

**CFCS Schools Health and Safety Service
Schools Health and Safety Self Assessment Form 2014
Primary Schools**

**Priory Junior School, Gedling
Completed Summer 2015**



Schools Health and Safety Self Assessment Checklists

Summary

Occupational Health and Safety (OH&S) is a vital function in schools. Schools are increasingly concerned with achieving and demonstrating sound OH&S performance by controlling their risks, consistent with their policies and objectives.

As the expectations on schools become increasingly stringent they need to find ways to undertake reviews to assess their own performance. To be effective, reviews need to be conducted within a structured management system that is integrated within the school. The form sets out to ensure:

- Excellence in provision;
- Reinforces roles and responsibilities
- Raising standards and skills;
- Increasing efficiency;
- Clear communication and consultation

The above issues translate readily to ensure health, safety and welfare are given the attention required, not only to meet legal and regulatory requirements but to create best practice.

NOTE:

Ofsted inspectors increasingly evaluate and make judgements on health and safety management arrangements during inspections reviewing the self-assessment model.

Some of the topics that inspectors may consider are detailed below:

- *Health, safety and welfare policies and procedures including risk assessments and health and safety checks on school premises.*
- *That there are systems in place to guide and support pupils and staff and ensure their health and safety.*
- *The safety and suitability of work environments provided for learning and practical activities.*

The purpose of this self assessment form is to help schools measure compliance to legal obligations and verify that internally devised safety systems are in place and operating effectively.

Steve Bingley
Senior Practitioner H&S
CFCS

Instructions for use

The form is designed to be used individually but can be used by staff in relevant fields of expertise e.g. premises managers etc.

Where applicable the response to all of the statements on the checklist should be “yes”.

Where the response is “no” this should trigger action to be taken by the school.

If it is felt that the statement is not applicable to the school, ensure that a short explanation is provided within the comments box.

Please feel free to note comments within the section provided, however, where the statement indicates a review period please ensure that a date is provided. Similarly if the statement indicates the allocation of a specific contractor please state the name within the comments box.

On your satisfactory completion please keep a copy for your records and send a copy to the health and safety section at the address provided at the end of the document.

We hope that this is self-explanatory but if further advice is required contact the Health and Safety Advisers via the schools helpline on 01623 434 033.

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Management Issues

1. Health and Safety Policy				
Responsible Person:				
Details		Yes	No	Comments
A	A Health and Safety Policy has been produced and this is signed by the Head teacher and Chair of Governors	√		March 2015
B	The Health and safety Policy has been reviewed within the last 12 months	√		March 2015
C	The Health and Safety Policy has been brought to the attention of all staff and signed for receipt			Planned for April 2015
D	Management and employee health and safety responsibilities have been identified in the policy	√		
E	A Governor has been designated to have specific responsibility for health and safety	√		
F	A member of the staff has been designated to have overall 'day to day' responsibility for the management of health and safety	√		
G	The above member of staff has been provided with health and safety management training			H/T Training booked
H	A copy of the NCC Corporate Health and Safety Policy Statement is prominently displayed	√		In staff room
I	The statutory 'Health and Safety Law Poster' is displayed and the spaces for local arrangements have been completed	√		In staff room
2. Risk Assessment				
Responsible Person:				
Details		Yes	No	Comments
A	Responsibilities for carrying out risk assessments are detailed within the Health and Safety Policy	√		
B	Those responsible for carrying out risk assessments have received training	√		H and S team approached and we are awaiting a date for staff meeting
C	Risk assessments have been carried out and recorded for the significant risks	√		H/T to update in Summer 2015
D	Risk assessments have been signed and dated upon completion	√		
E	Risk assessments are within specified review dates (12months)	√		Risk Assessment specific
3. Monitoring and Review of Health and Safety Standards				
Responsible Person:				
Details		Yes	No	Comments
A	Regular health and safety monitoring is carried out by the member of staff with 'day to day' health and safety management responsibilities to ensure that health and safety standards are maintained and arrangements complied with	√		
B	Periodic health and safety monitoring is carried out by the Governor with health and safety responsibilities to ensure that health and safety standards are maintained and arrangements complied with on a termly basis	√		
C	Staff carry out health and safety monitoring of their areas and activities to ensure that health and safety standards are maintained and arrangements complied with and reported to SMT	√		

D	The Site Manager/Caretaker carries out regular health and safety inspections of shared areas paying particular attention to the identification of slip, trip and fall hazards	√		
E	A system is in place for reporting health and safety defects and initiating remedial action	√		
F	Health and safety is a standing item on the agenda on Full Governing Body meetings	√		Also at D & P meetings
G	Accident/incident reports are reviewed at Full Governing Body meetings	√		
H	The Head teacher completes a report for review at the Full Governing Body meeting	√		

4. Critical Incidents

Responsible Person:

Details		Yes	No	Comments
A	Arrangements for dealing with likely critical incidents (e.g. major injuries on/off site, pupil missing, fire, flood, gas leak, power/water/heating failures) have been drawn up in 'Coping with a School Emergency Plan'	√		
B	Key personnel are nominated to perform specific roles during incidents and receive instruction and training about this role.	√		
C	An up to date contact list kept for key personnel	√		
D	The plan is tested and any resultant problems actioned	√		

5. First Aid and Infection Control

Responsible Person:

Details		Yes	No	Comments
A	Sufficient first aid boxes, stocked with the recommended contents are sited around the school	√		
B	A person is nominated to check the contents of first aid boxes regularly (termly)	√		
C	Sufficient staff are trained in first aid to ensure coverage for all school activities inc. paediatric first aiders if deemed necessary	√		
D	The certificates for all first aid staff are dated within the last 3 years	√		
E	Suitable equipment is provided for cleaning and disposal of bodily fluids	√		
F	The Public Health England (Health Protection Agency) poster 'Guidance on infection control in schools and nurseries' is displayed in a prominent place	√		This is on display in the staff room and SBM's office
G	Staff are aware of the precautions for the prevention of transmission of infection detailed in the above poster	√		
H	Where necessary, suitable equipment is provided for the safe disposal of discarded syringes/sharps found on site		√	

6. Accident Reporting

Responsible Person:

Details		Yes	No	Comments
A	Minor injuries to pupils are recorded locally	√		
B	Significant injuries to pupils and all injuries to staff and others on site are recorded on the Wellworker accident reporting system	√		
C	A member of staff has been nominated to report RIDDOR injuries to the HSE via the Wellworker system	√		

D	The above member of staff is aware of what must be reported under the RIDDOR Regulations	√		
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7. Employee Induction Procedures

Responsible Person:

Details		Yes	No	Comments
A	A health and safety induction is provided for all new employees which covers; <ul style="list-style-type: none"> • Health and safety policy • Safe working procedures • Evacuation procedures • Emergency procedures • First aid and injury reporting • Any other specific information required to ensure their health and safety 	√		Notts. CC Induction policy followed
B	Records of the health and safety induction are kept		√	

8. Learning and Development

Responsible Person:

Details		Yes	No	Comments
A	A core competency framework has been implemented to identify the minimum health and safety learning and development requirements for both managers and staff		√	Training booked for 2015/6 where needed
B	All employees have readily available access to the learning and development programme	√		Training file
C	There is a clearly defined procedure for identifying refresher training, i.e. first aid, MAPA etc.	√		
D	Records of staff attendance on training courses are recorded and documented	√		

Premises

9. Construction Work and Contractors				
Responsible Person:				
Details		Yes	No	Comments
A	The school is aware that 'The Construction (Design and Management) Regulations apply to construction projects that involves more than 500 person hours or takes longer than 30 days and these require notification to the HSE. (Specialist advice should be sought in these cases)	√		
B	The school has procedures for works involving breaking into structure of buildings built prior to Y2000 requiring that Asbestos refurbishment and demolition surveys are carried out for any voids are being worked on e.g. above ceilings, wall cavities etc.	√		
C	Major works are project managed by competent construction specialists	√		
D	For minor works organised directly by the school the health and safety competence of contractors is assessed prior to orders being placed	√		Caretaker booked on new Premises training Dec 2015
E	A member of staff is nominated to liaise with the contractor before work starts to identify and agree the risk control measures necessary to protect pupils and staff	√		
F	The nominated member of staff monitors generally the activities of contractors to ensure the agreed risk control measures are implemented and are adequate	√		
G	Effective segregation is maintained between contractors and school activities	√		
H	Notification of Building Works and AF forms are completed for works undertaken on the school site, and forwarded to hands@nottssc.gov.uk and asbestos@nottssc.gov.uk	√		The school is aware of this if it is required
I	A site induction containing safety and welfare information is provided to all contractors before any works commence. i.e. emergency procedures, welfare facilities, times of work/locations during the school day, first aid provision and the location of any asbestos using SR77 form.	√		
J	Exchange of information is taking place between school and contractor e.g. risk assessments, safe systems of work, method statements.	√		
10. Asbestos				
Responsible Person:				
Details		Yes	No	Comments
A	An asbestos survey has been carried out and a copy of the report is readily available	√		
B	All remedial work recommended in the asbestos survey has been completed	√		

C	A Local Asbestos Management Plan (LAMP) has been drawn up to ensure any asbestos containing materials left in situ are not disturbed			To be reviewed every Summer
D	A member of staff has been nominated to implement the asbestos management plan	√		H/T
E	The above member of staff has received asbestos awareness training	√		The H/T / caretaker had training 2015
F	The condition of asbestos containing materials is monitored and records kept (see LAMP)	√		Caretaker
G	A system is in place to ensure that contractors are made aware of the presence of asbestos containing materials (see LAMP)	√		
H	Contractors are routinely monitored during their work to ensure that asbestos containing materials are not disturbed	√		

11. Fire Safety

Responsible Person:

Details		Yes	No	Comments
A	A member of staff has been nominated as the responsible person to manage fire prevention and protection arrangements	√		H/T
B	A fire risk assessment has been carried out and the significant findings recorded, remedial actions carried out and the fire risk assessment reviewed on an annual basis. See WIRED for an example fire risk assessment	√		Fire Risk Assessment completed in March 2014 (3 yearly unless required before)
C	Testing conducted and recorded within the Fire Log Book	√		
D	Fire procedure notices are displayed throughout the school	√		
E	Staff receive Fire Safety Awareness Training and practical training with fire extinguishers on a three yearly basis	√		Sept '14 all staff trained
F	All staff understand the fire safety procedures of the school and key personnel are trained in their roles within the fire safety arrangements	√		

12. Legionella

Responsible Person:

Details		Yes	No	Comments
A	Water hygiene specialists have assessed the legionella risks from the hot and cold water services on the site and a copy of the report is held at the school	√		
B	Remedial work identified in the above report has been completed	√		
C	Testing is conducted and recorded within the Log Book	√		
D	A member of staff has been nominated to oversee Legionella management within the school and has received adequate training for this role	√		

13. Electrical Safety					
Responsible Person:					
Details		Yes	No	Comments	
A	The fixed electrical installation has been inspected and tested within the last 5 years and any remedial work/Priority 1&2 actions are actioned	√			
B	Formal visual inspections/tests of portable electric equipment are carried out by a competent person at least annually and records kept	√			
C	Only competent staff carry out work on fixed and portable electrical equipment, e.g. plug fitting, cable renewal, ICT equipment, upgrades etc.	√			
14. Boiler Room					
Responsible Person:					
Details		Yes	No	Comments	
A	The boilers are serviced on a regular basis by a competent contractor	√			
B	Boiler rooms are not used for the storage of combustible materials	√			
15. Cleaning Substances					
Responsible Person:					
Details		Yes	No	Comments	
A	The use of high hazard cleaning substances etc is avoided i.e. those marked with 'corrosive', 'toxic or 'highly flammable' warning labels and only non-hazardous or low hazard substances marked with 'irritant' or 'harmful' warning labels are used	√			
B	All cleaning substances are stored securely when not in use in a locked storage area	√			
C	All cleaning substances are properly labelled	√			
D	The MSDS and COSHH risk assessments are up to date and readily available to staff			Russ?	
E	Cleaning staff have been instructed in the safe use of the cleaning substances in accordance with manufacturers' instructions	√			
F	Protective equipment as specified in the manufacturers' instructions is provided and used	√			

Curriculum

16. Educational Visits				
Responsible Person:				
Details		Yes	No	Comments
A	Risk assessments for all educational visits are carried out in accordance with the County Council Policy for Safety in Outdoor Education and recorded on the EVOLVE system	√		
17. Swimming				
Responsible Person:				
Details		Yes	No	Comments
A	All swimming activities are supervised by qualified staff/lifeguards as set out in the publication 'HSG179 – Managing Health and Safety in Swimming Pools' (HSE)	√		
18. Physical Education				
Responsible Person:				
Details		Yes	No	Comments
A	Risk assessments for physical education have been carried out and general rules drawn up to minimise risks			SC and NG to review – Sept '15
B	The NCC PE Code of Practice has been implemented			
C	Gymnasium apparatus is thoroughly examined annually by a specialist contractor and records kept	√		
D	Apparatus and equipment are visually inspected weekly by a specialist contractor and records kept		√ by CTaker and teachers	

Risk Areas

19. Work at Height				
Responsible Person:				
Details		Yes	No	Comments
A	Work at height is avoided wherever possible by the use of long handled tools etc.	√		
B	Where the above is not possible specific risk assessments have been carried out and the measures to prevent falls have been implemented and recorded e.g. for tasks such as changing light tubes, putting up displays, removing balls from roofs, clearing gutters etc.	√		
C	Ladders and stepladders are subject to detailed inspections every term and records are kept (See H&S Manual Section B4)	√		
D	Staff using ladders or stepladders have been trained in pre-use checks and safe working methods (See H&S Manual Section B4)	√		All cleaners and CT trained Staff – toolbox talk for blue stepstools for display work (also see newsletter from H and S case 302)
E	All access equipment is kept secure when not in authorised use	√		
20. Moving and Handling of Items of Equipment				
Responsible Person:				
Details		Yes	No	Comments
A	The significant moving and handling tasks in the school have been assessed and measures implemented to reduce this risks	√		
B	Equipment to reduce the manual handling risks has been provided e.g. trolleys and barrows	√		
C	Staff whose work involves significant moving and handling have been trained in the techniques and procedures which minimise the risk of injury		√	New Caretaker needs training - check

Signed:	SP Curson
Date:	6/8/15

Please send a copy of the assessment to Health and Safety Team, Lawn View House, Sutton in Ashfield, Nottinghamshire, NG17 5GA or via email hands@nottsc.gov.uk

This record should be kept for 7 years. It is recommended that the assessment should be reviewed yearly at a different part of the school year to the safety system review as its purpose is to verify whether the system is in place and working properly.