid arrangements in terms of trained personnel and equipment. It is a requirement of the statutory framework that a paediatric first aider is always on school premises when children are present (and at least one person with paediatric first aid on outings) The school has trained an appropriate number of staff in Paediatric First Aid and in Emergency First Aid in September 2022</p>	<p>The school has 10 Paediatric First Aiders, 11 trained in First Aid at Work, and 4 trained in Emergency First Aid.</p>
<p>FIRST AID RECORDS In addition to recording more serious incidents, minor injuries and any first aid treatment given is locally recorded. During the audit, evidence was produced to show that any first aid treatment given is properly recorded. The records were seen in the first aid room during the audit.</p>	<p>The CPOM's system forms the first aid record.</p>
<p>ADMINISTRATION OF MEDICINES The school must have procedures in place to support pupils with health and medical needs. These include a written parental request form, a monitoring system and secure storage for medicines. Staff should be</p>	<p>The school has an appropriate and up to date Managing Medical Conditions Policy.</p>

<p>designated to administer medical care as and when required, ensuring each dosage is properly logged to avoid an accidental overdose.</p>	
<p>BEST PRACTICE: The Information Management Toolkit for Schools (IRMS) is designed as guidance and sets out certain requirements for the keeping of records</p> <ul style="list-style-type: none"> • For accidents involving adults in schools, it is the date of the accident + 6 years • For accidents involving pupils it is the Date of Birth + 25 years • Records relating to serious accidents and injury should be kept for date of incident + 12 years. 	
<p>WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1) ‘Every employer shall— Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking...’</p> <p>The Health and Safety (First-Aid) Regulations 1981, Regulation 3 ‘(1) An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work. (2) Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless he has undergone: a) such training and has such qualification as the Health and Safety Executive may approve for the time being in respect of that case or class of case, and b) such additional training, if any, as may be appropriate in the circumstances of that case.’</p> <p>The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (3) ‘...every employer by whom 10 or more people are normally employed... shall, subject to the following provisions of this paragraph – Keep readily accessible a book... in which the appropriate particulars... of any accident causing personal injury to a person employed by the employer...</p>	

Communication, Consultation and Cooperation	What was found during the audit
<p>Communication, consultation, and cooperation are all essential elements of a robust health and safety ethos and are a legal requirement under the Management of Health and Safety at Work Regulations 1999.</p> <p>Staff should be provided with health and safety information and be able to raise any health and safety concerns directly to the head, the site manager or caretaker, and their line manager.</p> <p>Additional health, safety, and welfare information should be provided to staff by the staff handbook, the health, safety, and wellbeing notice board, and regular items on staff and governors meetings.</p>	<p>Minutes to the Board of Governors meeting on 8th March 2023 evidenced that health and safety issues were discussed.</p>
<p>BEST PRACTICE:</p> <p>Good communication of health and safety can be achieved by a number of ways. Staff can be provided with health and safety information through:</p> <ul style="list-style-type: none"> • Staff meetings • Departmental meetings • Health and safety committees • Leadership groups <p>There should be a clearly defined route through which staff can express health and safety concerns. Staff should feel confident that their concerns are dealt with and so ideally such suggestions should be recorded.</p> <p>The staff handbook is a useful way to communicate health and safety procedures. This could be located on the staff shared drive and should include information on how staff can report health and safety concerns, how staff should report defects, risk assessments, emergency procedures, accident reporting and how staff can access health and safety related policies and procedures</p> <p>ISO45001 Clauses 7.4.1 to 7.4.3</p> <p>“The organisation must establish, implement and maintain a process or processes for internal and external communications relevant to the OH&S management system, which provides for the gathering, updating and dissemination of information and which encompasses the following: What topics to communicate on, when to communicate, with whom to communicate, how to communicate”.</p> <p>It is, therefore, a legal requirement to consult and communicate with employees in all aspects of health and safety provision within the school and is an essential element of creating a robust health and safety culture.</p> <p>Employers have a duty to consult with their employees, or their representatives, on health and safety matters. Union safety representatives or employee safety representatives can assist with this process as well as providing valuable guidance in health and safety matters.</p>	
<p>WHAT THE LAW SAYS:</p> <p>It is a requirement that employers must consult all their employees on health and safety matters about:</p> <ol style="list-style-type: none"> i). the introduction of any measure which may substantially affect their health and safety, e.g., the introduction of new equipment or new systems of work ii). the arrangements for getting competent people to help them comply with health and safety laws iii). the risks that have been identified from risk assessments, the hazards and dangers employees will be exposed to, and the measures in place to reduce or remove the risks iv). the planning and organisation of any health and safety training v). the health and safety consequences of introducing new technology. 	

Business Continuity (Including Critical Incident Management and Lockdown)	What was found during the audit
<p>An emergency plan must be prepared so that staff are aware of the procedures to follow in a crisis. It is good practice to formally set out actions to be taken by designated staff during an emergency. The plan should cover minor incidents (e.g., heating breakdown, no water, etc.), when the school may have to close for a short time, and major incidents (e.g., fire, fatality, etc.), which may cause major disruption to the school. The emergency plan must include details of how the school will manage the dismissal of children and the collection arrangements for parents and carers.</p> <p>Consideration should be given to including the following in the plan:</p> <ul style="list-style-type: none"> • How to respond efficiently during a crisis safeguarding pupils, staff, and visitors, this should name individuals and their roles during the situation. • preventing an escalation of the situation • Arrangements to temporarily relocate pupils if necessary. • Contact details, e.g., emergency numbers, school services, critical incident response teams, etc. • Emergency arrangements in case of an incident during an educational visit. <p>Once the emergency plan has been ratified by the governing body, it should be shared with all those with responsibilities so that they are aware of the procedures to follow in a crisis. SMBC is able to provide advice in relation to emergency planning. For further details, contact samantha.jones@stockport.gov.uk</p> <p>The first step in preparing a lockdown policy is to be realistic about the risks to the school and its pupils, which will be linked to the ease of access into the school buildings. While terrorism has prompted schools to consider a lockdown procedure, different schools will identify different risks, and the likelihood of a negative event will vary. The risk may come from an intruder, an aggrieved parent, or an incident in the immediate vicinity of the school.</p> <p>A written lockdown plan must be in place and have been signed off on by the governors. The lockdown procedure should be tested at least twice per year in order to ensure that staff and pupils are familiar with the requirements.</p> <p>The lockdown plan should include the notification process for a return to normal. Drills and practises should be recorded, and lessons learned should be observed and used to improve the plan when it is reviewed annually.</p>	<p>The school has tested the Lockdown procedure on 9th December 2022. The school has appropriate records for recording and reviewing major incidents.</p>

10.2 Buildings and Grounds

Fire Safety Management	What was found during the audit
<p>FIRE RISK ASSESSMENT The school must have an up-to-date fire risk assessment in place, which must be suitable and sufficient meaning that the main risks have been identified within the facilities.</p> <p>All actions must be worked through, and recommendations implemented. See table below for dates and provider.</p>	<p>A fire Risk Assessment was undertaken on 2nd December 2021 for which a BAFF certificate of conformity was subsequently issued on 13th December 2021.</p> <p>The document notes some issues with fire doors. The school must ensure these have been addressed.</p>
<p>WHAT THE LAW SAYS: Under The Regulatory Reform (Fire Safety) 2005 Order every premises with 5 or more employees must assess the risks from fire, record the findings and inform all staff of the outcome of the assessment.</p>	
<p>BEST PRACTICE: It is recommended by SMBC that 4 years is the maximum period that should be left between Fire Risk Assessments.</p>	
<p>FIRE ALARM – TESTING AND MAINTENANCE BY A COMPETENT PERSON The fire alarm must have serviced within the last 6 to 12 months and service records available to evidence this – see table below.</p>	<p>The appropriate servicing has been undertaken. Some remedial action was required which the school had completed.</p>
<p>EMERGENCY LIGHTING TESTING AND MAINTENANCE BY A COMPETENT PERSON The emergency lighting must have been serviced within the last 6 to 12 months and service records available to evidence this. See table below.</p>	<p>The appropriate servicing has been undertaken.</p>
<p>FIRE-FIGHTING EQUIPMENT – SERVICE BY A COMPETENT PERSON Fire-fighting equipment must have been serviced in the last 12 months and service records available to evidence this. See table below.</p>	<p>The appropriate servicing has been undertaken.</p>
<p>CALL POINTS – CHECKS BY THE SCHOOL A different call point should be tested weekly, and the results recorded. The Fire Authority will ask to see evidence that these tests are carried out when the school is inspected. Failure to produce written evidence could result in an improvement notice. It is an offence to falsify records. See table below.</p>	<p>The school records the results using the CPOM's system. Checks were up to date.</p>
<p>EMERGENCY LIGHTING – CHECKS BY THE SCHOOL Emergency lights must be tested monthly. See table below.</p>	<p>The school records the results using the CPOM's system. Checks were up to date.</p>
<p>WHAT THE LAW SAYS: All emergency lights must be checked each month to ensure continued operation of all assets. Results should be recorded and faults rectified immediately.</p>	
<p>MEANS OF ESCAPE – CHECKS BY THE SCHOOL The school must check the facilities, equipment, and devices (e.g., fire exits, fire doors, exit routes) provided for fire safety on a weekly basis for damage, blockages, and ease of access. A written record of these checks should be kept. See table below.</p>	<p>The school records the results using the CPOM's system. Checks were up to date.</p>

WHAT THE LAW SAYS: It is a legal requirement to ensure that facilities, equipment, and devices provided for fire safety are checked on a weekly basis. For example, that emergency exit routes are not blocked, that final exit routes and stairwells are free from combustible material and that fire doors are in good working order. Regular checks must be included in an effective fire prevention monitoring routine.	
FIRE DRILLS Timed emergency evacuation drills must be carried out each term and properly recorded. See table below.	Fire drills are undertaken termly, the last one being on 20 th March 2023.
BEST PRACTICE: Guidance in relation to the display of pupil's work in accordance with the Fire and Regulatory Reform Order 2005 and as agreed by OFSTED, Chief Fire Officers Association and the Department for Education is available from the health, safety and wellbeing team on request. HRSafety&HealthTeam@stockport.gov.uk	

Asbestos	What was found during the audit
<p>An up-to-date management survey of Asbestos Containing Materials (ACMs) must be held by the school, and the risks associated with these ACMs must be assessed. The survey should be updated annually to reflect changes in circumstances and the condition of the asbestos. A plan must exist for the management of the asbestos in the school.</p> <p>Staff and visitors to the school (especially contractors) must be made aware of the location of any asbestos and understand the risks involved in any accidental disturbance. The management of asbestos must be kept under review and be reported to the governors at least annually or when any refurbishment work is due to take place in the school.</p> <p>There is a legal duty to ensure that:</p> <ul style="list-style-type: none"> • Staff and contractors are made aware of the location and type of ACM. • The state of the ACMs is monitored, and changes in condition are reported immediately. <p>The survey and risk register are updated following the removal of any ACMs by a competent person.</p>	<p>The school had an Asbestos Survey in July 2004.</p> <p>On 25th January 2017 a full Management survey with targeted refurbishment survey (for the roof) was undertaken.</p> <p>In 2021 most of the ACM identified was removed and the school believed they had become "asbestos free."</p> <p>The school has an "Asbestos Register Overview" which states there is currently no known asbestos in the school.</p> <p>However, there is ACM to the pipe gaskets in the underfloor service corridor area. Whilst this is a remote area and unlikely to be accessed, the register needs to be updated to reflect that this remains, should any contractor or other person need to access the underfloor area.</p>

WHAT THE LAW SAYS The Control of Asbestos Regulations 2012 states: "The measures to be specified in the plan for managing the risk shall include adequate measures for <ul style="list-style-type: none"> a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos b) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and c) ensuring that information about the location and condition of any asbestos or any such substance is: <ul style="list-style-type: none"> (i) provided to every person liable to disturb it (ii) made available to the emergency services."

Legionella Risk Assessment	What was found during the audit
<p>It is a legal requirement to have up to date versions of the following two documents available for inspection on site at any time:</p> <ol style="list-style-type: none"> 1. A Legionella Risk Assessment (LRA) 2. A Written Scheme of Works (sometimes called a Written Control Scheme) <p>These documents must have been completed by a competent person.</p> <p>Concerns raised in the risk assessment must have been addressed and the school should have received a prioritised list and explanation of what work is required and why.</p> <p>It is recommended that weekly temperature tests as recommended by the legionella risk assessment should be carried out by the site manager, who must have received the necessary training.</p> <p>Further advice is available on the management of Legionella from your service provider and also via SLA on-line.</p>	<p>Legionella Awareness Training has been delivered by Stockport Homes Group.</p> <p>Unfortunately the school had not received their Legionella Risk Assessment undertaken on 25th May 2021.</p> <p>Additionally there is no Written Scheme of Works.</p> <p>The risk assessment cites several areas of high risk or immediate priority works which must be addressed.</p> <p>You must also ensure you are undertaking regular flushing of all little used outlets as identified in the risk assessment.</p>
<p>WHAT THE LAW SAYS:</p> <p>It is a requirement to make a suitable and sufficient assessment of the risk of exposure to legionella bacteria from work activities or water systems. It is the responsibility of the duty holder to ensure this is carried out by a competent person and reviewed regularly or following a significant change.</p>	

Gas and Electrical Safety: Systems and Appliances	What was found during the audit
GAS SAFETY Service records should be available to show that the gas boilers are serviced regularly, See table below.	This is undertaken in conjunction with the Junior School
FIXED ELECTRICAL INSTALLATION A competent person should have checked the fixed electrical installations within the last 5 years and documentation provided to evidence this. Failed installations and other C1 and C2 recommendations should have been acted upon. See table below.	This had been undertaken on 14 th January 2021 and only recorded one C2 fault.
PORTABLE ELECTRICAL APPLIANCES The school has a suitable and sufficient PAT policy in place (including a risk assessment) and any equipment identified as high risk in this assessment has been tested. Further information and full suite of management documentation is available on SLA online. See table below.	This is undertaken by Bradbells.

Outdoor Play Equipment	What was found during the audit
As part of best practice, a formal prior to use inspection of the playground equipment should be carried out daily by supervising staff. Monthly recorded inspections should be undertaken and recorded by a competent person (Site Supervisor) and records available to verify this. Additionally, an annual inspection by an insurance approved contractor should be carried out. Any issues raised should have been suitability dealt with. See table below.	The appropriate inspection has been undertaken.

Contractors	What was found during the audit
<p>The school uses some contractors that have not come from an approved list. Care should be taken to ensure that contractors meet certain criteria including:</p> <ul style="list-style-type: none"> • what experience they have in the type of work you want done • what their health and safety policies and practices are • examples of their recent health and safety performance (number of accidents etc.) • qualifications and skills • their selection procedure for sub-contractors • their safety method statements • health and safety training and supervision • their arrangements for consulting their workforce • if they have any independent assessment of their competence • if they are members of a relevant trade or professional body. <p>The school can then decide how much evidence needs to be sought in support of what prospective contractors have stated.</p>	The school uses contractors sourced via Facilities Management arrangements only.

Pedestrian and Vehicular Movement	What was found during the audit
<p>The school should look carefully at arrangements for drop off and pick up times and conduct a whole site-specific risk assessment where high risks are identified, and reactive measures taken to mitigate risk.</p> <p>Pedestrian walkways should be provided and clearly defined to ensure staff, pupils, parents, and visitors have a safe route into and out of the school building wherever possible.</p> <p>Pupil areas should be properly separated from car parks and other vehicle movement areas such as deliveries and refuse collection where practicable.</p>	<p>The school has a Management policy for vehicle and pedestrian movement dated January 2020 and a risk assessment dated 8th January 2020.</p>

Kitchen: Access	What was found during the audit
<p>Because this is a high-risk area access to the kitchen should be secure and appropriate signage displayed to prevent unauthorised access.</p> <p>Any staff or visitors entering the food preparation area should wear appropriate Personal Protective Equipment such as slip resistant footwear.</p> <p>Hair should be tied back and covered with a hat to avoid contaminating food.</p>	<p>Access to the kitchen is appropriately managed.</p>

Kitchen: Extractor Hoods	What was found during the audit
<p>The extractor hoods should be cleaned and serviced on an annual basis, which is good practice. The school should ensure that the recommended system is cleaned and serviced to the standard in TR19 guidance.</p>	<p>Annual cleaning and servicing is taking place.</p>
<p>BEST PRACTICE: Extractor hoods and local exhaust ventilation systems should be cleaned and serviced by a competent person at least annually.</p>	

Stage Lighting and Rigging	What was found during the audit
<p>Stage lighting electrical systems should be periodically inspected annually and have an Electrical Installation Condition Report (EICR) to demonstrate a compliant maintenance regime. Compliance with wiring regulations BS7671: 2008 is required and overhead static equipment such as fixed lighting bars, curtain tracks or other equipment must be inspected annually under the Provision and Use of Work Equipment Regulations 1998 (PUWER). Whilst Winched systems such as scenery bars and pulleys need to be tested annually under the Lifting Operations and Lifting Equipment Regulations 1998. PAT is also required annually of frequently moved lights/fittings. See table below.</p>	<p>The annual inspection is being undertaken.</p>

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

Gates and Barriers	What was found during the audit
The legal position is that powered gate systems are "machinery". The Health and Safety Executive has lead responsibility for enforcement of this legislation, which has been transposed into UK law as the Supply of Machinery (Safety) Regulations .2008. The school should have suitable and sufficient gates and barriers providing adequate security for the school. All gates should be tested annually by a competent contractor.	The gates and barriers are being annually inspected by Triad.
BEST PRACTICE: Gates and fences in a primary school should as a minimum conform to BS EN 1176 and be RoSPA approved.	

Air Conditioning Units	What was found during the audit
<p>The school should have an annual maintenance regime in place with a registered air conditioning company. A full record of inspections and maintenance visits should be kept and available for inspection Units should be serviced annually.</p> <p>The school must check that units have been cleaned and serviced thoroughly.</p>	The air conditioning is being serviced annually.
BEST PRACTICE: Regular servicing improves the efficiency of your air conditioner. Professional advice says that for every year of operation in which you do not service your air-conditioning it loses 5% of its efficiency. By law any cooling or heating systems with more than 3kg of ozone depleting substances including HCFCs and HFCs must be checked annually for leakage. F-Gas Regulations contain requirements for labelling, leak checking, record-keeping, and maintenance staff qualifications. All air conditioning systems with an effective combined rated output of more than 12kw must be regularly inspected by an energy assessor. The inspections must be no more than five years apart.	

LOLER Inspections	What was found during the audit
<p>All lifting equipment within the school should be tested in line with the legislation every 6 months for equipment used for lifting of persons and 12 months for lifting equipment used for lifting of goods.</p> <p>A record should be kept of these tests.</p>	<p>There is a hoist in the disabled WC which is currently not used. Should any child need to use the hoist in future it will need to be tested before being brought back into use.</p>
<p>WHAT THE LAW SAYS: Lifting equipment within a school that lifts people including passenger lifts and hoists mechanical needs to be tested every 6 months as do lifting accessories, including slings, shackles, hooks and chains. The inspected and testing is a requirement of the Lifting Operations and Lifting Regulations, 1998.</p>	

10.3 High Risk Curriculum Areas and Staff Training

Science	What was found during the audit
<p>A full range of risk assessments must be in place and the department should comply with all CLEAPS requirements. Full guidance documents are available from HRSafety&HealthTeam@stockport.gov.uk</p>	N/A

Physical Education: Equipment	What was found during the audit
<p>All PE equipment should be serviced annually by a competent person and recommendations made to rectify faults followed up. Service records should be available to evidence this.</p>	<p>The annual service is undertaken by Sportsafe.</p>

Physical Education: Storage	What was found during the audit
<p>PE equipment must be properly stored so that staff and pupils can easily access it without causing injury. Mats must be stored appropriately and away from fire exits. Heavy equipment should be stored at lower levels.</p>	<p>PE equipment storage was appropriate.</p>

Design and Technology	What was found during the audit
<p>A full range of risk assessments must be in place and the department complies with all Design and Technology codes of best practice.</p>	N/A
<p>BEST PRACTICE: It is recommended by SMBC that all CLEAPS documentation is read and understood by appropriate Heads of Department.</p>	

Health and Safety Training: Induction Training	What was found during the audit
<p>New staff must receive health and safety information during their induction period. Induction training includes procedures for emergency evacuation, a copy of or access to the school's health, safety and welfare policy, accident reporting procedure, location of asbestos containing material, how to report maintenance issues, etc.</p> <p>A formal record of the information given should be placed on staff's personal records.</p> <p>Further guidance and information on what should be included in the training can be obtained from SLA Online.</p>	<p>A record of induction training is kept which refers to health and safety policies.</p> <p>Guidance on suggested induction training content is provided.</p>
<p>WHAT THE LAW SAYS:</p> <p>It is a legal requirement that all new staff receive health and safety induction training. Keeping induction training records enables the school to demonstrate that health and safety training has been given. It is recommended that a record of the health and safety induction information given be kept on employees' personal files.</p> <p>The Health and Safety at Work Act 1974, Section 2 (2) (c) 'Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular—... ...The provision of such information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees...'</p> <p>The Management of Health and Safety at Work Regulations 1999, Regulation 10 'Every employer shall provide his employees with comprehensible and relevant information'</p> <p>The Management of Health and Safety at Work Regulations 1999, Regulation 13 (2) 'Every employer shall ensure that his employees are provided with adequate health and safety training...on their being recruited into the employer's undertaking; and on their being exposed to new or increased risks...'</p>	

General health and safety training	What was found during the audit																		
<p>All staff must have received health and safety training relative to their role and responsibility, and this should be recorded in a training matrix and kept up to date by the School Business Manager/Training Coordinator.</p> <p>It is recommended that those dealing with health safety and wellbeing in schools receive training undertaken by IOSH called Managing Safely:</p> <p>https://www.iosh.co.uk/managingsafely/#</p>	<p>The Site Supervisor has the following training from a previous role:</p> <p>Fire Marshal Asbestos Awareness Manual Handling Ladders COSHH Health and Safety Safeguarding</p> <p>The school should ensure they have evidenced this training and that it is up to date. The school should refresh this training if the need arises, based on ongoing performance and in any case, at regular intervals.</p> <p>The SMBC School Leaders Health and safety training has been undertaken.</p> <p>The Head Teacher has been trained in Manual Handling in September 2017.</p>																		
<p>BEST PRACTICE: IOSH Managing safely in schools: https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/</p>																			
<p>The Health and Safety at Work Act requires employers to "provide whatever information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of your employees."</p> <p>This is expanded by the Management of Health and Safety at Work Regulations, which identify situations where health and safety training is particularly important, e.g., when people start work; because of being transferred or given a change of responsibilities; the introduction of new work equipment or a change to existing work equipment; and or where existing skills may have become rusty or need updating.</p> <p>You should assess the risks to employees while they are at work and to any other people who may be affected by the way the work is carried out. This will identify the required information, instruction, or training required to enable employees to carry out their work safely. Refresher training should also be provided as necessary.</p>																			
<p>WHAT THE LAW SAYS:</p> <p>Appropriate training may include but are not limited to the following:</p> <table><tr><td>Course:</td><td>Requirement of:</td><td>Attendees</td></tr><tr><td>Fire safety awareness</td><td>Regulatory Reform (Fire Safety) Order</td><td>Leadership Team</td></tr><tr><td>Fire warden training</td><td>Regulatory Reform (Fire Safety) Order</td><td>All staff</td></tr><tr><td>Working with hazardous substances</td><td>CoSHH Regulations</td><td>Site Supervisor/Cleaners</td></tr><tr><td>Moving and handling of pupils</td><td>Manual Handling Regulations</td><td>Site Supervisor/Cleaners</td></tr><tr><td>Ladder / access equipment</td><td>Working at Height Regulations</td><td>Site Supervisors</td></tr></table>		Course:	Requirement of:	Attendees	Fire safety awareness	Regulatory Reform (Fire Safety) Order	Leadership Team	Fire warden training	Regulatory Reform (Fire Safety) Order	All staff	Working with hazardous substances	CoSHH Regulations	Site Supervisor/Cleaners	Moving and handling of pupils	Manual Handling Regulations	Site Supervisor/Cleaners	Ladder / access equipment	Working at Height Regulations	Site Supervisors
Course:	Requirement of:	Attendees																	
Fire safety awareness	Regulatory Reform (Fire Safety) Order	Leadership Team																	
Fire warden training	Regulatory Reform (Fire Safety) Order	All staff																	
Working with hazardous substances	CoSHH Regulations	Site Supervisor/Cleaners																	
Moving and handling of pupils	Manual Handling Regulations	Site Supervisor/Cleaners																	
Ladder / access equipment	Working at Height Regulations	Site Supervisors																	

10.4 Performance Monitoring and Measurement

Active Monitoring	What was found during the audit
Monitoring of the working environment and review of work systems, premises, plant, and equipment should be frequent and systematic.	
The school should undertake health and safety walk around with the H&S Governor, every term, which is attended by key people. A record should be kept of this walk around and an action plan drawn up and worked through in a prioritised fashion.	The school Site Supervisor completes a comprehensive opening and closing routine sheet and weekly checklist of the school environment to ensure it is safe. The termly governor tour is also undertaken. The school should include a procedure to ensure documentation is received following statutory checks and that any remedial work is undertaken in a timely manner.
WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 5 ‘(1) Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditee, control, monitoring and review of the preventive and protective measures. (2) Where the employer employs five or more employees, they shall record the arrangements referred to in paragraph (1).’	

Reactive Monitoring	What was found during the audit
Investigations should be conducted for all accidents and incidents. They should be proportionate to the event and look to identify root cause and corrective actions. NB: The school must contact the Health, Safety and Welfare Team in the event of a serious on-site accident and the team will offer support and may conduct an accident investigation.	The school make use of the CPOM's system to undertake reactive monitoring.
WHAT THE LAW SAYS: The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (1) ‘Every employer shall take reasonable steps to investigate the circumstances of every accident of which notice is given to him...’	

10.5 Audit

Auditing and Reviewing the OHSWMS	What was found during the audit
<p>Internal termly walk round inspections of the OHSWMS should take place in the form of documented site inspections and formulated action plans, which are reviewed to ensure that corrective action is taken where necessary.</p> <p>A key part of this process is the annual review of the HS&W policy and associated procedures and assessments to ensure that these are current and specific to the school.</p>	<p>The school has appropriate review systems in place and undertakes relevant site inspections.</p>
<p>An external annual audit and inspection of the OHSWMS should take place. This may be completed by SMBC. The audit will recommend improvements to HS&W practices and give timeframes for implementation.</p> <p>Previous recommendations should have been adopted by the school within the time frames in order for continuous improvement to be shown.</p>	<p>The school continues to secure the services of the SMBC Health and Safety team. Following each audit the school draws up a detailed action plan, including timescales for action, and enters information to record the dates the items have been completed. The action plan for the previous year's report, (2021-22) was evidenced.</p>
<p>WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 5 'Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditing, control, monitoring, and review of the preventive and protective measures.</p>	
<p>Management reviews should be systematically undertaken by the Head teacher and School Business Manager. They should consider HS&W performance indicators such as number of accidents, location of accidents and trend analysis. There should also be evidence that audit findings, School improvement plans, are reviewed and prioritised by the Head teacher and Board of Governors.</p>	<p>The school is proactive in reviewing processes.</p>

10.6 Statutory Compliance Checklist

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Air conditioning units	Annually		3/3/23	Robertsons		Best practice to service annually
Headteacher	Asbestos management - annual management report	Annually		29/11 & 15/12/22	HT		Annual report to Governors
Contractor	Asbestos management - specific surveys prior to intrusive works	As required		Oct '19	Dodds		Only required for project work
Site Supervisor	COSHH risk assessments from data sheets	Regularly		6/2/23	HT		Review if products change
Contractor	Drainage maintenance	Annually		Nov 22	Drainage Consultants		Call when needed
Contractor	Electrical - 5-year fixed wire testing	5 yearly		20/8/23	Dodds		All C1's and C2's must be completed
Contractor	Electrical - PAT (high risk items only)	Annually		23/11/22	Bradbells		Example policy & further info available from H&S team
Site Supervisor	Electrical - PAT (recorded visual checks of low-risk items)	Bi-annual		30/3/23	DW		Can be done by Site Supervisor
Contractor	Fire call points	Annually		14/2/23	Barlows		
Site Supervisor	Fire call points	Weekly		27/3/23	DW		
Headteacher	Fire drills	Termly		20/3/23	HT		
Contractor	Fire emergency alarm panel	Annually		14/2/23	Barlows		
Site Supervisor	Fire emergency lighting	Monthly		30/3/23	DW		
Contractor	Fire emergency lighting	Bi-annual		14/2/23	Barlows		
Site Supervisor	Firefighting equipment	Monthly		8/3/23	DW		
Contractor	Firefighting equipment	Annually		19/1/23	Stockport Homes		

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Site Supervisor	Fire means of escape	Weekly		27/3/23			Any damaged/blocked doors must be recorded
Contractor	Fume Cupboards (Secondary Schools)	Annually		N/A			
Contractor	Gas safety - all gas appliances located on site	Annually		June 22	Dodds In conjunction with Banks Lane Junior School		Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998
Contractor	Gas safety - boilers & heating plant comprehensive maintenance	Annually		14/6/22			
Contractor	Gas safety - pressure systems (insurance check)	Annually		June 22			Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see https://www.hse.gov.uk/pubns/indg261.pdf
Contractor	Gas safety - soundness/tightness	5 yearly		August 22			System is purged to check there are no leaks
Contractor	Gates and barriers	Annually		7/2/23	Robertsons-Triad		BS EN 1176
Site Supervisor	Gates and barriers	Weekly		25/3/23	DW		
Contractor	Grounds Maintenance	Termly		5/12/22	TLC		
Contractor	Intruder Alarm	Annually		21/10/22	360		
Contractor	Kitchen - catering LEV inspection and cleaning	Annually		5/7/22	Robertsons		
Contractor	Kitchen - inspection of kitchen equipment (mixers, and fixed equipment)	Annually		5/7/22	Robertsons		
Contractor	Legionella - up to date risk assessment and written scheme	Annually		17/2/23	Stockport Homes-HSL		Monthly checks -not RA & Written Scheme
Contractor	Legionella anti scald	Monthly		17/2/23	Stockport Homes-HSL		
Site Supervisor	Legionella management quarterly cleaning of shower heads	Quarterly		17/2/23	DW		
Site Supervisor	Legionella management weekly flushing of little used outlets	Weekly		17/2/23	DW		

Audit and Inspection of: Banks Lane Infants School

Compliance Activities Within: [Please enter School Name]							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Site Supervisor	Legionella management weekly outlet temperature checks	Weekly		17/2/23	DW		Temperature must be between 50-60 °C after running for 1 minute
Contractor	Lightning Conductor	Annually		10/10/22			
Contractor	Local Extraction and Ventilation systems (Secondary Schools)	Annually			N/A		
Headteacher	Lockdown - test of procedures and policy	Bi-annual		9/12/22	HT		Guidance on SLA online
Contractor	LOLER - Hoists and lifting equipment	Bi-annual			N/A		
Contractor	LOLER - Passenger Lift Inspection	Bi-annual			N/A		
Contractor	PE Equipment	Annually		14/7/22	Sportsafe		
Site Supervisor	Playground equipment	Monthly		9/3/23			
Contractor	Playground equipment	Annually		28/3/23	Triad		
Contractor	Roller shutters annual maintenance	Annually		9/11/22	SH Door Care		
Contractor	SICO Dining Table Maintenance	Annually	5/4/23				Booked for Easter
Headteacher	Site Specific Risk assessments - 3 examples please Latest updates/reviews Security, First Aid, general	Annually		Feb 23			Best practice to review each year/record any changes
Contractor	Stage lighting and rigging & AV Systems	Annually		22/2/23	SH Torpedo		
Contractor	Tree inspections	Annually		29/4/22	Stockport Homes		

10.7 Physical Inspection – Observations and Recommendations

	Location	Defect	Remedy	Time Frame
1	Reception Store Room	Haphazard Storage	Tidy if possible and ensure items are stacked securely.	1 week
2	Reception Boys WC Disabled WC, Nursery Staff WC	The ventilation is dust clogged	Clean and maintain in a clean condition.	
3	Reception	Disused Hose reel	Ideally this should be removed. This needs to be flushed to control legionella or ensure it is disconnected from the water supply.	2 weeks
4	Nursery	The rubber handle bar protector to a scooter was eroded leaving the exposed handle bar which was sharp.	Replace the rubber grip to avoid trapping/cuts/injury. The scooter was taken out of use.	Immediately

10. Guidance to the school

On reviewing this audit and inspection report, the Head teacher should report to the appropriate committee, which can in-turn report to the school's governing body.

Referencing the recommendations, the school's leadership team should put together a prioritised action plan to rectify the identified deficiencies. The plan should set out clear actions, identify task completers and associate target timescales.

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

11. Executive Summary

The primary aim of the audit is to review the health and safety processes in place at the school and the effectiveness of their implementation. The audit seeks to identify areas of compliance and good practice, and provide support to achieve compliance where any problem areas are highlighted.

The school benefits from Facilities Management agreements with both Robertsons and Stockport Homes Group, securing most of their contractors through these arrangements.

Throughout the audit, the Head Teacher, School Business Manager and Site Manager were interested and engaged in the process. The school is keen to maintain a high standard and actively seeks assistance where necessary. There was evidence of a highly proactive approach to health and safety during the audit with regard to most areas.

The school should now ensure that where statutory reports have been completed, they are in receipt of these and have undertaken all necessary remedial works. In particular, the Legionella risk assessment and fire risk assessment.

12. Inspection and Audit Action Plan			
Item	Actions required	Time Frame	Date Completed
Fire Safety Management	<ul style="list-style-type: none"> • Arrange for the necessary control measures indicated in the fire risk assessment to be completed as soon as possible. 	2 weeks	
Asbestos	<ul style="list-style-type: none"> • The asbestos register and asbestos plan need updating to reflect that there is remaining ACM to the pipe gaskets beneath the floor in the corridor. 	1 month	
Legionella / water	<ul style="list-style-type: none"> • Arrange for a legionella written scheme of works to be carried out by a competent person to indicate how the system should be operated to achieve the control measures identified in the risk assessment. • Implement any actions identified in the legionella risk assessment as described by the competent person, including the flushing of little used outlets. • Arrange for all tests recommended by the legionella risk assessment be carried out and properly recorded 	2 weeks	
Risk assessments	<ul style="list-style-type: none"> • The school should ensure all risk assessments are site specific and represent the activities undertaken. • In particular the school should risk assess the current activity of retrieving balls from gutter/roof edging to determine whether risk to the Site Manager can be further reduced, the equipment and method used is the safest available. Can this task be achieved from the ground using a telescopic pole/tool? 	2 weeks	