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**RHONDDA CYNON TAF**  
TREFTADAETH GADARN | DYFODOL SICR

## **Health and Safety Compliance Audit**

## **School Annual Self Evaluation Checklist**

## Health and Safety Compliance Audit

### School Annual Self Evaluation Checklist

<b>School:</b>		<b>Date Completed:</b>	
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<b>Name: (Headteacher)</b>		<b>Signature:</b>	
<b>Name: (Chair of Governors)</b>		<b>Signature:</b>	
<b>Name: (Health &amp; Safety Committee)</b>		<b>Signature:</b>	

Under health and safety law, the employer (either the LA or Governing Body) is required to monitor activities to ensure compliance with set policies and procedures. There is a requirement on schools to formally monitor and evaluate the effectiveness of their health and safety systems within the school and their associated departments.

This Health and Safety Checklist has been designed to assist Governors and Head Teachers to conduct such monitoring and is intended to support the assessment of the overall performance of the school.

**Compliance Definitions – (Please highlight your PC and NC areas in amber and red and copy and paste them into the ‘Summary of Actions’ at the end of the checklist for ease of reference of what actions are outstanding) – This also has to be signed off by all parties if separated from this checklist.**

<b>C</b>	<b>Compliance.</b> A judgement made that the activities undertaken and the results achieved fulfil necessary health and safety management criteria.
<b>PC</b>	<b>Partial Compliance.</b> A judgement made that the activities undertaken and the results achieved partially fulfil necessary health and safety management criteria. While further improvements may be made, the minimum requirements are being met.
<b>NC</b>	<b>Non-Compliance.</b> A judgement made that the activities undertaken and the results achieved do not fulfil necessary health and safety management criteria. This may be caused by lack of evidence to demonstrate that the requirements are being met, or failures by management and/or staff to follow procedures.
<b>NA</b>	<b>Not Applicable.</b> A judgement made that this criteria does not apply to this School.

Key Aspect	C / PC / NC / NA	Comments/action required
<b>1. Health and Safety Policy</b>		

Key Aspect		C / PC / NC / NA	Comments/action required
1.1	There is a Health and Safety Policy for the School.		
1.2	It is signed by the Head Teacher/Chair of Governors and H and S Committee and is up-to-date.		
1.3	It has been brought to the attention of all staff.		
1.4	The policy stipulates roles and responsibilities at all levels within the school i.e. School Governors Head / Deputy Head Risk Coordinator Teaching staff Support staff.		
<b>2. Risk Management</b>			
2.1	The Headteacher can demonstrate that assessments of identified hazards are undertaken by competent persons.		
2.2	Risk assessments are reviewed annually and following significant changes and/or incidents and accidents.		
2.3	Identified control measures are being implemented.		
2.4	Risk assessments are available for relevant curricular, building and both staff and pupil activities.		

Key Aspect		C / PC / NC / NA	Comments/action required
<b>3. Rules and Procedures</b>			
3.1	Safety rules have been communicated to all relevant staff.		
3.2	Staff have been informed of their responsibility to report hazards (potential for harm) in the workplace.		
3.3	There is a documented procedure for dealing with reported hazards (potential for harm).		
<b>4. Building Maintenance Procedures</b> <i>(Suitable arrangements must be in place to ensure that maintenance and inspection procedures are being undertaken by both school staff internally and external contractors where appropriate). All Registers and Fire Information are to be available and accessible at the school sites at all times.</i>			
4.1	An asbestos survey has been undertaken, is available for viewing and is regularly reviewed. <i>(NB The asbestos register must be viewed and signed by all contractor representatives. Where invasive work is planned it may be necessary to undertake an enhanced asbestos survey- refer to RCT Asbestos Team.)</i>		
4.2	A Legionella risk assessment has been undertaken is available for viewing and is regularly reviewed.		
4.3	A nominated person undertakes regular inspections and tests of water temperature and flushing and record keeping.		

Key Aspect		C / PC / NC / NA	Comments/action required
4.4	A suitable and sufficient Fire Risk Assessment (FRA) has been carried out by a competent person/s.		
4.5	There is evidence to show that fire fighting equipment, emergency lighting, fire detection and warning systems are being checked and tested by contractors and school staff (fire log book records).		
4.6	There are records to show that staff training has taken place and periodic fire drills are carried out (fire log book records).		
4.7	Any resulting issues from the Fire Risk Assessment have been addressed (FRA Action Plan).		
4.8	There are records to show that machinery and equipment is regularly maintained, including fixed and mobile lifting equipment, passenger lifts, mechanical hoists etc.		
4.9	Arrangements are in place to remove/isolate defective equipment and for remedial action to take place.		
4.10	Relevant safety and maintenance inspections are being undertaken in relation to any canopies, awnings, gazebos, free		

Key Aspect		C / PC / NC / NA	Comments/action required
	standing shelters and any other outdoor play covering.		
4.11	There are records available to demonstrate that apparatus and play equipment is being inspected, maintained and repaired as necessary.		
<b>5. Training and Competence</b>			
5.1	Documented induction is provided for all staff, including supply and contractors (where appropriate).		
5.2	Competency requirements for all staff have been assessed and implemented via a health and safety training needs analysis/plan.		
5.3	Training has been provided both initially and periodically in how to respond in emergency situations.		
<b>6. Information and Communication</b>			
6.1	Necessary safety signs are prominently displayed throughout.		
6.2	Arrangements are in place for reporting and actioning any safety concerns.		
6.3	Health and safety is a standard agenda item on management, team and governor meetings.		

Key Aspect		C / PC / NC / NA	Comments/action required
6.4	Regular, timely reports on health and safety performance are produced and distributed within the school's management structure.		
6.5	Staff are fully aware of and comply with the sign in/out procedure for the school.		
6.6	Staff are encouraged to report hazards and suggest methods of improvement.		
<b>7. Accident Investigation and Analysis</b>			
7.1	Staff are fully aware of the Council's accident reporting procedure, including deadlines.		
7.2	All accidents and incidents are reported and investigated with a view to putting corrective measures in place and appropriate records are kept.		
<b>8. Employee Involvement</b>			
8.1	Staff are consulted when there are any changes that affect workplace health and safety.		
8.2	Employee representatives and management meet regularly about health		

Key Aspect		C / PC / NC / NA	Comments/action required
	and safety issues.		
8.3	Staff who are regular users of display screen equipment (DSE) have been assessed and had checks made to ensure workstations comply with regulations and guidance.		
<b>9. Occupational Health</b>			
9.1	There is access to the Occupational Health Unit (OHU), as required.		
9.2	The health of employees exposed to specific hazards e.g. noise, dusts, is monitored and recorded.		
9.3	The OHU is consulted when dealing with work related medical issues e.g. pre employment fitness to work, return to work following illness etc.		
<b>10. Contractor and Supplier Safety</b>			
10.1	The school makes sure that suitable control measures (to ensure that school activities do not impinge on contractors work and vice versa) are agreed with the contractor* and implemented prior to the start of work. *applies equally to RCT or school appointed contractors. <i>(NB The asbestos register must be viewed and signed by contractor representative. Where</i>		



Key Aspect		C / PC / NC / NA	Comments/action required
	<i>invasive work is planned it may be necessary to undertake an enhanced asbestos survey- refer to RCT Asbestos Team.)</i>		
10.2	Suitable measures are in place to ensure that <u>school appointed</u> contractors can demonstrate appropriate insurance cover, competence to undertake the work and effective management of health and safety e.g. risk assessments / method statements. (Copies to be retained by school.)		
10.3	Appropriate information is provided for all contractors working in school e.g. Signing in/out, agreed hours of work, school contact person/number, fire procedures, traffic management, asbestos.		
10.4	Whilst the school may not be able to assess the quality of workmanship, suitable monitoring procedures are in place to ensure that agreed safety control measures are maintained.		
10.5	The school ensures that all purchases, where appropriate, comply with relevant health and safety standards for use in schools.		
<b>11. Hazardous Substances</b>			

Key Aspect		C / PC / NC / NA	Comments/action required
11.1	The school has an up-to-date inventory of hazardous substances and all data sheets have been obtained.		
11.2	Substances identified as presenting a significant risk have had a specific assessment conducted.		
11.3	When not in use, hazardous substances are stored appropriately and securely.		
<b>12. First Aid</b>			
12.1	There are adequate numbers and levels of first aiders on site.		
12.2	Names of first aiders and how they can be contacted is prominently displayed.		
12.3	First aid boxes are stored in appropriate places and stocked with approved content.		
<b>13. Finger Trapping</b>			
13.1	The hazards associated with finger trapping have been assessed, both for internal and external areas.		
13.2	Necessary finger guards and preventative arrangements are in place and maintained.		
<b>14. Security/Safeguarding</b>			

Key Aspect		C / PC / NC / NA	Comments/action required
14.1	Pedestrian routes within the site are clearly defined and segregated from vehicles.		
14.2	There is clear signage directing visitors to the main reception with access into the school controlled.		
14.3	Access to low roofs is adequately restricted.		
14.4	External storage/waste bins are secured and located away from buildings to prevent access to high level areas.		
<b>15. Public Safety/Stakeholder Relationship</b>			
15.1	There is a procedure that encompasses health and safety issues for dealing with formal and informal complaints received from external parties.		
15.2	Parents are suitably informed of relevant school procedures e.g. pupil allergies/medicine, traffic restrictions, school supervision times.		
15.3	Management have arrangements in place to ensure (as far as is reasonably practicable) the safety of members of the public, stakeholders and others who may be affected by school activities.		
<b>Any Other Observations/Comments</b>			

Key Aspect	C / PC / NC / NA	Comments/action required

### Useful contact numbers

Health and Safety Team	01443 425531
Occupational Health Unit	01443 494003
Corporate Estates	01443 665725
Procurement	01443 424341
Emergency Out of Hours	01443 425011

### Further Reference

- **CLEAPSS** [www.cleapss.org.uk](http://www.cleapss.org.uk)
- **Health and Safety Executive**
- **Council Health and Safety Policies**
- **Site Mangers Guide to Health and Safety (RCT Guide)**
- **Managing the Risks from Finger Trapping in Doors and Gates (RCT Guide)**
- **Health and Safety policies Summary Document**
- **HS5(B) Guide to the Completion of an Accident Form**
- **Traffic management in Schools**
- **Example Annual health and Safety Report for Governors**
- **Sample Primary School Health and Safety Policy**
- **Risk Assessment Guide for Schools**

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## School Annual Self Evaluation Checklist

### SUMMARY OF ACTIONS

Outstanding Key Aspect	C / PC / NC / NA	Description of Action Completed	Date of Completion and By Whom

Outstanding Key Aspect	C / PC / NC / NA	Description of Action Completed	Date of Completion and By Whom

<b>Name: (Headteacher)</b>		<b>Signature:</b>	
<b>Name: (Chair of Governors)</b>		<b>Signature:</b>	
<b>Name: (Health &amp; Safety Committee)</b>		<b>Signature:</b>	

**COMPLETION DATE:**

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