

Northumberland County Council

Governors Health and Safety Audit

Name of School	
Name of Headteacher	
Date of Inspection	
Name of Inspector	

SAFETY MANAGEMENT

No	Question	Yes	No	Comments
1	Is the school displaying an up to date statutory Health and Safety Law Poster (1 October 2009)?			
2.	Is there a school Health and Safety Library? (This should contain policies, accident report, AfPE book etc.)			
3	Is the Policy Manual available to all staff and up to date?(see health and safety team webpages)			
4	Has the school's supplementary safety policy been reviewed in the last 12 months? (<i>Ensure it is dated, signed and is cross referenced to NCC version.</i>)			
5	Does the school have Safety Meetings? Who is involved?			
6	Does the Management Team regularly discuss accident reports and investigations? Are minutes of meetings kept?			

No	Question	Yes	No	Comments
7	Has the school appointed a safety coordinator?			
8	Has the school appointed an Educational Visits Co-coordinator (EVC) ? Is the school using EVOLVE (online visit notification)			
9	Have relevant members of staff been made responsible to coordinate issues like COSHH & manual handling?			
10	Are health & safety issues raised with the governors?			
11	Is health and safety regularly discussed at Governors meetings? Has a governor responsible for health and safety been nominated? (if yes, it is recommended that this governors audit is undertaken every 12 months)			
12	Are trade union safety representatives fully consulted on health & safety issues?			

No	Question	Yes	No	Comments
13	<p>Does safety training form part of the school's training plan?</p> <ul style="list-style-type: none"> • Do members of staff regularly attend health & safety training courses? (e.g. manual handling, First aid) • Are records kept? • Training needs analysis • Do new members of staff undertake induction training? • Do governors receive H&S training? 			
14	<p>Have members of staff teaching practical subjects undertaken specialist health and safety training in the last five years? (middle & high schools only)</p>			
15	<p>Has the school joined SLAs for the services identified in the adjacent column? (Tick as appropriate)</p> <p><i>If not, refer to section E3 Management of Support Services of the School's H&S Manual available on the health and safety team webpages. Ensure that services procured outside NCC are referred to in the school health and safety policy.</i></p>			<ul style="list-style-type: none"> <input type="checkbox"/> Property <input type="checkbox"/> Statutory Maintenance <input type="checkbox"/> Cleaning Services <input type="checkbox"/> Caretaking <input type="checkbox"/> Portable appliance testing <input type="checkbox"/> Catering <input type="checkbox"/> Gym Equipment <input type="checkbox"/> Outdoor Play equipment (Sport & Play)
16	<p>Is the Association for Physical Education (AfPE) book for PE available? (2016 edition) If not, this is available</p>			

	direct from AfPE organisation or via Amazon			
17	Is the school using the CLEAPSS website to obtain advice on teaching primary science and Design & Technology? (Password changed annually)			

CONTROL OF CONTRACTORS

No	Question	Yes	No	Comments
18	Is someone given responsibility to monitor contractors working in school? Is the form HSC1 used to exchange information with contractors?			
19	Is the Property Notification form N1 always submitted before the school commissions any building work independently of Property Services?			
20	Has the school tailored the "Contractors' Induction Pack"? (available on H&S webpage)			
21	Is an up to date copy of the school's asbestos survey available in school? (<i>Give date and its location</i>) Who shows it to the contractors?			

RISK ASSESSMENT

No	Question	Yes	No	Comments
22	Has the school adopted the model risk assessments available on the Health & Safety webpage? Has an index of them been produced?			
23	Have other risk assessments been completed for all activities involving significant risks?			
24	Are community activities undertaken? Is there a formal leasing agreement? Has the school checked that the group have adequate risk assessments in place for their activities?			
25	Have manual handling assessments been carried out in relevant areas of work? Have staff received the Good Back Care guide?			
26	Have employees who undertake significant manual handling activities attended an appropriate training course? Also consider people lifting.			
27	Is appropriate lifting equipment in use e.g. sack barrow, trolley or hoist?			

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

No	Question	Yes	No	Comments
28	Does the school use the NCC COSHH assessment form and guidance for the use of hazardous substances? Are spray bottles labelled?			
29	Are manufacturers' safety data sheets and school COSHH assessments in use? Is there an inventory of stock?			
30	Is there a metal container for the storage of flammable materials?			

FIRE AND EMERGENCIES

No	Question	Yes	No	Comments
31	Are staff and visitors aware of school emergency procedures?			
32	Are arrangements for visitors in place, for example signing in books, badges, emergency information and signposting? <i>(Recommend placing info on reverse side of badges)</i>			
33	Are senior staff aware of the School Emergency Incident Procedure ?			
34	<p>Is the school using the Fire Log Book?</p> <ul style="list-style-type: none"> • Is section 5 completed by the nominated person <i>(Audit the premises against one inspection record e.g. form F)</i> • Has the fire risk assessment been done? <i>(Section 4) (Give date when undertaken or reviewed)</i> • Has the Fire Safety Officer visited? 			
35	Where is the fire assembly point? Is it marked?			

No	Question	Yes	No	Comments
36	How often do fire drills take place?			
37	Is the fire bell audible throughout the building?			
38	Have the fire extinguishers been tested? Give date			

ACCIDENTS

No	Question	Yes	No	Comments
39	Are staff aware of the County Council's accident reporting procedures (Form ACC1)?			
40	Who reports accidents?			
41	Are staff aware of the statutory requirements to report certain accidents under RIDDOR (Form F2508)?			
42	Are all accidents investigated to the appropriate level (ACC1, ACC2, NCC Safety Officer)?			
43	Are staff aware of the procedure for reporting violent incidents (VI form)			

FIRST AID AND MEDICATION

No	Question	Yes	No	Comments
44	Is there a first aid co-ordinator?			
45	Are sufficient members of staff suitably qualified in first aid (e.g. full first aid at work; emergency aid, paediatric first aid)?			
46	Are first aid boxes suitably stocked (without preparations such as antiseptic)? <i>List? Gloves? Are eye irrigation tubes available?</i>			
47	Has the school adopted the Policy on supporting Pupils with medical conditions? (revised Sept 2014)			
48	Is there a medication coordinator? (<i>The school's own health and safety policy should also identify who has assumed this role</i>)			
49	Is suitable documentation (e.g. parental consent form, child's Healthcare Plan) completed for all medication administered?			

No	Question	Yes	No	Comments
50	Are members of staff aware of the school's procedure for administering medication and dealing with medical emergencies? (<i>Check against the school's safety policy</i>)			
51	Have members of staff received suitable training in accordance each individual pupil's Healthcare Plan?			

WELFARE

No	Question	Yes	No	Comments
52	Are all toilets maintained in a suitable condition?			
53	Are there sufficient supplies of sanitary towel bins, towels and soap? (including kitchen)			
54	Are bottles/coolers in use? (think about manual handling risks associated with moving water bottles)			
55	Are there any problems relating to lighting, temperature and ventilation?			
56	Has the school got a copy of the Stress policy?			

DISPLAY SCREEN EQUIPMENT

No	Question	Yes	No	Comments
57	Have DSE workstation assessments been carried out for people who use computer equipment regularly? (such as office staff, headteacher (<i>Learning Together – e learning module available</i>)			

HOUSEKEEPING

No	Question	Yes	No	Comments
58	Are storage area safely organised?			
59	Are hazardous chemicals securely stored?			
60	Is storage of heavy items at height avoided?			
61	Are doors in a reasonable state of repair?			
62	Are Finger guards fitted to door hinges, particularly in early years? Are these in good condition?			
63	Are floors in a good state of repair, clean and free from slip and trip hazards?			
64	Are all escape routes clear? Are running person signs displayed. Is there emergency lighting?			
65	Have all portable electrical appliances been checked in the last twelve months? (<i>check sticker, date</i>)			

No	Question	Yes	No	Comments
66	Are electrical appliances being used safely, for example are cables routed safely; adequate number of sockets? (Ensure that extension sockets are not plugged into other extension sockets).			
67	Are light diffusers missing?			
68	Are upper storey windows restricted to prevent children falling from them?			
69	When open, do ground floor windows cause an obstruction?			
70	Are ladders in safe condition? Are they of Class II Industrial standard? Are they inspected? Are records kept of inspection?			
71	Is the boiler house in good order? Are any combustible items stored in the boiler? If yes, these should be removed.			
72	Is the Electrical Switchgear Cupboard being used for storage? Avoid where possible.			
73	Have any building defects been reported to Property Services? (<i>Property Helpdesk tel: 01670 624843</i>)			

ACCESS, SECURITY AND PROPERTY ISSUES (EXTERNAL)



No	Question	Yes	No	Comments
74	Is vehicular access to the school grounds strictly controlled?			Has the school adapted the generic traffic risk assessment available in the safeguarding pack?
75	Are there suitable arrangements to segregate pedestrians and vehicles?			
76	Is parking delineated? Is there a system for reverse parking into bays?			
77	Is there a safe system for vehicles for reversing?			
78	Has the safeguarding and security checklist and risk assessment been completed?			
79	Is there a named Child Protection Officer? Are DBS checks (formerly CRB) checks for staff in place?			
80	Is the school accessible to disabled people?			
81	Are buildings kept secure during school hours? CCTV?			
82	Are the skirts of any mobile classrooms in good order?			


No	Question	Yes	No	Comments
83	Are grounds, including perimeter fencing, hedges, trees, and borders, in good order?			
84	Is the site free from debris, defective or surplus equipment and waste materials?			
85	Are windows, doors and building structures in good condition?			
86	Is the playground in good order? (<i>look for pot holes, gravel, trip hazards and uneven surfaces – indicate type of surface</i>)			
87	Are there any playground blind spots? Is adequate supervision in place?			
88	Has fixed play equipment been inspected by Sport & Play? Are weekly visual inspections being carried out between the annual inspection?			
89	Are portable goalposts used? If yes, they should be anchored. See attached guidance in appendix.			
90	Are electric roller shutter doors tested as part of the statutory maintenance schedule? Is a simple risk assessment in place to cover the operation?			




No	Question	Yes	No	Comments
91	<p>Is a gritting plan available that shows the areas of the school that the caretaker grits?</p> <p>Is this publicised to parents & visitors (this could be on the school gate or the school website)?</p> <p>Does the Caretaker keep a record of dates/times when the site has been gritted?</p>			

Appendix

<u>Useful Information</u>	
<ul style="list-style-type: none"> • School's H&S policy manual • H&S Law Poster – contacts. • Generic risk assessment relevant to school activities • Accidents, Violent Incidents and Managers Accident Investigation Report (ACC2) 	<p>http://www.northumberland.gov.uk/About/Staff.aspx#staffhealthsafety</p> <p>(click on link above, scroll down to 'Staff Health and Safety' then select relevant subject heading)</p> <p>Accident, near miss, violent incident reporting & investigation</p> <p>Risk assessments</p>
Model supplementary School's Safety Policy	Health & safety manual (schools)
Safe Practice in Physical Education and Sport 2016 edition – purchase details	http://www.afpe.org.uk/professional-leadership/publication-a-resources/publications-a-resources
Learning Together – e-learning packages	<p>http://ncc.learningpool.com/</p> <p>(Contact for queries is Diane Wilson, Learning and Organisational Development, tel: 01670 623160)</p>
School's Emergency Incident Procedure	<p>NCC School Emergency Plan - Guidance (Oct 2015)</p> <p>NCC School Emergency Plan - Template (Oct 2015)</p>
Managing Temporary School Crises guidance	Managing Temporary School Crises (Oct 2015)

Disposal of waste (including chemical waste)	 Caretakers quick ref waste guide.docx NCC Waste Management officers – Stephen Wardle or Lorna Tingey on 0345 600 6400
Stress policy and risk assessments HSE documentation	Stress documentation http://www.hse.gov.uk/pubns/indg430.pdf http://www.hse.gov.uk/pubns/indg424.pdf http://www.hse.gov.uk/stress/mystress.htm
Working with Contractors	Model Contractors Induction Pack for Schools J2 - Control of Contractors (includes HS1 form) Form N1 - Request to Commission Construction Work Independently Form N1 Guidance
Information sheet “Showers – Controlling the Risk of Legionella”	 C:\Documents and Settings\amanda.she
Ladder and Stepladder risk assessments	Use of Ladders.doc Use of Stepladders.doc Ladder and Stepladder Inspection Checklist - Oct 2011.doc
Good Back Care Booklet	Good Back Care guide
Safeguarding and Security documents (including traffic management)	Safeguarding and security self-help kit for schools <ul style="list-style-type: none"> • generic model for safeguarding • safeguarding checklist for schools (security) • security risk assessment

	<ul style="list-style-type: none"> • vehicle management risk assessment • safeguarding action plan
Gritting risk assessment	http://www.northumberland.gov.uk/idoc.ashx?docid=2bb79996-316b-4509-8461-823e637a23d7&version=-1
Roller shutter door risk assessment	automatic shutter door
Public Health England - information on infections and diseases	Public Health England - Guidance on Infection Control in Schools and other Child Care Settings
Finger guards	<p>Should the school wish to replace any finger guards on doors, the following companies can provide them:</p> <ul style="list-style-type: none"> • Fingershield, Tel: (01482) 353157, www.fingershield.co.uk • Fingersafe, (01268) 777733, www.fingersafegroup.com • KIDRAPT, (01582) 493382, http://www.childsafety.co.uk/
CLEAAPS	http://www.cleapss.org.uk/ <i>(username and password changed annually by CLEAAPS)</i>
NCC Facilities Services – Janitorial and School Meals SLA	 141119 Janitorial & School Meals SLA 201
COSHH Risk Assessment	completing the COSHH risk assessment form (November 2015) COSHH: blank risk assessment template (November 2015)
Driving Safely at Work Policy	Driving Safely Policy, Feb. 2011 (includes generic driving risk assessment) Managing a Minibus – The Legal Requirements

Electrical Switchgear sign	  WARN141-DANGER D:\wrf signs\Hazard ELECTRIC.bmp Haz031-Flammable.w
Flammable sign	
Portable Goalposts	 \\w5file1\personnel\ Health and Safety - C