



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

SMS Audit & Premises Inspection Report 2021-2022



**HEALTH, SAFETY
& WELLBEING**

Stockport Metropolitan Borough Council
Health, Safety & Wellbeing
Stopford House (Upper Ground)
Piccadilly
Stockport
SK1 3XE

DOCUMENT CONTROL

Audit & Inspection of:	Banks Lane Infant and Nursery School Hempshaw Lane Stockport SK1 4PR
Audit & Inspection by:	Sue Pullan
Audit & Inspection date:	26/04/2021
Reference:	HSW/A&IR/SP26421

DOCUMENT DETAILS

Document Title:	Safety Management System Audit & Inspection Report
Document Owner(s):	Health, Safety and Wellbeing Team
Version Number:	Version 1.0
Document Status:	Live
Document Date:	27 th April, 2021

REVISION HISTORY

Version	Status	Author	Date	Notes
1.0	DRAFT	SP	04/2021	
1.0	LIVE	SP	04/2021	

SCHOOL SIGNATURES – To be signed off post audit

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

Head Teacher signature:		Date:
Head of Governors signature:		Date:

CONTENTS - Parts of Section 8.3 are not applicable to Banks Lane Infant and Nursery School

DOCUMENT CONTROL..... 1

1. Disclaimer..... 3

2. Introduction..... 3

3. Acknowledgements..... 4

4. Background 4

5. Aims and objectives 4

6. Methodology 4

7. Scoring 5

8. Findings of the Audit 6

 8.1 Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication 6

 Occupational Health Safety And Welfare (OHSW) Policy 6

 Risk Assessments 7

 Safe Systems of Work 8

 Working At Height..... 8

 Manual Handling..... 9

 Control Of Substances Hazardous To Health (COSHH) 10

 Chemical Storage 11

 Dealing with Accidents, Incidents and Ill-Health and First Aid 12

 Communication, Consultation and Cooperation 14

 Emergency Planning..... 15

 Lockdown 15

 8.2 Buildings and Grounds 16

 Fire Safety Management..... 16

 Asbestos..... 18

 Legionella Risk Assessment 18

 Gas And Electrical Safety: Systems And Appliances 20

 Outdoor Play Equipment..... 20

 Contractors..... 20

 Pedestrian And Vehicular Movement 21

 Kitchen: Access 21

 Kitchen: Extractor Hoods 21

 Stage Lighting and Rigging..... 21

 Roller Shutters 22

 Gates and Barriers..... 22

 Air Conditioning Units 22

 LOLER Inspections..... 22

 8.3 High Risk Curriculum Areas and Staff Training 23

 Science..... 23

 Physical Education: Equipment..... 23

 Physical Education: Storage 23

 Design and Technology 23

 Health and Safety Training: Induction Training..... 24

 General health and safety training 25

 8.4 Performance Monitoring and Measurement 26

 Active Monitoring 26

 Reactive Monitoring 26

 8.5 Audit 27

 Auditing and Reviewing the OHSWMS 27

 8.6 Paperwork review 28

 8.7 Physical Inspection – Observations and Recommendations 29

9. Guidance to school 30

10. Executive Summary 31

11. Inspection and Audit Action Plan..... 32

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 upon 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 within 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, Officers will not always identify exactly the same faults or issues.

1. 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 and inspection were conducted by reviewing the school's Health and Safety documentation and procedures. This was followed by a 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 improvement 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 appraisal of the effectiveness of the school's Health and Safety Management provisions. Although, it would also be useful to share the report with staff 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 format of the report has changed for this academic year (20/21) audit and now takes the form of a more detailed RAG Report, which will help schools to prioritise their actions in relation to specific areas of health, safety and welfare management improvements.

The Report no longer provides an overall score to quantify and score management effectiveness, but it focuses on areas of significant quality management and highlights areas that require improvement. It is felt that this qualitative approach will help schools to grow stronger in the four management categories of Plan, Do, Check and Act, which form the basis of the SMBC Occupational Health Safety and Welfare Management System (OHSWMS).

2. **Acknowledgements**

The Auditor would like to place on record a thank you to the staff who gave their time and assisted with the audit process.

In particular, the auditor would like to thank Liz Newson (Headteacher) and Jacqui Hamilton (Business Manager).

3. **Background**

According to both the School's and the Authority's Records, this is the 6th (this number may change in each Report) formal Audit and Inspection of the school's OHSWMS since these Audits began in 2015.

4. **Aims and objectives**

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

5. **Methodology**

The Audit and Inspection were carried out in two parts: 1) a desktop Audit of the School's Health and Safety Management System and; 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 way of the following:

- 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 and;
- c) Touring the workplace to check for a clean, tidy, healthy and safe work environment and; to observe work processes 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 has five distinct components;
 - (i) Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication
 - (ii) Buildings 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.

6. **Scoring**

The table below shows the categories of compliance for each of the audited/inspected areas.

KEY	
Non- compliance	There is a legal requirement to adhere to this element of the Audit. The Audit identified a breach that should be addressed. Failure to comply with health and safety requirements is a criminal offence.
Partially complies	There are gaps in compliance with legal requirements. It is advised that action is taken to ensure full compliance with legislation.
Requires Improvement	Although not in itself an offence, if proved that best practice was not being followed, a court could regard this as evidence of guilt. It is recommended that measures be put in place to improve the safety standards in this area.
Complies	There is full compliance with the requirements of health and safety legislation.
Adheres to best practice	Best practice is being followed. Although there is no legal requirement concerning this area of Health and Safety, it is considered that the attitudes to safety are at a high standard.

7. **Findings of the Audit**

8.1 **Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication**

Occupational Health Safety and Welfare (OHSW) Policy	
<p>The policy was updated in February 2021 and had all relevant sections fully completed, as required</p>	<ul style="list-style-type: none"> • Complies
<p>BEST PRACTICE: 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: 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) The Health and Safety at Work Act 1974, Section 2 (3) ‘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.’ 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: 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	
<p>All significant risks have been identified and a well-developed system for identifying hazards and evaluating risks relating to workers safety and health is in place.</p> <p>There are risk assessments in place for the management of the premises and, also risk assessments for school trips etc. further evidence was provided to show that assessments are reviewed on a regular basis. Risk Assessments were reviewed in February 2021.</p>	<ul style="list-style-type: none"> • Complies
<p>Risk assessments have also been completed for the following areas:</p> <ul style="list-style-type: none"> • Litter Bin emptying • Lone Working • Manual Handling • COSHH • Electricity safety • Cleaning up bodily fluids • Cleaning of the whole school site • Leaf clearing • Powered and non -powered tools • Use of a pressure washer • Use of ladders and step ladders • Snow clearing • Use of floor buffer 	<ul style="list-style-type: none"> • Complies
<p>BEST PRACTICE: 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: 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>	

Auditor - Note paperwork review details as well

Health & Safety Policy – February 2021

Various Risk Assessments in place for management of the site – February 2021


Safe Systems of Work	
<p>Reviews and modifications to hazard prevention and control procedures or arrangements are carried out frequently and with regards to necessity and timing.</p> <p>There is an ongoing process to review the documented array of information that is maintained on safe work systems and nursery operating policies and procedures.</p> <p>There is a general good awareness of the arrangements amongst staff members.</p>	<p>• Complies</p>
<p>WHAT THE LAW SAYS:</p> <p>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 where as a result of any such review changes to an assessment are required, the employer or self-employed person concerned shall make them</p> <p>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...</p> <p>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...'</p>	

Working at Height	
<p>A robust hierarchy of control – (Avoid, Prevent and Minimise) exists and low risk activities are only considered. Procedures are in place, along with verbal instruction and all ladder work lasting less than 30 minutes is competency based and risk assessed. In general, any higher risk activities are completed by contractors. Aspects of the Manual Handling training included working at height elements.</p> <p>Duty holders (Head teachers) must do all that is reasonably practical to prevent anyone falling from height 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 working 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 & maintained • All working 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 • The risks arising from falling objects are properly controlled 	<p>• Complies</p>

<p>A Ladder Inspection is completed by the Site Supervisor prior to each use and a full inspection is undertaken on an annual basis. The last documented Ladder Inspection date was 12th March 2021.</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	
<p>The school have the SMBC Guidance for Manual Handling and staff have been given a copy of the guidance note and other information with regards to Manual Handling activities. Also, examples of manual handling have been risk assessed. Those staff who require training have been identified and these people have received training and instruction. Manufacturer’s instructions are available for the erecting of the lunch tables and chairs.</p> <p>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>• Complies</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)	
<p>Product safety data sheets have been obtained from the manufacturer for every substance used at the school. COSHH risk assessments have been completed for all products used in the school and copies are available to view.</p> <p>COSHH risk assessments should be completed for substances used in the following departments:</p> <ul style="list-style-type: none">• Site supervisor has completed individual COSHH Risk Assessments along with the Safety Data Sheets information,	<ul style="list-style-type: none">• Complies
<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>	

Chemical Storage	
<p>Hazardous substances are being stored correctly. Hazardous substances are kept to a minimum and always replaced with less harmful products where possible.</p> <p>Steps have been taken to ensure appropriate separation of hazardous substances to guard against accidental mixing. The hazardous substances are fully secured in the Cleaning Cupboard and the Site Supervisor's Office.</p>	<p>• Complies</p>
<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</p>	
<p>WHAT THE LAW SAYS: 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>	
<p>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.</p> <p>Help and advice is also available from the Health, Safety and Wellbeing team at the Council: HRSafety&HealthTeam@stockport.gov.uk</p>	

Dealing with Accidents, Incidents, Ill-Health and First Aid	
<p>ACCIDENT RECORDING: The school is using the SMBC portal to report accident injuries and dangerous occurrences https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting and will continue to 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 are being managed appropriately via a locally held accident reporting system based at the school.</p>	<ul style="list-style-type: none"> • Complies
<p>ACCIDENT REPORTING Staff are aware of the procedures for reporting incidents as required under the 'Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) and are 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. A Near Miss form is also used.</p>	<ul style="list-style-type: none"> • Complies
<p>ACCIDENT/INCIDENT INVESTIGATION AND MONITORING The school maintains 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. An overview of accidents/incidents is regularly provided by the Headteacher to the Governing body so that trends can be monitored.</p>	<ul style="list-style-type: none"> • Complies
<p>FIRST AID PROVISION The first aid provision is good. The school is well resourced in terms of trained personnel and equipment. The provisions comply with the law. The Headteacher advised that some staff were awaiting further first aid training.</p>	<ul style="list-style-type: none"> • Complies
<p>FIRST AID PROVISION - EARLY YEARS ONLY (UP TO 5 YEARS OLD) It is a requirement of the statutory framework that a paediatric first aider is on the school premises at all times, when children are present (and at least one person with paediatric first aid on outings). The school has a sufficient number of paediatric first aiders.</p>	<ul style="list-style-type: none"> • Complies
<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. First Aid Boxes were appropriately stocked. The First Aid Risk Assessment was reviewed in February, 2021.</p>	<ul style="list-style-type: none"> • Complies
<p>ADMINISTRATION OF MEDICINES The school has procedures in place to support children with health and medical needs. These include a written parental request form, a monitoring system and secure storage for medicines. Designated staff administer medical care as and when required, ensuring each dosage is properly logged to avoid an accidental overdose. There is a Managing Medical Conditions policy in place and the information for children who have any food allergies is provided when preparing snacks etc.</p>	<ul style="list-style-type: none"> • Adheres to best practice
<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)</p>	

'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...'

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.'

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...

Auditor - Note paperwork review details as well

Copies of accident records were available during the Audit. The Headteacher requested that the Auditor ask the HSW Team Members to respond to an e-mail relating to an Accident in the school setting. The Auditor sent an e-mail to the Team requesting they contact the Headteacher. This was acted upon by the HSW Team on 27.4.21.

The school are awaiting some training for staff relating to First Aid as a few staff members first aid qualifications have expired. It is advised that this is completed sooner, rather than later.

Communication, Consultation and Cooperation	
<p>Communication, consultation and cooperation are all essential elements of a robust health and safety ethos and is a legal requirement under the Management of Health and Safety at Work Regulations 1999.</p> <p>Staff are provided with health and safety information and able to raise any health and safety concerns: directly to the Headteacher, Deputy Headteacher and the Pastoral Manager. Additional health, safety and welfare information is provided to staff by the staff handbook, the Health & Safety Policy, updated guidance notes and policy reviews, a bespoke Health, Safety and Wellbeing Notice Board, located in the Staff Room, and regular discussions during meetings and inset days etc.</p>	<p>• Complies</p>
<p>BEST PRACTICE: 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 “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 representative can assist with this process as well as providing valuable guidance in health and safety matters.</p>	
<p>WHAT THE LAW SAYS: It is a requirement that employers must consult all their employees on health and safety matters, in particular, with regard to:</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. 	

Auditor - Note paperwork review details as well

COSHH Assessments & Safety Data Sheets were in place for all hazardous products on site.

COSHH forms part of the Health and Safety Meetings.

Emergency Planning	
<p>There are documented emergency evacuation procedures in place and also a business continuity plan which details various issues that may affect the school. There is further information and the SMBC Critical Incident Plan is in place, which has been edited with details of various actions and site relocation details.</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 Service, Critical Incident Response Team, 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.</p> <p>The Critical Incidents Guidance needs to have the sections that mention Pat and Barry Morgan in them removed, as both of the named people, have now left SMBC. The Guidance needs updating with alternative names. The School will look into this.</p>	<p>• Complies</p>

Lockdown	
<p>The first step in preparing a lockdown policy is to be realistic about the risks for the school and its pupils and will be linked to the ease of access into the school buildings. Whilst 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, aggrieved parent, or an incident in the immediate vicinity of the school.</p>	
<p>Staff are fully aware of the procedures should a lockdown need to be initiated, extensive discussions have taken place and potential issues have been raised.</p> <p>A Lockdown Test was undertaken on 1st April 2021 by the Headteacher.</p>	<p>. Complies</p>

Auditor - Note paperwork review details as well

The Lockdown Policy was available to view during this Audit and was dated April 2021.

The Critical Incidents Policy and Guidance needs updating with the new names of the persons to contact relating to Critical Incidents at SMBC, as the former named personnel have now left SMBC.

8.2 Buildings and Grounds

Fire Safety Management	
<p>FIRE RISK ASSESSMENT The school has a Fire Risk Assessment in place, which appears to be suitable and sufficient in that, as far as it was practicable to tell, the main risks have been identified. The Risk Assessment had been reviewed by the Headteacher in February 2021. The original Risk Assessment was completed on 28th June 2016 so it is advised that a new Fire Risk Assessment be sourced.</p>	<ul style="list-style-type: none"> • Partially complies
<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 was installed in October 2020 and the school are in contact with the installation company about a 6 months service being carried out.</p>	<ul style="list-style-type: none"> • Complies
<p>EMERGENCY LIGHTING TESTING AND MAINTENANCE BY A COMPETENT PERSON The emergency lighting has been serviced within the last 6 to 12 months by Stockport Homes in April 2021.</p>	<ul style="list-style-type: none"> • Complies
<p>FIRE-FIGHTING EQUIPMENT – SERVICE BY A COMPETENT PERSON Fire-fighting equipment has been serviced in the last 12 months and service records were available to evidence this dated 11th February 2021. The service was carried out by Walker Fire as part of their contract with Stockport Homes.</p> <p>FIRE-FIGHTING EQUIPMENT – CHECKS BY THE SITE SUPERVISOR Fire-fighting equipment is checked by the Site Supervisor as part of his weekly checklist</p>	<ul style="list-style-type: none"> • Complies in both areas
<p>CALL POINTS – CHECKS BY THE SCHOOL A different call point is 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.</p> <p>CALL POINTS – CHECKS BY A CONTRACTOR The Dodd Group carried out checks of Call Points in August 2020.</p>	<ul style="list-style-type: none"> • Complies in both areas
<p>EMERGENCY LIGHTING – CHECKS BY THE SCHOOL Emergency lights are being tested monthly by the Site Supervisor who has been shown how to carry this out by Stockport Homes.</p>	<ul style="list-style-type: none"> • Complies
<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 checks the facilities, equipment and devices (e.g. fire exits, fire doors, exit routes) provided for fire safety are inspected weekly for</p>	<ul style="list-style-type: none"> • Complies

<p>damage, blockages and ease of access and there is a written record of these findings. The last documented record was dated 26th April 2021.</p>	
<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.</p>	
<p>FIRE DRILLS Timed emergency evacuation drills are carried out each term and are properly recorded. The last Fire Drill was dated 26th March 2021.</p>	<p>• Complies</p>
<p>BEST PRACTICE: Guidance in relation to the display of pupil's work in 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</p>	

Auditor - Note paperwork review details as well

A new Fire Risk Assessment needs to be sourced as the last external one was dated 28th June 2016 and it is advised that a new Fire Risk Assessment is undertaken at least every 4 years, or sooner, if there have been significant changes to the layout of the school.

Asbestos	
<p>An up to date management survey of Asbestos Containing Materials (ACM's) is held by the school and the risks associated with these ACM's have been assessed, the survey has been updated annually to show changes in circumstances and condition of the asbestos. A plan exists for the management of the asbestos in the school, staff and visitors to the school (especially contractors) are made aware of the location of any asbestos and understand the risks involved in any accidental disturbance. The management of asbestos is kept under review and is reported to Governors annually at least, or when any refurbishment work is due to take place in the school.</p> <p>The School is now asbestos free.</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/type of ACM. • the state of ACM's is monitored and changes in condition are reported immediately • The survey and risk register is updated following the removal of any ACM's by a competent person 	<p>• Complies</p>
<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</p> <ol 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: <ol style="list-style-type: none"> (i) provided to every person liable to disturb it (ii) made available to the emergency services." 	
Legionella Risk Assessment	
<p>An up to date legionella risk assessment and written scheme were available at the time of the audit. A competent person had carried this out and any action points highlighted were being acted upon by the school accordingly. Further advice is available On the management of Legionella is available from your service provider and also the HRSafety&HealthTeam@stockport.gov.uk.</p> <p>The Legionella Risk Assessment was dated 6th April 2020 and was undertaken by Stockport Homes</p>	<p>• Complies</p>
<p>WHAT THE LAW SAYS: 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>	
<p>The School have a comprehensive Legionella Testing Service in place as they receive monthly, and quarterly checks from an external company along with having their Legionella Risk Assessment undertaken every 2 years.</p>	<p>• Complies</p>

<p>The weekly tests recommended by the Legionella Risk Assessment are currently being carried out by HSL (Alchem), who have received the necessary training. A full maintenance programme by a competent person is in place. Further advice can be sought from your service provider or the HRSafety&HealthTeam@stockport.gov.uk</p> <p>Quarterly Legionella Testing is carried out by HSL (Alchem). The last recorded date was 9th February 2021.</p>	<p>• Complies</p>
---	-------------------

Auditor - Note paperwork review details as well

All Legionella related testing is undertaken by an external company. The Site Supervisor flushes the little used outlets at least once a week.

Gas and Electrical Safety: Systems and Appliances	
<p>GAS SAFETY Service records were available to show that the gas boilers are serviced regularly. The last documented date was 17th September 2020. The Gas Safety Soundness/Tightness was last inspected on 21st October 2015 and is now overdue. The school are in contact with the provider Stockport Homes to have the test undertaken.</p>	<p>• Complies</p>
<p>FIXED ELECTRICAL INSTALLATION A competent person has checked the fixed electrical installations within the last 5 years and documentation was provided to evidence this. The last documented inspection date was 27th January 2021 by the Dodd Group</p>	<p>• Complies</p>
<p>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. A competent person has completed the testing within the last year and defective equipment has been permanently removed or repaired and re-tested. A model risk assessment and PAT policy is available from HRSafety&HealthTeam@stockport.gov.uk on request.</p>	<p>• Complies</p>
<p>LIGHTNING CONDUCTORS The Lightning Conductors were last inspected by Santon on 24th September 2020.</p>	<p>• Complies</p>

Outdoor Play Equipment	
<p>As part of best practice, a formal prior to use inspection of the playground equipment is carried out daily by supervising staff. Monthly recorded inspections are undertaken and recorded by a competent person (Site Supervisor) and records are available to verify this. Additionally, an annual inspection by an insurance approved contractor is carried out. The last external Inspection was undertaken on 3rd March 2021 by Triad. The Site Supervisor undertakes daily visual inspections of the play equipment and this is documented on his daily work sheet.</p>	<p>• Complies</p>

Contractors	
<p>The school uses contractors that have come from an approved list. If they were to use other contractors, the below should be considered:</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.); • what qualifications and skills they have; • their selection procedure for sub-contractors; • their safety method statements; • what health and safety training and supervision they provide; • 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>	<p>• Complies</p>

Pedestrian and Vehicular Movement	
The school has looked carefully at arrangements for drop off and pick up times and has conducted a site-specific risk assessment where high risks have been identified. Pedestrian walkways are provided and clearly defined to ensure staff, pupils, parents and visitors have a safe route into and out of the school building. The last Risk Assessment was dated February 2021.	• Complies
Pupil areas are properly separated from car parks and other vehicle movement areas such as deliveries and refuse collection.	• Complies

Kitchen: Access	
Because this is a high-risk area access to the kitchen is secure. Any staff or visitors entering the food preparation area should wear appropriate Personal Protective Equipment such as slip resistant footwear. Hair must be tied back and covered with a hat to avoid contaminating food. Pest Control visit the school on a regular basis. The last documented visit date was 14 th April 2021 and was undertaken by SMBC.	• Complies

Kitchen: Extractor Hoods	
The extractor hoods are 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. The last documented service of the hoods was September 2020.	• Complies
BEST PRACTICE: Extractor hoods and local exhaust ventilation systems should be cleaned and serviced by a competent person at least annually.	

Stage Lighting and Rigging	
Stage lighting electrical systems are 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. The last documented inspection date was 1 st August, 2020 and was undertaken by Stockport Homes.	• Complies

Note: From September 2020 proposed EU regulations will impose a minimum efficiency for all light sources – including stage lighting – These regulations are 85 lumens per watt and a maximum standby power of 0.5W. Unfortunately, most stage lighting equipment fails to meet these guidelines – including tungsten fixtures and even the latest LED fixtures. Schools will still be able to use equipment in 2020, but new stock and essential components such as compatible bulbs will no longer be able to be supplied in the EU, quickly rendering existing equipment obsolete. For further information on legal compliance contact the HRSafety&HealthTeam@stockport.gov.uk

Roller Shutters	
<p>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".</p> <p>The Roller Shutters were last inspected by Totally Local Company on 2nd January 2021.</p>	<p>• Complies</p>
<p>BEST PRACTICE: BS standard EN 12635:2002 provides guidance on documentation, operation, use and maintenance including requirements for a log book, which should detail; operating instructions, maintenance and repair visits, details of work undertaken, details of changes/upgrades, name date and signature of responsible person</p>	

Gates and Barriers	
<p>The legal position is that powered gate systems are considered to be "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 has suitable and sufficient gates and barriers providing adequate security for the school; all gates are serviced and tested annually.</p> <p>The last documented Inspection date was 2nd February 2021 and was undertaken by TLC.</p>	<p>• Complies</p>
<p>BEST PRACTICE: Gates and fences in a primary school should as a minimum conform to BS EN 1176 and be RoSPA approved.</p>	

Air Conditioning Units	
<p>The school has an annual maintenance regime in place with a registered air conditioning company. A full record is kept of inspections and maintenance visits. Units are serviced annually. The last documented inspection date was 22nd January 2021 and was undertaken by Coolair Services.</p>	<p>• Complies</p>
<p>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.</p>	

LOLER Inspections	
<p>This section is currently not applicable.</p> <p>The child who required a Hoist has now gone to the Junior School</p>	<p>N/A</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.

Auditor - Note paperwork review details as well

Enter comments here

8.3 High Risk Curriculum Areas and Staff Training

Science	
This section does not apply to this setting.	N/A

Physical Education: Equipment	
All PE equipment is serviced annually by a competent person and recommendations made to rectify faults are followed up. Service records are available to evidence this. The last documented Inspection date is 27 th April 2021 and was undertaken by Sportsafe UK.	• Complies

Physical Education: Storage	
PE equipment is properly stored so that staff and pupils can easily access it without causing injury. Mats are stored appropriately and away from fire exits. Heavy equipment is stored at lower levels.	• Complies

Design and Technology	
A full range of risk assessments are in place and the department complies with all Design and Technology codes of best practice. The school only has a small area for basic cooking skills and risk assessments are in place.	• Complies

BEST PRACTICE:
 It is recommended by SMBC that all CLEAPS documentation is read and understood by appropriate Heads of Department.

Health and Safety Training: Induction Training	
<p>New staff 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. A formal record of the information given is be placed on staff’s personal records.</p> <p>Copies of Induction Records were available and shown to the Auditor during the Audit.</p> <p>Further guidance and information on what should be included in the training can be obtained from the Health Safety and Wellbeing Team at SMBC. HRSafety&HealthTeam@stockport.gov.uk</p>	<p>• Complies</p>
<p>WHAT THE LAW SAYS: 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																				
<p>It is advised that all staff receive basic Health and Safety Training and that the senior leadership team complete more comprehensive training in health, safety and wellbeing such as the Institute of Safety and Health Managing Safely (IOSH) Training to further their current knowledge.</p>	<ul style="list-style-type: none"> <li style="color: green;">• Adheres to best practice 																			
<p>BEST PRACTICE: IOSH Managing safely in schools: https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/</p>																				
<p>WHAT THE LAW SAYS: 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>Appropriate training may include but are not limited to the following:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Course:</th> <th style="text-align: left;">Requirement of:</th> <th style="text-align: left;">Attendees</th> </tr> </thead> <tbody> <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> </tbody> </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																		

8.4 Performance Monitoring and Measurement

Active Monitoring	
Monitoring of the working environment and review of work systems, premises, plant and equipment are recorded, frequent and systematic.	• Complies
The school undertakes a health and safety walk around with the H&S Governor, every term, which is attended by key people. A record is kept of this walk around and an action plan is drawn up and worked through in a prioritised fashion.	• Complies
<p>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).’</p>	
Reactive Monitoring	
Investigations are conducted for all accidents and incidents. They are proportionate to the event and look to identify root cause and corrective actions. NB: The school must contact the Health, Safety and Wellbeing Team in the event of a serious on-site accident and the team will offer support and may conduct an accident investigation.	• Complies
<p>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...’</p>	

8.5 Audit

Auditing and Reviewing the OHSWMS	
Internal termly walk round inspections of the OHSWMS 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. 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.	• Complies
An external annual Audit and Inspection of the OHSWMS takes place and this is completed by Stockport Metropolitan Borough Council or other qualified service provider. The audit recommends improvements to HS&W practices and gives timeframes for implementation. These recommendations have been adopted by the school within the time frames	• Complies
<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>	
Management reviews are systematically undertaken by the Head teacher, Deputy Headteacher and the Pastoral Manager. They consider HS&W performance indicators such as number of accidents, location of accidents and trend analysis. There is also evidence that audit findings, school improvement plans, accident and incident investigations and condition surveys are reviewed and prioritised by the Head teacher and Board of Governors.	• Complies

8.6 Paperwork review

Paperwork Review	Dates and Notes
Minutes documenting H&S	February 2021.
Site Specific Risk Assessments	February 2021.
Last fire drill	26 th March 2021 by the Head Teacher.
Fire alarm Caretaker test	26 th April 2021 by the Site Supervisor.
Emergency lighting Caretaker test	April 2021 by the Site Supervisor.
Fire extinguishers Caretaker inspection	April 2021 by the Site Supervisor.
Last test of lockdown procedures	1 st April 2021 by the Headteacher.
Legionella prevention/water contractor checks	April 2021 by HSL (Alchem).
Gas Appliances	Soundness: 2015 – this is now due. Boilers: 17 th September 2020.
Electrical Tests (5 yearly fixed wiring)	14 th January 2021 by The Dodd Group.
PAT Testing external testing	February 2021 by TLC
Stage Lighting/rigging	1 st August 2020 by Stockport Homes.
Roller Shutters	2 nd January 2021 by Totally Local Company.
Gates and Barriers contractor checks	2 nd February 2021 by TLC.
Play equipment contractor checks	3 rd March 2021 by Triad – Stockport Homes.
First Aid Log (pupils and staff)	April 2021 by the Headteacher.
Air conditioning units	22 nd January 2021 by Coolair Services.
LOLER Inspections	Not applicable.
Intruder Alarm	2 nd January 2021 by TLC.

8.7 Physical Inspection – Observations and Recommendations

Location	Defect	Remedy	Time Frame
Playground Infants and Nursery	Playground is starting to come apart.	The school would benefit from new playgrounds to stop them breaking up.	Within 12 months, or when monies are available.
Corridor Areas	Displayed Artwork in Corridors does not have a 1 metre space between each display. After 3 metres of artwork a space of at least 1 metre must be left between the next display.	The Head Teacher is aware of this issue, and, is advising teaching staff of the need to ensure there is at least a 1 metre space between the continuous display. This is a requirement under the Regulatory Reform (Fire Safety) Order, 2005.	Immediately.

8. Guidance to 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 is available from the Council's Health, Safety and Wellbeing team where needed. HRSafety&HealthTeam@stockport.gov.uk

9. Executive Summary

The school benefits from standing on extensive playing fields which enhances the children's ability to be able to play safely.

Considering the school has quite a lot of age to it, it is being maintained as well as it can be, within budget constraints. The only area, where improvements could be made, are the playgrounds which are suffering from cracks in certain areas and these would benefit from refurbishment in the not too distant future.

It was clear from the tidiness, general cleanliness and happiness of the staff and pupils that this was a school that had a well-developed health, safety and wellbeing ethos. There were very good risk assessments in place for all activities and the site supervisor ensures that all statutory required checks are carried out and are documented. As recognition of the excellent work that the Head, Deputy Head, Pastoral Manager, SBM and Site Supervisor have done to get the school to this level the Auditor suggested that their duties were detailed in full in section 2 of the H&S Policy. For prospective parents of new pupils (who are able to see the policy via the website) this can be seen as a positive indictment that the school is taking the health and safety of staff and pupils seriously.

The school is making excellent progress in developing its adherence to HSG65 which is the methodology for effective measurement and management of health safety and welfare as outlined by the Health and Safety Executive and adopted by SMBC as its own methodology. The fact that Governors are completing regular HS&W walk rounds from which an action plan is developed and reports ensue to governors meetings, means that HS&W is well and truly on the radar of all those who work at the school and there is an excellent level of planning and future proofing for the school.

The school is proactive in the management of health and safety defects and these are noted in a defects/issues log, which all staff know how to access.

In terms of next steps, the school should continue to maintain its excellent approach to health and safety and use the opportunity of the H&S notice board in the staff room to highlight H&S initiatives being pursued by SMBC and any initiatives that the school is pursuing itself. The audit report could also be uploaded onto the website to help promote the excellent achievements made by the school. The lack of serious accidents reported via the SMBC on-line portal was a good indicator that health and safety was being proactively managed by the whole school.

10. Inspection and Audit Action Plan			
Item	Actions required	Time Frame	Date Completed
Emergency Planning	<ul style="list-style-type: none"> Names to be updated in the Critical Incidents Policy and Guidance, due to staff members from SMBC having left the Council. The school will contact SMBC to be advised on whose names to now input in to the policy and guidance. 	1 week	
First Aid Training	<ul style="list-style-type: none"> Some staff who had first aid qualifications have found that they have now expired. It is advised that Training is sourced as soon as possible, to ensure that the school continues to be compliant with First Aid Regulations, 1981. 	1 month	
Health and Safety Training	<ul style="list-style-type: none"> It is advised that staff receive basic health and safety training and that the senior leadership team undertake the IOSH Managing Safely Training. 	6 months	
Fire Safety Management	<ul style="list-style-type: none"> Ensure that a new Fire Risk Assessment is undertaken by Firesec (as an approved contractor), as it is advised that an external Fire Risk Assessment should be undertaken at least every 4 years, unless there have been significant changes in the layout of the school, then a new Fire Risk Assessment would need to be carried out. 	1 month	
Corridors	<ul style="list-style-type: none"> Ensure that artwork displays of more than 3 metres in length have a 1 metre space between each display to ensure that the school complies with the Regulatory Reform (Fire Safety) Order, 2005. 	Immediate	
Asbestos	<ul style="list-style-type: none"> The school must ensure that systems are in place to manage any asbestos containing material as identified in the survey. Staff and contractors must be alerted to the whereabouts of asbestos and records kept to evidence this. An Asbestos Register needs to be kept at the front desk so that contractors can sign it, on entry to the school site. 	1 month	
General Information to be sent by SMBC	<ul style="list-style-type: none"> The Auditor has sent the school a guidance document for the recently appointed Site Supervisor. 	28 th April 2021	