



Audit Report

Audits 2019 to 2022

Prepared
for

**St Michael-In-The-Hamlet Primary School
Community Primary, Schools**

This assessment was carried out by

Health and Safety Unit
Cunard Building
Water Street

Audit conducted by Chris Thompson

12 February 2020

Location: St Michael-In-The-Hamlet Primary School, Community Primary,
Schools
Date: Wednesday, 12 February, 2020
Reason: Scheduled
Category: Audit
Personnel: Chris Thompson (Auditor, Senior Health and Safety Advisor)
Alan Edwards (Auditee, Site Manager)
Laura Moreton (Auditee, Head Teacher)
Tony Shipley (Consultant, Consultant)
Tracey Shipley (Consultant, Consultant)

Full Details of Answers

	Answer	Score
Score for whole evaluation		2
Section 1 Health & Safety Management		0
Sub-section 1.1 Policy & Planning		0
Question 1.1.1		
Have staff been made aware of the Council Health and Safety Policy?	Yes	0
Question 1.1.2		
Are health & safety actions being actively managed i.e. are targets being met	Yes	0
Sub-section 1.2 Workplace Environment		0
Question 1.2.1		
Has a workplace risk assessment been completed, correctly detailing the header information?	Yes	0
Question 1.2.2		
Does the workplace risk assessment record significant findings e.g. issues of premises management and welfare?	Yes	0
Question 1.2.3		
Does the risk assessment identify suitable methods to control workplace hazards?	Yes	0
Question 1.2.4		
Is there a regular building, grounds and workplace inspection regime in place?	Yes	0
Question 1.2.5		
Are findings systematically documented when carrying out inspections?	Yes	0
Question 1.2.6		
Are all defects or hazards identified addressed within reasonable time scales?	Yes	0
Question 1.2.7		
Are there adequate health, safety & welfare standards in the workplace?	Yes	0
Question 1.2.8		
Is there a process to share information with, and consult on, relevant issues with those who may share your premises but who are not your staff?	Yes	0
Sub-section 1.3 Trade Union		0
Do you have a Trade Union Safety Representative for your employees.	No	
Sub-section 1.4 Instruction & Training		0
Question 1.4.1		
Have the health and safety training needs of your staff been evaluated and addressed?	Yes	0
Question 1.4.2		
Do staff receive team/site specific health and safety instruction on induction into the team?	Yes	0

	Answer	Score
Question 1.4.3		
Are staff who are expected to take part in undertaking risk assessments provided with appropriate training or instruction on the task?	Yes	0
Sub-section 1.5 Emergency Preparedness		0
Question 1.5.1		
Are there written emergency evacuation procedures?	Yes	0
Question 1.5.2		
Are workplace evacuation procedures practiced at least twice per year?	Yes	0
Question 1.5.3		
Have personal evacuation plans (PEPs) been produced, where required, for persons requiring assistance within the team e.g. those with disabilities?	Yes	0
Question 1.5.4		
If you are responsible for the provision of first aid has a first aid assessment been carried out?	Yes	0
Question 1.5.5		
Are staff informed of first aid arrangements?	Yes	0
Question 1.5.6		
If you are responsible for first aid boxes are arrangements in place to keep them adequately stocked?	Yes	0
Question 1.5.7		
If you are responsible for first aiders are arrangements in place to ensure first-aid qualifications remain in-date?	Yes	0
Question 1.5.8		
Is there a monitored staff procedure for signing in and out of the workplace (indicating staff whereabouts and expected return/finishing time)?	Yes	0
Sub-section 1.6 Accidents & Incidents		0
Question 1.6.1		
Have your staff been made aware of the accident and incident reporting procedure?	Yes	0
Question 1.6.2		
Are all near misses, accidents and violent incidents recorded including those involving visitors and contractors?	Yes	0
Question 1.6.3		
Have all significant accidents and near misses had appropriate investigations undertaken?	Yes	0

	Answer	Score
Section 2 Premises Management		2
Sub-section 2.1 Control of Contractors		0
Question 2.1.1		
Is there a process for external contractor selection, ensuring they are qualified and competent for the proposed works?	Yes	0
Question 2.1.2		
Is there a standard procedure for providing site specific safety procedures?	Yes	0
Question 2.1.3		
Is there a standard procedure for providing site specific safety procedures?	Yes	0
Question 2.1.4		
Is there a standard procedure for reviewing job specific information, requirements and implications?	Yes	0
Question 2.1.5		
Are permit to work procedures used as required for high risk work?	Yes	0
Question 2.1.6		
Is there a standard procedure for monitoring contractors whilst on site?	Yes	0
Question 2.1.7		
Is there a standard procedure for 'signing off' works at the end of the job?	Yes	0
Sub-section 2.2 Water Management		0
Question 2.2.1		
Is there a current Legionella risk assessment for the premises on site?	Yes	0
Question 2.2.2		
Is regular temperature testing undertaken of sentinel outlets and random testing of other outlets?	Yes	0
Question 2.2.3		
Do you ensure all unused or rarely used outlets are identified and purged or flushed regularly as part of a standard planned process?	Yes	0
Question 2.2.4		
Is there a standard process to ensure faults or high risk temperature readings are actioned within reasonable timescales?	Yes	0
Question 2.2.5		
Are the planned preventative maintenance requirements for air conditioning units centrally managed?	Yes	0
Sub-section 2.3 Asbestos Management		0
Do you have overall responsibility for the premises and was the building built prior to 1999?	Yes	
Question 2.3.1		
Has a documented asbestos survey of the premises been completed and available on site?	Yes	0
Notes	Currently waiting for report of survey carried out, via LCC, October 2019	

	Answer	Score
Question 2.3.2		
Where the survey identifies, or suspects the presence of asbestos, is there an asbestos register that indicates the type and location, general condition and recommendations for action?	Yes	0
Question 2.3.3		
Is there an asbestos management action plan in place to effectively manage the known ACMs?	Yes	0
Question 2.3.4		
Has priority work been undertaken as recommended by the asbestos survey?	Yes	0
Question 2.3.5		
Is there a standard procedure for formally sharing asbestos registers with all appropriate contractors, who are required to undertake work which may disturb ACMs?	Yes	0
Question 2.3.6		
Is there a process for ensuring a further refurbishment/demolition survey is undertaken for areas where such major work is planned?	Yes	0
Sub-section 2.4 Electrical Maintenance & Inspection		0
Question 2.4.1		
Is electrical safety included within a relevant risk assessment(s) e.g. fixed and portable appliances?	Yes	0
Question 2.4.2		
Are portable appliances tested at an appropriate frequency?	Yes	0
Recommendation	Produce an inventory of all portable appliances within the premises/area of your responsibility and ensure all appliances are tested by a competent person. The frequency of testing should be appropriate to usage and likelihood of damage.	
Question 2.4.3		
Is the fixed electrical wiring subject to inspection by a registered NICEIC electrician at appropriate intervals?	Yes	0
Question 2.4.4		
Is access to electrical distribution equipment restricted to authorised personnel and isolators appropriately labelled?	Yes	0
Sub-section 2.5 Gas Maintenance & Inspection		0
Are you responsible for piped gas systems and/or non-domestic gas powered equipment?	Yes	
Question 2.5.1		
Is gas safety included within a relevant risk assessment(s)?	Yes	0
Question 2.5.2		
Are all portable gas appliances tested and inspected at appropriate and consistent frequencies by a Gas Safe registered contractor?	N/A	N/A

	Answer	Score
Question 2.5.3		
Are all fixed gas appliances, pipework and flues tested and inspected at appropriate and consistent frequencies by a Gas Safe registered contractor?	Yes	0
Question 2.5.4		
Are the gas mains shut off valves suitably labelled and are relevant staff informed of their location and correct use of?	Yes	0
Question 2.5.5		
Are gas cylinders suitably stored and kept to a minimum?	N/A	N/A
Sub-section 2.6 Fire Management		2
Question 2.6.1		
Has a fire risk assessment (FRA) been completed?	Yes	0
Question 2.6.2		
Does the FRA record all significant fire hazards and people at risk?	Yes	0
Question 2.6.3		
Does the FRA identify suitable methods to control the hazards and include an evaluation of risk?	Yes	0
Question 2.6.4		
Have staff been provided with suitable information, instruction and/or training regarding the significant hazards and controls outlined within the FRA?	Yes	0
Question 2.6.5		
Has a fire control building plan been produced, detailing the locations of fire controls and protection positioned throughout the building?	Yes	0
Question 2.6.6		
Are regular fire safety inspections carried out and findings formally detailed on a fire safety inspection form?	Yes	0
Question 2.6.7		
Is the fire precautions log book completed for the premises, detailing records of inspection, testing, incidents, drills and training?	Yes	0
Question 2.6.8		
Have fire action notices been positioned throughout the building, detailing the action to take in the event of a fire?	Yes	0
Question 2.6.9		
Are key staff identified and provided with specific formal training in the correct use of fire-fighting equipment? Key staff are those who may be expected to use the equipment e.g. Fire Marshals	Partial	2
Notes	Currently only the site manager has received formal training.	
Recommendation	Training must be provided to all staff who may be expected to use the equipment in the correct use of fire fighting equipment.	
Sub-section 2.7 Passenger and Goods Lifts		0
Do you have overall responsibility for passenger or non-passenger lifts within the premises	Yes	

	Answer	Score
Question 2.7.1		
Are the thorough examination requirements for passenger and non-passenger lifts managed?	Yes	0
<hr/>		
Question 2.7.2		
Are the inspection and planned preventative maintenance requirements for passenger and non-passenger lifts managed?	Yes	0
<hr/>		
Sub-section 2.8 Powered Doors, Gates and Barriers (Pedestrian and Vehicles)		0
Do you have overall responsibility for powered pedestrian doors within the premises?	Yes	
<hr/>		
Question 2.8.1		
Are testing and planned preventative maintenance requirements for powered pedestrian doors centrally managed?	Yes	0
<hr/>		

	Answer	Score
Section 3 People in the Workplace		0
Sub-section 3.1 Extended Duty of Care		N/A
Are there staff who have special needs?	No	
Sub-section 3.2 Infection Control & Communicable Diseases		0
Are there staff who are likely to come into contact with infectious diseases as a result of work activities?	Yes	
Question 3.2.1		
Are significant hazards from infectious diseases identified within an appropriate risk assessment(s)?	Yes	0
Question 3.2.2		
Does the risk assessment(s) identify suitable methods to control the hazards associated with infectious diseases and include an evaluation of risk?	Yes	0
Question 3.2.3		
Have staff been provided with suitable information, instruction and/or training regarding the significant hazards identified within the risk assessment(s)?	Yes	0
Question 3.2.4		
Are there a suitable means for the disposal of contaminated clothing, sharps, materials, substances or equipment?	Yes	0
Question 3.2.5		
Have you assessed what PPE is required for infection control to ensure it is suitable to protect the user?	Yes	0
Sub-section 3.3 Work Related Violence		0
Are there staff who are at risk of violence during their work activities?	Yes	
Question 3.3.1		
Do you have a copy of the Corporate Violence at Work Policy statement readily available to all staff?	Yes	0
Question 3.3.2		
Are the hazards of work related violence identified within an appropriate risk assessment(s)?	Yes	0
Question 3.3.3		
Does the risk assessment(s) identify suitable methods to control the hazards associated with work related violence and include an evaluation of risk?	Yes	0
Question 3.3.4		
Have staff been provided with suitable information, instruction and/or training regarding the significant hazards and controls?	Yes	0
Sub-section 3.4 Lone Working		0
Are there staff who carry out work in isolation from co-workers?	Yes	
Question 3.4.1		
Is lone working considered in relevant risk assessments; identifying the significant hazards?	Yes	0

	Answer	Score
Question 3.4.2		
Do relevant risk assessments identify suitable methods to control the risks associated with lone working and include an evaluation of risk?	Yes	0
Question 3.4.3		
Have staff got the means to summon assistance should they need it?	Yes	0
Question 3.4.4		
Are there suitable emergency plans in place if a lone worker is incapacitated?	Yes	0
Sub-section 3.5 Stress Management		0
Question 3.5.1		
Has a stressor identification process been undertaken for the team/service area?	Yes	0
Question 3.5.2		
Has a stress risk assessment been undertaken for the team/service area?	Yes	0
Question 3.5.3		
Are significant work related stressors identified within the stress risk assessment?	Yes	0
Question 3.5.4		
Does the stress risk assessment identify suitable methods to control or mitigate the effects of work related stress?	Yes	0
Question 3.5.5		
Is there a process whereby individuals who are diagnosed as having work related stress are referred to the Occupational Health Service?	Yes	0

	Answer	Score
Section 4 Work Activities		0
Sub-section 4.4 Lifting Operations		N/A
Are staff required to plan, organise or undertake lifting activities using lifting equipment?	No	
Sub-section 4.5 Manual Handling Loads		0
Are staff required to undertake manual handling activities?	Yes	
Question 4.5.1		
Have manual handling risk assessments been completed?	Yes	0
Question 4.5.2		
Do the manual handling risk assessments identify significant hazards (considering the task, load, and environment as well as consideration of individual capabilities) and those at risk?	Yes	0
Question 4.5.3		
Do the risk assessments identify suitable methods to control the hazards associated with manual handling activities and make an evaluation of risk?	Yes	0
Question 4.5.4		
Have staff been provided with suitable information, instruction and/or training regarding the significant hazards and controls outlined within the manual handling risk assessments?	Yes	0
Sub-section 4.6 Moving People		N/A
Are staff required to undertake tasks which includes the supporting of others?	No	
Sub-section 4.7 Work at Height		0
Are staff required to work at height?	Yes	
Question 4.7.1		
Are risk assessments undertaken for work at height tasks?	Yes	0
Question 4.7.2		
Do work at height activity risk assessments identify significant hazards and those at risk?	Yes	0
Question 4.7.3		
Do work at height risk assessments identify suitable methods to control the hazards associated with work at height and make an evaluation of risk?	Yes	0
Question 4.7.4		
Are staff provided with suitable information, instruction and training to enable them work at height and to use access equipment safely?	Yes	0
Question 4.7.5		
Is there a suitable inspection and maintenance regime for work at height equipment e.g. ladders, tower scaffold etc?	Yes	0
Question 4.7.6		
Are the thorough examination requirements for fixed lifting accessories such as anchor points and eye-bolts managed?	N/A	N/A
Sub-section 4.8 Control of Substances Hazardous to Health		0
Are staff required to use or come into contact with hazardous substances?	Yes	

	Answer	Score
Question 4.8.1		
Is there an inventory of hazardous substances that employees may be exposed to?	Yes	0
Question 4.8.2		
Are there current material safety data sheets (SDS) for all hazardous substances that employees may be exposed to?	Yes	0
Question 4.8.3		
Have COSHH risk assessments been completed?	Yes	0
Question 4.8.4		
Do the COSHH risk assessments identify significant hazards (i.e. from the delivery, storage, use and disposal of chemicals) and those at risk?	Yes	0
Question 4.8.5		
Do the risk assessments identify suitable methods to control the hazards associated with the hazardous substances and include an evaluation of risk?	Yes	0
Question 4.8.6		
Have staff been provided with suitable information, instruction and training regarding the significant hazards and controls outlined within the COSHH risk assessments?	Yes	0
Question 4.8.7		
Are substances stored in suitable areas/cabinets?	Yes	0
Sub-section 4.9 Driving at Work		0
Do staff drive fleet or team owned vehicles; or use their own vehicles whilst at work?	Yes	
Question 4.9.1		
Is driving at work considered in risk assessments?	Yes	0
Question 4.9.2		
Do driving at work risk assessment(s) identify significant hazards and those at risk ?	Yes	0
Question 4.9.3		
Do driving at work risk assessment(s) identify suitable methods of control and include an evaluation of risk?	Yes	0
Question 4.9.4		
Is a documented pre-use vehicle checklist completed?	Yes	0
Question 4.9.5		
Are driving licences, MOT's and insurance documents checked annually for all Essential and Casual use drivers (Driving Licenses only for company vehicle drivers)?	Yes	0
Notes	Currently being reviewed	
Question 4.9.6		
If you have staff whose primary function is as a vocational driver have they been registered with the Occupational Health Service for health surveillance?	N/A	N/A

	Answer	Score
Sub-section 4.10 Local Events		0
Do you arrange and organise local events within the buildings and grounds?	Yes	
Question 4.10.1		
Is a specific event risk assessment undertaken for each planned event?	Yes	0
Question 4.10.2		
Does the risk assessment identify suitable methods to control the risks associated with the event?	Yes	0
Question 4.10.3		
Are emergency situations considered within the risk assessment e.g. Fire, first aid, emergency vehicle access etc?	Yes	0
Sub-section 4.11 Working with Computers & Other Display Screen Equipment		0
Do staff use DSE for more than an hour per day continuous use?	Yes	
Question 4.11.1		
Have all DSE users completed a risk assessment?	Yes	0
Question 4.11.2		
Have all users of DSE been made aware they can have eye tests on request; funded by their employer?	Yes	0
Sub-section 4.12 Fixed Playground or Hall/Gym Equipment		0
Do you have fixed playground or hall/gym equipment on site?	Yes	
Question 4.12.1		
Is there a process for inducting/instructing and/or supervising the users of the playground/gym equipment?	Yes	0
Question 4.12.2		
Is fixed playground/gym equipment subject to a formal inspection regime as per best practice and/or manufacturers recommendations?	Yes	0
Notes	Currently being reviewed.	
Recommendation	Gym equipment should be subject to a regime of (at least) annual documented inspection by a competent person. Fixed playground equipment should be subject to a regime of (at least) annual inspection by a competent person (e.g. a Registered Play Inspector). Copies of inspections should be retained.	
Question 4.12.3		
Is equipment subject to regular maintenance and inspection between formal inspections?	Yes	0

Report created on 13/02/2020