

# Health and Safety Monitoring Report



<b>Site/Team:</b> Drake Primary School		<b>Date of Visit:</b> 20/01/2020	<b>Officer/Advisor:</b> Paula Amis
<b>Risk Rating Score:</b> 123	<b>Risk Category:</b> C	<b>Next Visit Due:</b> January 2024	
<b>Person(s) seen:</b> Louise Rosen (Headteacher) Dennis Everlist (Site Manager)			

Thank you both for your time during my recent visit, it was good to meet with you both. You must both be congratulated for your management and administration of safety and the key elements of the health and safety management system are in place and operating effectively.

### Matters Requiring Attention

High Priority – Immediate action required		
Issue/Area and Required Action	Target Date	Date Completed
<b>Health and Safety training</b> - As discussed, the site manager needs to attend the Premises Management Refresher course and the Headteacher needs to attend Health and Safety Management for Headteachers. To book onto these courses, please contact Educator Solutions on 01603 307760 or via email <a href="mailto:HRenquiry@educatorsolutions.org.uk">HRenquiry@educatorsolutions.org.uk</a> .	<b>To be booked onto the courses by February 2020</b>	

Medium Priority		
Issue/Area and Required Action	Target Date	Date Completed
<b>Ladder Safety</b> – As discussed, ladders and foot stools should be visually inspected prior to use and a more detailed check every 6 months. Please ensure all ladders conform to BS EN131 and replacement ladders purchased if required; regular checks should be carried out and recorded using the ladder inspection form <a href="#">F631</a> . Please see <a href="#">P631 Working at Height Policy and Procedure for guidance</a> .	<b>April 2020</b>	

<b>First Aid Cover – We discussed the level of cover at the school and you stated you would email the levels of cover at the premises for Full First Aid cover (3 day), Emergency First Aid (1 day) and Paediatric First Aid (12 Hour).</b>	<b>February 2020</b>	
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**You must ensure that all the actions identified above are addressed to comply with the law**

**Recommendations for best practice:**

<b>Recommendation</b>	
<b>Issue/Area</b>	<b>Date Completed</b>
<b>Lone working - The school has a lone working risk assessment in place and it is advised to include cash handling and pre-school visits into the assessment.</b>	
<b>Electrical caretaking equipment – As discussed, if the school purchases any equipment, i.e. leaf blower, it is advised to include these items on the caretaking risk assessment.</b>	
<b>Workplace Inspection Form - Recommend using the NCC <a href="#">workplace conditions inspection form (F651) available on HR InfoSpace</a> and can be used to carry out a brief check of the adequacy of site safety arrangements for fire precautions, first aid, electrical safety, incident reporting etc.</b>	

**Examples of good practice**

<b>Good Practice</b>
<b>The school has purchased the BMP4 – Full.</b>
<b>There are no outstanding incidents on OSHENS to be closed.</b>
<b>The school has a Health and Safety policy in place and is using the latest version . The policy was reviewed November 2019 and you confirmed the document is reviewed every two years.</b>
<b>The Caretaking Code of Practice and the Caretaking Risk Assessment had been read and completed during August 2019.</b>
<b>General risk assessments were available for forest schools, the school entrance, perimeter fencing and cash handling. You confirmed these documents are all reviewed on an annual basis and the school will be moving to a cashless system during the spring 2020 term.</b>
<b>The Head was aware of the need to conduct a risk assessment for expectant mothers and a risk assessment had been recently completed. If necessary further information can be found <a href="#">here</a>.</b>
<b>The school has considered the risks regarding lone working and has a risk assessment in place. This had been reviewed October 2019.</b>
<b>You confirmed all DSE checks had been carried out for all relevant staff during March 2019.</b>
<b>The school has a general risk assessment in place, and this was reviewed October 2019.</b>

<p>The Primary Curriculum risk assessment was seen and had been reviewed January 2020. You also confirmed the Primary Codes of Practice had been shared with staff during January 2020.</p>
<p>Fire safety is being managed well. The school has a fire risk assessment in place and this was reviewed March 2019. You confirmed this document is reviewed on an annual basis. Fire drills are taking place on a termly basis. The last fire drill took place on 8<sup>th</sup> October 2019 yielding an evacuation time of 3 minutes. You confirmed feedback takes place after the evacuations during staff briefings which take place twice a week. All classrooms have a fire exit. Call point checks are taking place on a weekly basis and being recorded, the fire extinguishers are visually inspected on a monthly basis and being recorded. The fire evacuation document for single premises had been completed and evacuation notices are on display around the school. You confirmed all staff have completed the e-learning on fire safety. Fire evacuation notices are on display around the school.</p>
<p>We discussed manual handling and you confirmed staff have completed the e-learning on manual handling.</p>
<p>In the school, control of hazardous substances was rudimentary with designated and secure store room being utilised. Hazardous substances were almost non-existent with minor hazard cleaning substances. The stores were found to be orderly and best practices were deployed such as hazardous material being stored on the high shelves. COSHH sheets were seen and you stated these are checked against the products on a regular basis.</p>
<p>The Asbestos register was seen and is being signed by contractors. A management plan is also in place with all items being checked on a regular basis with the latest check taking place on 6<sup>th</sup> November 2019.</p>
<p>Legionella checks as determined by the Legionella Risk Assessment are carried out as appropriate.</p>
<p>The trees on site were last inspected during January 2018 by Treecare and you confirmed all remedial work had been completed.</p>
<p>The outside PE play equipment is inspected on an annual basis. The last check was completed by Wicksteed June 2019. You confirmed the outside play equipment is visually inspected prior to use and weekly checks are taking place on the equipment and being recorded. New equipment has recently been fitted and extra training has been given to staff to recognise the risks from the play equipment.</p>
<p>Electrical safety was seen to be satisfactory, PAT testing arrangements were in place. PAT testing was last checked May 2019 and the 5 year hard wiring check was last inspected October 2016. Up to date gas certificates were seen and are being kept in a central file.</p>
<p>An up-to-date Health and Safety poster was on display in the staff room.</p>
<p>Housekeeping of the boiler rooms was of a very good standard.</p>
<p>Housekeeping in the school is of a very good standard with slips and trips kept to a minimum.</p>
<p>Site security is good and vehicle movement is managed well. To restrict movement of vehicles, the driveway leading to the school is closed at all times of the day.</p>
<p>You confirmed that health and Safety is discussed at staff briefings and is an agenda item at staff briefings. Health and Safety is also discussed at Induction. The staff can also access any Health and Safety information through a shared drive.</p>

Violence and aggression was discussed. Incidents are infrequent, and the school staff have recently training on conflict resolution.

You stated Governors inspect the school on an annual basis.