



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

SMS Audit & Premises Inspection Report 2022/2023



**HEALTH, SAFETY
& WELLBEING**

Stockport Metropolitan Borough Council
Health, Safety & Wellbeing
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DOCUMENT CONTROL

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SCHOOL SIGNATURES – To be signed off post audit

The OSHW Arrangements are to be reviewed annually to ensure that Policies and Procedures documented remain up to date and relevant.

Head Teacher Signature:		Date:
Head of Governors Signature:		Date:

CONTENTS - Parts of Section 8.3 are not applicable to Freshfield Nursery School

DOCUMENT CONTROL.....	1
1. Disclaimer.....	3
2. Introduction.....	3
3. Acknowledgements.....	4
4. Background	4
5. Aims and objectives	4
6. Methodology	4
7. Scoring	6
8. Findings of the Audit	5
8.1 Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication	5
Occupational Health Safety And Welfare (OHSW) Policy	5
Risk Assessments	6
Safe Systems of Work	7
Working At Height.....	7
Manual Handling.....	8
Control Of Substances Hazardous To Health (COSHH)	9
Chemical Storage	10
Dealing with Accidents, Incidents and Ill-Health and First Aid	10
Communication, Consultation and Cooperation	12
Emergency Planning.....	13
Lockdown	13
8.2 Buildings and Grounds	14
Fire Safety Management.....	14
Asbestos.....	15
Legionella Risk Assessment	16
Gas And Electrical Safety: Systems And Appliances	17
Outdoor Play Equipment.....	17
Contractors.....	18
Pedestrian And Vehicular Movement	18
Kitchen: Access	18
Kitchen: Extractor Hoods	18
Stage Lighting and Rigging.....	19
Roller Shutters	19
Gates and Barriers.....	19
Air Conditioning Units	20
LOLER Inspections.....	20
8.3 High Risk Curriculum Areas and Staff Training	20
Science.....	20
Physical Education: Equipment.....	20
Physical Education: Storage	20
Design and Technology	21
Health and Safety Training: Induction Training.....	21
General health and safety training	21
8.4 Performance Monitoring and Measurement	22
Active Monitoring	22
Reactive Monitoring	22
8.5 Audit	23
Auditing and Reviewing the OHSWMS	23
8.6 Paperwork review	23
8.7 Physical Inspection – Observations and Recommendations	25
9. Guidance to school	25
10. Executive Summary	25
11. Inspection and Audit Action Plan.....	27

Disclaimer

Every effort has been made to ensure that all statements and information offered in this Report are accurate and true, and are related to, or qualified by observations made during the Audit and Inspection (together with information supplied by the School).

In the time available, the Audit did not confirm every activity affecting the School, although every effort has been made to identify a realistic picture.

This Report only comments on the conditions observed, information supplied, and impressions gained at the time of the visit; it should not be taken as identifying all aspects of possible unsafe conditions and/or contravention of statutory requirements.

The accuracy of this Audit Report rests upon the representations made by the School being honest and truthful. The Organisation must therefore notify Stockport Metropolitan Borough Council (SMBC) of any factual inaccuracies, or misinterpretations of information provided by the Organisation, as reflected within this Report.

NB: Please note that this Audit and Inspection Report represents a snapshot in time completed by an individual SMBC Audit Officer. Due to differences in knowledge, experience and skills, Officers will not always identify exactly the same faults, or issues.

1. Introduction

As part of Stockport Metropolitan Borough Council's Occupational Health, Safety and Welfare (OHSW) monitoring process, your School has recently been through an OHSW Audit and Inspection.

The Audit and Inspection was conducted by reviewing the School's Health and Safety Documentation and Procedures. This was followed by a tour of the site and associated buildings.

The Audit and Inspection are tools used to determine the effective implementation of the school's OHSW standards. This Report has been prepared to identify the strengths and weaknesses in your Occupational Health, Safety and Welfare Management System (OHSWMS). It provides recommendations for consideration giving a basis from which continuous improvement to the standards of Health Safety and Welfare can be made.

The purpose of this Report is to provide the School's Leadership Team and Governing Body with an appraisal of the effectiveness of the School's Health and Safety Management provisions. Although, it would also be useful to share the Report with Staff as part of the School's ongoing engagement with Health, Safety and Welfare issues.

The Report serves to highlight strengths and describe weaknesses in the School's management of Occupational Safety, Health and Welfare, and recommends solutions and timeframes for resolutions where deficiencies and issues are identified.

The Report no longer provides an overall score to quantify and score management effectiveness, but it focuses on areas of significant quality management and highlights areas that require improvement. It is felt that this qualitative approach will help Schools to grow stronger in the four management categories of Plan, Do, Check and Act, which form the basis of the SMBC Occupational Health Safety and Welfare Management System (OHSWMS)

2. Acknowledgements

The Auditor would like to place on record their gratitude to all Staff who gave time, and assisted with the Audit process.

In particular, the Auditor would like to thank the School Business Manager and Headteacher for their precious time during the Audit.

3. Background

According to both the School's and the Authority's records, this is the 7th (this number may change in each Report) formal Audit and Inspection of the School's OHSWMS since these Audits began in 2015.

4. Aims and objectives

The primary aim of this Audit and Inspection is to provide an external and independent assessment of the OHSWMS and Management Arrangements developed by the School and the effectiveness of their implementation.

5. Methodology

The Audit and Inspection were carried out in two parts: 1) a Desktop Audit of the School's Health and Safety Management System and: 2) a Physical Inspection of the School's premises.

During both activities, the Auditors gathered evidence of the School's approach to Safety Management by way of the following:

- a) Comprehensively reviewing Safety Management Documents to check for: suitability and sufficiency and regular review and revision;
- b) Asking questions of key staff to check for an awareness and understanding of workplace Health, Safety and Wellbeing provisions and:
- c) Touring the workplace to check for a clean, tidy, Healthy and Safe work environment and to observe work processes to see whether procedures are followed and ensure that appropriate measures are in place to control hazards and mitigate risk.
- d) The Audit and Inspection have five distinct components:
 - (i) Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication
 - (ii) Buildings and Grounds
 - (iii) High Risk Curriculum Areas (i.e. PE and Forest Schools) and Staff Training
 - (iv) Performance Monitoring and Measurement
 - (v) Audit

The results from the above components combine to produce the Inspection and Audit Action Plan.

6. Scoring

The table below shows the categories of compliance for each of the audited/inspected areas.

KEY	
Non-compliance	There is a legal requirement to adhere to this element of the Audit. The Audit identified a breach that should be addressed. Failure to comply with Health and Safety requirements is a criminal offence.
Partially complies	There are gaps in compliance with legal requirements. It is advised that action is taken to ensure full compliance with Legislation.
Requires Improvement	Although not in itself an offence, if proved that best practice was not being followed, a court could regard this as evidence of guilt. It is recommended that measures be put in place to improve the Safety standards in this area.
Complies	There is full compliance with the requirements of Health and Safety Legislation.
Adheres to best practice	Best practice is being followed. Although there is no legal requirement concerning this area of Health and Safety, it is considered that the attitudes to safety are at a high standard.

7. Findings of the Audit

8.1 Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication

Occupational Health Safety and Welfare (OHSW) Policy	
<p>The School has an OHSW (Occupational Health, Safety and Welfare) Policy that complies with Law and makes clear the organisational structure and arrangements for managing Health, Safety and Welfare. The Policy is reviewed on an annual basis and any ratifications are implemented every 3 years, of when any significant changes occur.</p> <p>The OHSW Policy describes in detail responsibilities and expectations of workers and managers, making it clear that performance will be monitored, and people held accountable. The statement of intent was dated 2023.</p>	<p>. Complies</p>
<p>BEST PRACTICE: The OHSW Policy should inform staff, on a practical level, of how they are expected to fulfil specific duties in accordance with the “School Procedures and Rules”. The OSHW Policy should be amended, therefore, when a significant change occurs, for example changes in Workplace Practices and Procedures</p>	
<p>WHAT THE LAW SAYS: The OHSW Policy should be consulted on with Staff and Union Representatives where possible and once it has been signed off by Governors, it must be effectively communicated to all Staff. This could be done for example, by letting the Staff know that it is available on the shared drive or Staff Health and Safety Notice Board.</p>	

LEGAL REFERENCE(S)
The Health and Safety at Work Act 1974, Section 2 (3)
 'it shall be the duty of every Employer to prepare and as often as may be appropriate revise a Written Statement of... General Policy... and to bring the Statement and any revision of it to the notice of all Employees.'
 Furthermore, **Section 2 (6)** outlines "the duty of every Employer to consult on any such Arrangements with a view to the making and maintenance of Arrangements..."

Risk Assessments	
<p>Risk Assessments in place included the below:</p> <ul style="list-style-type: none"> Office areas – October 2022 Staffroom and kitchen - October 2022 Nursery Indoor areas – October 2022 Toilet areas – October 2022 Boiler Room – October 2022 Site Manager Areas/ utility room – October 2022 Contractors and Visitors – October 2022 Footpaths around the site – October 2022 Outdoor areas and Nature School – October 2022 Climbing – October 2022 Nature School fire – Use of a fire pit – 11.10.2022 Lone Working – 13th October 2022 Cash Handling and Bank Visit October 2022 Covid – October 2022 COSHH dated January, 2023 	<p>. Complies</p>
<p>All Risk Assessments are advised to be reviewed and signed off by the Head Teacher.</p>	<p>. Complies</p>
<p>BEST PRACTICE: Examples of suitable and sufficient Risk Assessments are available from the Health, Safety and Wellbeing team on request. These are meant as guides only and provide a good indication of the hazards found in most Schools. Any specific Risk Assessment MUST be modified to accurately reflect the hazards found in your own School and the control measures that you have in place.</p>	

WHAT THE LAW SAYS:
 There is a legal obligation to record the control measures in place, and as such, care should be taken to ensure that Risk Assessments are relevant, in every detail, to the activity or area being assessed. Written Risk Assessments and the associated control measures must be reviewed regularly. SMBC recommends that this is done annually or if there has been a significant change to working operations or practices.

It is a legal requirement for every employer to assess the Health and Safety risks arising out of their work under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

This means to assess the significant risks and to put into place suitable and sufficient control measures. In addition, there is a requirement to consult staff in this process and effectively communicate the findings of these assessments to them. Once in place, the Risk Assessments must be monitored and reviewed to ensure that they remain relevant. Risk Assessments must be reviewed regularly, following an accident, and to reflect changes within the School, e.g. the introduction of new equipment, substance, change in Policy/Procedures, a change in Legislation or advancement in technology, etc. Staff should be involved in this process.

Safe Systems of Work

<p>Theres some really good examples of safe systems of work within Freshfield Nursery. The review process for policy being one of them, it's on a rolling system and you can clearly see when a policy is close to the review date.</p> <p>Health and Safety is on the agenda for all Staff Meetings and from the walk around it is clear that Health and Safety is at the forefront of day to day activities.</p>	<p>. Complies</p>
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WHAT THE LAW SAYS:
The Management of Health and Safety at Work Regulations 1999, Regulation 3 (4)
 'Any Assessment such as is referred to in paragraph (1) or (2) shall be reviewed by the Employer or Self-employed person who made it if a) there is reason to suspect that it is no longer valid; or b) there has been a significant change in the matters to which it relates; and where, as a result of any such review changes to an Assessment are required, the Employer or Self-employed person concerned shall make them

The Health and Safety at Work Act 1974, Section 2 (2) (a)
 An Employer has the duty for '...the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to Health...

The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1)
 'Every Employer shall a) Establish and where necessary give effect to appropriate Procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking...'

Working at Height

<p>A robust hierarchy of control – (Avoid, Prevent and Minimise) exists and low risk activities are only considered. Procedures are in place, along with verbal instruction and all ladder work lasting less than 30 minutes needs to be competency based and risk assessed.</p> <p>Duty holders (Head Teachers) must do all that is reasonably practical to prevent anyone falling from height or from a level surface to a depth, which are liable to cause injury.</p>	<p>. Complies</p>
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<p>The key responsibilities of the Duty Holder are to ensure that:</p> <ul style="list-style-type: none"> • All Working at Height is properly planned and organised • The place where, Working at Height is carried out, is safe • The equipment for Working at Height is appropriately inspected & maintained • All Working at Height is carried out in a safe manner using appropriate work equipment • All persons involved in Working at Height are suitably trained, competent and are supervised appropriately. • Supervision should be carried out by a competent person • The risks arising from fragile surfaces are properly controlled • The risks arising from falling objects are properly controlled. Assessment and Training accreditation, along with Insurance Documentation, prior to using school equipment. This is good practice, in the event of any accident happening, and any insurance claims being submitted to the school for accidents/injuries to any staff or visitors. <p>A Working at Height and Safe Access to Equipment Policy was dated Spring, 2022.</p> <p>A Ladder Inspection was undertaken on 03.02.23 by the Site Manager.</p>	
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<p>FURTHER INFORMATION: A copy of the SMBC Guidance for Working at Height Policy is available from the Health, Safety and Wellbeing Team. HRSafety&HealthTeam@stockport.gov.uk</p>
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Manual Handling	
<p>The School have the SMBC Guidance for Manual Handling and Staff have been given a copy of the Guidance Note and other information with regards to Manual Handling activities.</p> <p>Manual Handling activities need to be risk assessed. Those Staff who require Training have been identified, and these people have received Training and Instruction.</p> <p>SMBC adheres to the SMART approach to lifting:</p> <p>Size up that load</p> <ul style="list-style-type: none"> • Assess the load (shape, size and weight) • Determine where the load needs to be moved and placed • Determine whether you can carry the load/whether a mechanical aid should be used <p>Move the load as close to the body as possible</p> <ul style="list-style-type: none"> • Carry the load as close to the body as possible • Secure your grip <p>Always bend your knees</p> <ul style="list-style-type: none"> • Keep feet apart in a comfortable position (usually in line with hips) • Minimise lower back bending • Bend knees (squat or semi-squat position) <p>Raise the load with your legs</p> <ul style="list-style-type: none"> • Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements) • Maintain normal curvature of the spine <p>Turn your feet in the direction you want to move</p>	<p>. Complies</p>

<ul style="list-style-type: none"> • Change direction by pointing your feet and not twisting your back • To set the load down, squat down, keep your head up and allow your legs to carry the weight <p>A Manual Handling Risk Assessment was dated October 2022.</p> <p>Manual Handling Training has been undertaken by key staff.</p>	
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Please note that manual handling training is provided by the Health, Safety and Wellbeing Team at SMBC and can be booked through SLA Online; <https://secure2.sla-online.co.uk/SelectPortal.aspx>

Control of Substances Hazardous to Health (COSHH)	
<p>Product Safety Data Sheets have been obtained from the manufacturer for every substance used at the School.</p> <p>COSHH Risk Assessments have been completed for all hazardous products being used on site and reviewed annually. COSHH Risk Assessments were dated January, 2023 and are reviewed on a regular basis.</p> <p>Copies of COSHH Risk Assessments should be housed in the COSHH Store and the Main Office.</p> <p>The School Fire Plan advises where the hazardous products are located.</p>	<p>. Complies</p>
<p>If a container shows a warning symbol (see examples below), you must assess the risks to users.</p> 	

WHAT THE LAW SAYS:
 The Control of Substances Hazardous to Health (COSHH) Regulations stipulates that employers must:

- assess the risks to Health from chemicals and decide what controls are needed:
- use those controls and make sure workers use them:
- make sure the controls are working properly:
- inform workers about the risks to their Health; provide training for employees

Safety data sheets and/or COSHH Risk Assessments should be made available for users of hazardous substances.

Chemical Storage

<p>Pupils are not granted unsupervised access to hazardous substances.</p> <p>COSHH products are stored in a secured area.</p> <p>All COSHH products are stored neatly and there is a detailed summary on the wall leading to the area where the chemicals are stored. The summary is informative and clearly shows important information relating to each product colour coded to show low, medium and high risk items. I was very impressed with the clever use of the summary.</p>	<p>. Adheres to best practice</p>
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BEST PRACTICE:
 Butane (blue cylinders) and propane (red cylinders) both of which can be used for running domestic type BBQ's, used at School Fairs/Fetes should not be stored on school premises. Any solvent based products should be stored in lockable metal containers

WHAT THE LAW SAYS:
 The Dangerous Substances and Explosive Atmospheres Regulations, 2002 require that flammable and highly flammable substances be controlled. These include petrol, LPG, solvent-based paints, varnishes and some types of dust.

Further information:
 Regarding the control of hazardous substances can be obtained from www.hse.gov.uk/COSHH/index.htm and a COSHH assessment tool is available from www.coshh-essentials.org.uk.

Help and advice is also available from the Health, Safety and Wellbeing team at the Council: HRSafety&HealthTeam@stockport.gov.uk

Dealing with Accidents, Incidents and Ill-Health and First Aid

<p>ACCIDENT RECORDING: The School is using the SMBC portal to report accident injuries and dangerous occurrences http://interactive.stockport.gov.uk/verintoff/accidentsandincidents/01-What.aspx and will continue to use the portal to report and record the more serious incidents and especially where incidents involve a "workplace activity", school facilities or equipment. Cuts, grazes and bumps are being managed appropriately.</p>	<p>Complies</p>
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<p>ACCIDENT REPORTING Staff are aware of the procedures for reporting incidents as required under the 'Reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) and are able to properly identify accidents and</p>	<p>Complies</p>
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<p>incidents which must be highlighted to the Health, safety and Wellbeing Team at SMBC for reporting to the Health and Safety Executive.</p>	
<p>ACCIDENT/INCIDENT INVESTIGATION AND MONITORING The School maintains a well-documented recording system to track and document accidents and incidents. The recording of information complies with the Law and provides a basis for effective analysis. An overview of accidents/incidents is regularly provided by the Headteacher to the Governing body so that trends can be monitored.</p>	<p>Complies</p>
<p>FIRST AID PROVISION The First Aid provision is good. The School is well resourced in terms of trained personnel and equipment. The provisions comply with the law and surpass expectations for the size and nature of the risks in the School. The School has sufficient first aiders on site. The First Aid Boxes and the First Aid Room were very well resourced.</p>	<p>Complies</p>
<p>FIRST AID PROVISION - EARLY YEARS ONLY (UP TO 5 YEARS OLD) It is a requirement of the statutory framework that a paediatric first aider is on School premises at all times when children are present (and at least one person with paediatric first aid on outings). 9 members of staff are paediatric first aid trained. There is 1 Forest School First Aider on site. There is also 1 member of staff who is trained in Managing Medicines First Aid. There are also 4 Emergency First Aiders on site.</p>	<p>Complies</p>
<p>FIRST AID RECORDS In addition to recording more serious incidents, minor injuries and any first aid treatment given is locally recorded. During the Audit, evidence was produced to show that any first aid treatment given is properly recorded.</p>	<p>Complies</p>
<p>ADMINISTRATION OF MEDICINES The Nursery has procedures in place to support children with health and medical needs. These include a written parental request form, a monitoring system and secure storage for medicines. Designated staff administer medical care as and when required, ensuring each dosage is properly logged to avoid an accidental overdose. There was a Managing Medical Conditions Policy in place and the information for children who have any food allergies is provided when preparing snacks etc. A Managing Medicines in Schools and Early Years Procedure is currently in place.</p>	<p>. Adheres to best practice.</p>
<p>BEST PRACTICE: The Information Management Toolkit for Schools (IRMS) is designed as guidance and sets out certain requirements for the keeping of records:</p> <ul style="list-style-type: none"> • For Accidents involving adults in Schools, it is the date of the accident + 6 years: • For Accidents involving pupils it is the Date of Birth + 25 years: • Records relating to serious accidents and injury should be kept for date of incident + 12 years. 	
<p>WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1) ‘Every Employer shall— Establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to persons at work in his undertaking...’ The Health and Safety (First Aid) Regulations 1981, Regulation 3</p>	

'(1) An Employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work.
 (2) Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first-aid to his employees if they are injured or become ill at work; and for this purpose, a person shall not be suitable unless he has undergone:
 a) such training and has such qualification as the Health and Safety Executive may approve for the time being in respect of that case or class of case, and
 b) such additional training, if any, as may be appropriate in the circumstances of that case.'

The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (3)
 '...every employer by whom 10 or more people are normally employed... shall, subject to the following provisions of this paragraph –
 keep readily accessible a book... in which the appropriate particulars... of any accident, causing personal injury to a person employed by the employer...'

Communication, Consultation and Cooperation

<p>Communication, Consultation and Co-operation are all essential elements of a robust Health and Safety ethos and is a legal requirement under the Management of Health and Safety at Work Regulations 1999.</p> <p>Staff are provided with Health and Safety information and are able to raise any Health and Safety concerns: directly to the Headteacher and Business Manager. Additional Health, Safety and Welfare information is provided to Staff by the Staff Handbook, the Health & Safety Policy, updated Guidance Notes and Policy Reviews, along with the Health and Safety Notice Board. Regular discussions are held along with regular meetings and inset days.</p> <p>Health and Safety Notice Boards are located in the Staff Room and shows a range of useful information and is easily accessed by all staff. There is also a Health and Safety presentation given every year before the new 'school year' begins.</p> <p>The last staff meeting was undertaken on the 10th of October 2022.</p> <p>The last governors meeting was in November 2022.</p> <p>The School Business Manager and Site Manager undertake a Safety Tour of the whole site at least every 3 months. A full site inspection was last undertaken on 13.01.22.</p> <p>Staff have access to all policies and procedures electronically and also in hard copy.</p>	<p>. Complies</p>
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BEST PRACTICE:
 Good communication of Health and Safety can be achieved by a number of ways. Staff can be provided with Health and Safety information through:

- Staff Meetings
- Departmental Meetings
- Health and Safety Committees
- Leadership Groups

There should be a clearly defined route through which staff can express Health and Safety concerns. Staff should feel confident that their concerns are dealt with and so ideally such suggestions should be recorded.

The Staff Handbook is a useful way to communicate Health and Safety Procedures. This could be located on the Staff shared drive and should include information on how Staff can report Health and Safety concerns, how Staff should report defects, Risk Assessments, Emergency Procedures, Accident Reporting and how Staff can access Health and Safety related Policies and Procedures

ISO45001 Clauses 7.4.1 to 7.4.3

“The Organisation must establish, implement and maintain a process or processes for internal and external communications relevant to the OH&S Management System, which provides for the gathering, updating and dissemination of information and which encompasses the following: What topics to communicate on, when to communicate, with whom to communicate, how to communicate”.

It is, therefore, a legal requirement to consult and communicate with Employees in all aspects of Health and Safety provision within the School and is an essential element of creating a robust Health and Safety culture.

Employers have a duty to consult with their Employees, or their Representatives, on Health and Safety matters. Union Safety Representatives or Employee Safety Representative can assist with this process as well as providing valuable guidance in Health and Safety matters.

WHAT THE LAW SAYS:

It is a requirement that Employers must consult all their Employees on Health and Safety matters, in particular, with regard to:

- i). the introduction of any measure which may substantially affect their Health and Safety, i.e.: the introduction of new equipment or new systems of work:
- ii). the arrangements for getting competent people to help them comply with Health and Safety Laws:
- iii). the risks that have been identified from Risk Assessments, the hazards and dangers employees will be exposed to, and the measures in place to reduce or remove the risks:
- iv). the planning and organisation of any Health and Safety Training:
- v). the Health and Safety consequences of introducing new technology.

Emergency Planning	
<p>There are documented Emergency Evacuation procedures in place and also a business continuity plan which details various issues that may affect the school. There is further information and the SMBC Critical Incident Plan is in place, which has been edited with details of various actions and site relocation details.</p> <p>Consideration should be given to including the following in the plan:</p> <ul style="list-style-type: none"> • how to respond efficiently during a crisis safeguarding pupils, staff and visitors, this should name individuals and their roles during the situation: • preventing an escalation of the situation: • arrangements to temporarily relocate pupils if necessary: • contact details i.e: Emergency numbers, School Service, Critical Incident Response Team, etc. • Emergency arrangements in case of an incident during an educational visit. <p>Once the Emergency Plan has been ratified by the Governing Body, it should be shared with all those with responsibilities so that they are aware of the procedures to follow in a crisis.</p> <p>Fire and Evacuation Procedures are in place.</p>	<p>. Complies</p>

Lockdown

<p>The first step in preparing a Lockdown Policy is to be realistic about the risks for the School and their pupils and will be linked to the ease of access into the School buildings. Whilst terrorism has prompted Schools to consider a Lockdown Procedure, different Schools will identify different risks and the likelihood of a negative event will vary. The risk may come from an intruder, aggrieved parent, or an incident in the immediate vicinity of the School.</p>	
<p>Staff are fully aware of the Procedures should a Lockdown be initiated, and extensive discussions have taken place and potential issues have been raised.</p> <p>A Lockdown Test was carried out on the 27th of May 2022.</p>	<p>. Complies</p>

8.2 Buildings and Grounds

Fire Safety Management	
<p>FIRE RISK ASSESSMENT The School has an up- to -date Fire Risk Assessment in place, which appears to be suitable and sufficient in that, as far as it was practicable to tell, the main risks have been identified.</p> <p>The Fire Risk Assessment was dated the 21st of January 2022.</p>	<p>. Complies</p>
<p>WHAT THE LAW SAYS: Under the Regulatory Reform (Fire Safety) 2005 Order every premises with 5 or more Employees must assess the risks from fire, record the findings and inform all Staff of the outcome of the assessment.</p>	
<p>BEST PRACTICE: It is recommended by SMBC that 4 years is the maximum period that should be left between Fire Risk Assessments.</p>	
<p>FIRE ALARM – TESTING AND MAINTENANCE BY A COMPETENT PERSON</p> <p>The Fire Alarm has been serviced within the last 6 to 12 months and service records were available to evidence this. The last Inspection was in June 2022 by Safe and Secure.</p>	<p>. Adhered to best practice</p>
<p>EMERGENCY LIGHTING TESTING AND MAINTENANCE BY A COMPETENT PERSON</p> <p>The Emergency Lighting has been serviced within the last 6 to 12 months and service records were available to evidence this. This was last serviced in June 2022 by Safe and Secure.</p>	<p>. Adheres to best practice</p>
<p>FIRE-FIGHTING EQUIPMENT – SERVICE BY A COMPETENT PERSON</p> <p>Fire-fighting equipment was last serviced in November 2022 by Safe and Secure.</p> <p>The School Business Manager visually checks the Fire- fighting equipment on a weekly basis, and this was last checked in January 2023.</p>	<p>. Adheres to best practice</p>
<p>CALL POINTS – CHECKS BY THE SCHOOL A different Call Point is tested weekly, and the results recorded. The Fire Authority will ask to see evidence that these tests are carried out when the</p>	<p>. Adheres to best practice</p>

<p>school is inspected. Failure to produce written evidence could result in an improvement notice. It is an offence to falsify records.</p> <p>The Call Points were last checked on the 10th of February 2023 by the Site Manager and they tested call point 5.</p> <p>The Call Points were last checked by Safe and Secure in June 2022 and this is on a bi-annually process.</p>	
<p>EMERGENCY LIGHTING – CHECKS BY THE SCHOOL</p> <p>Emergency lights are being tested weekly by the Site Manager. The last evidenced documented test was in January 2023.</p>	<p>. Adheres to best practice</p>
<p>WHAT THE LAW SAYS: All Emergency Lights must be checked each month to ensure continued operation of all assets. Results should be recorded, and faults rectified immediately.</p>	
<p>MEANS OF ESCAPE – CHECKS BY THE SCHOOL</p> <p>The School checks the facilities, equipment and devices (i.e: Fire Exits, Fire Doors, exit routes) provided for Fire Safety are inspected weekly for damage, blockages and ease of access and there is a written record of these findings.</p> <p>The last evidenced documented check was on the 13th of February 2023 by the site manager, no faults were found.</p>	<p>. Adheres to best practice</p>
<p>WHAT THE LAW SAYS: It is a legal requirement to ensure that facilities, equipment and devices provided for fire safety are checked on a weekly basis. For example, that emergency exit routes are not blocked, that final exit routes and stairwells are free from combustible material and that fire doors are in good working order. Regular checks must be included in an effective fire prevention monitoring routine.</p>	
<p>FIRE DRILLS</p> <p>Timed Emergency Evacuation Drills are carried out each term and are properly recorded. The last documented Drill was on the 10th of February 2023 and took 2mins 45seconds for a full evacuation.</p>	<p>. Adheres to best practice</p>
<p>BEST PRACTICE: Guidance in relation to the display of pupil’s work in in accordance with the Fire and Regulatory Reform Order 2005 and as agreed by OFSTED, Chief Fire Officers Association and the Department for Education is available from the Health, Safety and Wellbeing Team on request. HRSafety&HealthTeam@stockport.gov.uk</p>	

Asbestos

<p>An up- to -date Management Survey of Asbestos Containing Materials (ACM's) is held by the School and the risks associated with these ACM's have been assessed, the Survey has been updated annually to show changes in circumstances and condition of the asbestos.</p> <p>A plan exists for the Management of the Asbestos in the School, Staff and Visitors to the School (especially Contractors) are made aware of the location of any Asbestos and understand the risks involved in any accidental disturbance. The Management of Asbestos is kept under review and is reported to Governors annually at least, or when any refurbishment work is due to take place in the School. The Asbestos management plan was dated January 2023,</p> <p>There is a legal duty to ensure that:</p> <ul style="list-style-type: none"> • Staff and Contractors are made aware of the location/type of ACM. • the state of ACM's is monitored and changes in condition are reported immediately • The Survey and Risk Register are updated following the removal of any ACM's by a competent person. 	<p>. Complies</p>
<p>WHAT THE LAW SAYS The Control of Asbestos Regulations 2012 states: "The measures to be specified in the plan for managing the risk shall include adequate measures for</p> <ul style="list-style-type: none"> a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos: b) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and c) ensuring that information about the location and condition of any asbestos or any such substance is: <ul style="list-style-type: none"> (i) provided to every person liable to disturb it (ii) made available to the emergency services." 	

<p>Legionella Risk Assessment</p>	
<p>An up- to -date Legionella Risk Assessment and written scheme were available at the time of the Audit. A competent person had carried this out and any action points highlighted were being acted upon by the school accordingly.</p> <p>The Legionella Risk Assessment was dated February 2023 and was undertaken by TECs.</p> <p>Further advice is available on the Management of Legionella is available from your service provider and also the HRSafety&HealthTeam@stockport.gov.uk</p>	<p>. Adheres to best practice</p>
<p>WHAT THE LAW SAYS: It is a requirement to make a suitable and sufficient assessment of the risk of exposure to Legionella bacteria from work activities or water systems. It is the responsibility of the duty holder to ensure this is carried out by a competent person and reviewed regularly or following a significant change.</p>	
<p>Monthly temperature tests were last undertaken on 03.02.2023 by TECS .</p> <p>Weekly flushing of little used outlets is to be carried out by the Site Manager and the last documented date was 13.02.2023.</p> <p>Anti-Scald was undertaken on 03.02.2023 by TECS.</p>	<p>. Complies</p>

<p>Quarterly Shower checks were last undertaken by TECS on 10.02.2023.</p>	
<p>Further advice can be sought from your service provider or the HRSafety&HealthTeam@stockport.gov.uk</p>	

Gas and Electrical Safety: Systems and Appliances

<p>GAS SAFETY Service records were available to show that the gas boilers are serviced regularly. The last documented service was dated October 22 and was undertaken by Stockport Homes.</p> <p>All Gas Appliances were inspected in October 2022 by Stockport Homes</p> <p>Commercial Gas Equipment was last serviced in October 2022.</p> <p>Gas Pressure Systems were last inspected in October/ November 2022..</p> <p>Gas Soundness was undertaken on 1.7.20 by Stockport Homes.</p>	<p>. Adheres to best practice</p>
<p>FIXED ELECTRICAL INSTALLATION A competent person has checked the fixed electrical installations within the last 5 years and documentation was provided to evidence this. Any failed installations and other C1 and C2 recommendations have been acted upon.</p> <p>This was last checked in August 2022 by Stockport Homes</p>	<p>. Adheres to best practice</p>
<p>PORTABLE ELECTRICAL APPLIANCES The School has a suitable and sufficient PAT Policy in place (including a Risk Assessment) and any equipment identified as high risk in this assessment has been tested. A competent person has completed the testing within the last year and defective equipment has been permanently removed or repaired and re-tested.</p> <p>PAT Testing was undertaken in August 2022 by Stockport Homes.</p> <p>The equipment is visually inspected on a weekly basis. The Auditor recommended that PAT Testing for high- risk items be completed annually, and low risk items, every two years.</p> <p>A model Risk Assessment and PAT Policy is available from HRSafety&HealthTeam@stockport.gov.uk on request.</p>	<p>. Adheres to best practice</p>

Outdoor Play Equipment

<p>As part of best practice, a formal prior to use inspection of the playground equipment is carried out daily by supervising staff. Monthly recorded Inspections are undertaken and recorded by a competent person.</p>	<p>. Complies</p>
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<p>The Outside play equipment was last inspected on the 14th of July 2022 by Triad.</p> <p>Staff members carry out a visual check prior to any equipment being used on a daily basis.</p>	
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Contractors	
<p>If the School were to use some Contractors that have not come from an approved list, care should be taken to ensure that Contractors meet certain criteria including:</p> <ul style="list-style-type: none"> • what experience they have in the type of work you want done; • what their Health and Safety Policies and Practices are; • examples of their recent Health and Safety performance (number of Accidents etc.); • what qualifications and skills they have: • their selection procedure for sub-contractors: • their Safety Method Statements: • what Health and Safety Training and Supervision they provide: • their Arrangements for consulting their workforce: • if they have any independent Assessment of their competence: • if they are members of a relevant Trade or Professional body. <p>The School can then decide how much evidence needs to be sought in support of what prospective Contractors have stated.</p> <p>All Contractors provide Risk Assessments and Method Statements. Any Safe Systems of Work are agreed prior to any commencement of Works on the School site.</p>	<p>. Complies</p>

Pedestrian and Vehicular Movement	
<p>The School has looked carefully at arrangements for drop off and pick up times and has conducted a site-specific risk assessment where high risks have been identified. Pedestrian walkways are provided and clearly defined to ensure staff, pupils, parents and visitors have a safe route into and out of the School building.</p>	<p>Complies</p>
<p>Pupil areas are properly separated from Car Parks and other Vehicle movement areas such as Deliveries and Refuse collection.</p> <p>Separate areas are in use for dropping off and collection.</p>	<p>Complies</p>

Kitchen: Access	
<p>Because this is a high-risk area access to the kitchen is secure. Any staff or visitors entering the food preparation area should wear appropriate Personal Protective Equipment such as slip resistant footwear. Hair must be tied back and covered with a hat to avoid contaminating food. There are minimal kitchen facilities on site.</p>	<p>. Complies</p>

Kitchen: Extractor Hoods

<p>The extractor hoods are cleaned and serviced on an annual basis, which is good practice. The school should ensure that the recommended system is cleaned and serviced to the standard in TR19 guidance.</p> <p>The last inspection is dated: January 2022.</p>	<p>. Adheres to best practice</p>
<p>BEST PRACTICE: Extractor hoods and local exhaust ventilation systems should be cleaned and serviced by a competent person at least annually.</p>	

<p>Stage Lighting and Rigging</p>	
<p>Stage lighting electrical systems are periodically inspected annually and have an Electrical Installation Condition Report (EICR) to demonstrate a compliant maintenance regime. Compliance with wiring regulations BS7671: 2008 is required and overhead static equipment such as fixed lighting bars, curtain tracks or other equipment must be inspected annually under the Provision and Use of Work Equipment Regulations 1998 (PUWER). Whilst Winched systems such as scenery bars and pulleys need to be tested annually under the Lifting Operations and Lifting Equipment Regulations 1998. PAT is also required annually of frequently moved lights/fittings.</p>	<p>N/A</p>

Note: From September 2020 proposed EU regulations will impose a minimum efficiency for all light sources – including stage lighting – These regulations are 85 lumens per watt and a maximum standby power of 0.5W. Unfortunately, most stage lighting equipment fails to meet these guidelines – including tungsten fixtures and even the latest LED fixtures. Schools will still be able to use equipment in 2020, but new stock and essential components such as compatible bulbs will no longer be able to be supplied in the EU, quickly rendering existing equipment obsolete. For further information on legal compliance contact the HRSafety&HealthTeam@stockport.gov.uk

<p>Roller Shutters</p>	
<p>Design, manufacture, supply and installation of roller shutters comes under Supply of Machinery (Safety) Regulations 2008 but there is no specific health and safety legal requirement dictating how often roller doors should be inspected or tested. SMBC recommends an annual safety and maintenance inspection under PUWER (1998) which requires that work equipment is safe to use on installation and maintained in safe condition for use. Also, Regulation 5 of the Workplace (Health, Safety and Welfare Regulations), 1992 states that any powered door needs to be “maintained in an efficient state...subject to a suitable system of maintenance”.</p> <p>The Roller Shutters were last inspected in June 2022 by Safe and Secure.</p>	<p>. Complies</p>
<p>BEST PRACTICE: BS standard EN 12635:2002 provides guidance on documentation, operation, use and maintenance including requirements for a log- book which should detail; operating instructions, maintenance and repair visits, details of work undertaken, details of changes/upgrades, name date and signature of responsible person</p>	

<p>Gates and Barriers</p>	
<p>The legal position is that powered gate systems are considered to be “machinery”. The Health and Safety Executive has lead responsibility for enforcement of this legislation, which has been transposed into UK law as the Supply of Machinery (Safety) Regulations .2008. The School has suitable and sufficient gates and barriers providing adequate security for the school; all gates are serviced and tested annually.</p> <p>The Gates and Barriers were last inspected in July 2022 by Stockport Homes.</p>	<p>. Adheres to best practice</p>

Gates and Barriers are visually inspected by the Site Manager on a weekly basis. The last documented check was dated 13.02.2023.	
BEST PRACTICE: Gates and fences in a Primary School should as a minimum conform to BS EN 1176 and be RoSPA approved.	

Air Conditioning Units	
The Air Conditioning Units were last inspected on July 2022 by Stockport Homes.	. Adheres to best practice
BEST PRACTICE: Regular servicing improves the efficiency of your Air Conditioner. Professional advice says that for every year of operation in which you do not service your air-conditioning it loses 5% of its efficiency. By law any cooling or heating systems with more than 3kg of ozone depleting substances including HCFCs and HFCs must be checked annually for leakage. F-Gas Regulations contain requirements for labelling, leak checking, record-keeping and maintenance staff qualifications. All air conditioning systems with an effective combined rated output of more than 12kw must be regularly inspected by an energy assessor. The inspections must be no more than five years apart.	

LOLER Inspections	
All lifting equipment within the school is tested every 6 months and a record kept of these tests.	. N/A
WHAT THE LAW SAYS: Lifting equipment within a school that lifts people including passenger lifts and hoists mechanical needs to be tested every 6 months as do lifting accessories, including slings, shackles, hooks and chains. The inspected and testing is a requirement of the Lifting Operations and Lifting Regulations, 1998.	

8.3 High Risk Curriculum Areas and Staff Training

Science	
N/A	N/A

Physical Education: Equipment	
All PE equipment is serviced annually by a competent person and recommendations made to rectify faults are followed up. Service records are available to evidence this.	. Complies
The PE Equipment was last inspected in April 2022 by Sportsafe.	

Physical Education: Storage	
N/A	N/A

Design and Technology	
	N/A
BEST PRACTICE: It is recommended by SMBC that all CLEAPS Documentation is read and understood by appropriate Heads of Department.	

Health and Safety Training: Induction Training	
<p>New Staff receive Health and Safety information during their Induction period. Induction Training includes Procedures for Emergency Evacuation, a copy of or access to the School's Health, Safety and Welfare Policy, Accident Reporting Procedure, location of Asbestos containing material, how to report maintenance issues, etc. A formal record of the information given is be placed on Staff's personnel records.</p> <p>Health and Safety is an agenda item on inset days and all new staff are issued with a Staff Handbook. Staff sign to say that they have read and understand their Induction and the Health and Safety Policies related to the Induction.</p> <p>Further Guidance and information on what should be included in the training can be obtained from the Health Safety and Wellbeing Team at SMBC. HRSafety&HealthTeam@stockport.gov.uk</p>	. Complies
<p>WHAT THE LAW SAYS: It is a legal requirement that all new staff receive Health and Safety Induction Training. Keeping Induction Training Records enables the School to demonstrate that Health and Safety Training has been given. It is recommended that a record of the Health and Safety Induction Information given be kept on Employees' personal files.</p> <p>The Health and Safety at Work Act 1974, Section 2 (2) (c) 'Without prejudice to the generality of an Employer's duty under the preceding subsection, the matters to which that duty extends include in particular—... ...The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at Work of his Employees...'</p> <p>The Management of Health and Safety at Work Regulations 1999, Regulation 10 'Every Employer shall provide his Employees with comprehensible and relevant information'</p> <p>The Management of Health and Safety at Work Regulations 1999, Regulation 13 (2) 'Every Employer shall ensure that his Employees are provided with adequate Health and Safety Training...on their being recruited into the Employer's undertaking; and on their being exposed to new or increased risks...'</p>	

General Health and Safety Training	
<p>All Staff should receive some Health and Safety Training. Health and Safety refresher training is advised for persons who have overall responsibility of Health and Safety on site.</p> <p>A Health and Safety Training Matrix is in place and the School document Staff Training in Health and Safety.</p>	. Adheres to best practice

BEST PRACTICE:
 IOSH Managing Safely in Schools: <https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/>

WHAT THE LAW SAYS:
 The Health and Safety at Work Act requires employers to ‘provide whatever Information, Instruction, Training and Supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at Work of your Employees’.

This is expanded by the Management of Health and Safety at Work Regulations, which identify situations where Health and Safety Training is particularly important, e.g. when people start work; because of being transferred or given a change of responsibilities; the introduction of new work equipment or a change to existing work equipment; and or where existing skills may have become rusty or need updating.

You should assess the risks to Employees while they are at work and to any other people who may be affected by the way the work is carried out. This will identify the required Information, Instruction or Training required to enable Employees to carry out their work safely. Refresher Training should also be provided as necessary.

Appropriate Training may include but are not limited to the following:

Course:	Requirement of:	Attendees
Fire Safety Awareness	Regulatory Reform (Fire Safety) Order	Leadership Team
Fire Warden Training	Regulatory Reform (Fire Safety) Order	All Staff
Working with hazardous substances	COSHH Regulations	Site Supervisor/Cleaners
Moving and handling of pupils	Manual Handling Regulations	Site Supervisor/Cleaners
Ladder / access equipment	Working at Height Regulations	Site Supervisors

8.4 Performance Monitoring and Measurement

Active Monitoring	
Monitoring of the working environment and review of work systems, premises, plant and equipment are recorded.	. Complies
All future inspections which have identified issues will need to be acted upon to ensure that the building and equipment stay maintained.	
The School undertakes a Health and Safety Walk Around with the Health and Safety Governor, every term, which is attended by key people. A record is kept of this Walk Around and an Action Plan is drawn up and worked through in a prioritised fashion. The Last Safety Tour was undertaken on 13.12.22.	. Complies
<p>WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 5 ‘(1) Every Employer shall make and give effect to such Arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditee, control, monitoring and review of the preventive and protective measures. (2) Where the Employer employs five or more Employees, they shall record the Arrangements referred to in paragraph (1).’</p>	

Reactive Monitoring	
Investigations are conducted for all Accidents and Incidents. They are proportionate to the event and look to identify root cause and corrective actions.	. Complies

NB: The School must contact the Health, Safety and Wellbeing Team in the event of a serious on-site accident and the team will offer support and may conduct an accident investigation.	
WHAT THE LAW SAYS: The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (1) 'Every Employer shall take reasonable steps to investigate the circumstances of every accident of which notice is given to him...'	

8.5 Audit

Auditing and Reviewing the OHSWMS	
Internal termly walk round inspections of the OHSWMS take place in the form of documented site inspections and formulated action plans, which are reviewed. A key part of this process is the annual review of the HS&W Policy and associated procedures and assessments to ensure that these are current and specific to the School. Safety Tours are undertaken on a termly basis.	. Complies
An external annual Audit and Inspection of the OHSWMS takes place and this is completed by Stockport Metropolitan Borough Council or other qualified service provider. The Audit recommends improvements to HS&W practices and gives timeframes for implementation. These recommendations have been adopted by the School within the time frames	. Complies
WHAT THE LAW SAYS: The Management of Health and Safety at Work Regulations 1999, Regulation 5 'Every Employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for the effective planning, auditing, control, monitoring and review of the preventive and protective measures.	
Management reviews are systematically undertaken by the Head Teacher and School Business Manager. They consider HS&W performance indicators such as number of accidents, location of accidents and trend analysis. There is also evidence that Audit findings, School improvement plans, Accident and Incident Investigations and Condition Surveys are reviewed and prioritised by the Head teacher and Board of Governors.	Complies

8.6 Paperwork Review

Paperwork Review	Dates and Notes
Covid-19 Risk Assessment	July, 2021 and reviewed on a weekly basis.
Minutes, documenting H&S	All staff - October 2022 Governors - November 2022
Site Specific Risk Assessments	October 2022
COSHH Risk Assessments	January 2023

Audit and Inspection of Freshfield Nursery

Last Fire Drill	10.02.2023 – 2mins 45seconds
Fire Alarm Testing by the Site Manager	Call point 5 – 10.02.2023
Emergency Lighting Testing by the Site Manager	January 2023
Fire Extinguishers Inspection by the Site Manager	February 2023
Last test of Lockdown Procedures	27.05.2022
Legionella prevention/water contractor checks	TECS : Temperature Monitoring - 03.02.2023 Shower Checks - 10.02.2023 Outlet Flushing - 13.02.2023
Gas Appliances	Pressure Systems – October/ November 2022 All gas appliances on site – October 2022 Soundness/ Tightness – July 2020 (Valid until 2025)
Electrical Tests (5 yearly fixed wiring)	August 2022 Stockport Homes
PAT Testing external testing	August 2022 Stockport Homes
Gates and Barriers checks by the Site Manager	13.01.2023
Display Energy Certificate Advisory Report	In date.
Tree Inspection	February 2022. Stockport Homes
Climbing Log visual inspection by the Site Manager	13.01.2023
Intruder Alarm	June 2022 Safe and Secure
Extractor Fans Service	1.9.21 Stockport Homes
Air Conditioning Service	July 2022 Stockport Homes
DSE Assessments	January 2022.
Drainage Inspection	1.8.21 Stockport Homes
Premises Checks by the Site Manager	13.02.2023
External Premises Checklist	13.02.2023
Water Temperature Checks by the Site Manager	03.02.2023
Boiler Checks by the Site Manager	13.02.2023

Anti-Legionella Checks by the Site Manager	13.02.2023.
Fridge and Freezer Checks by the Site Manager	13.02.2023.
Ladder Inspection Checks by the Site Manager	03.02.2023
Walkie Talkie Checks by the Site Manager	13.02.2023
Tree Removal and Cutting Back by the School Gardener	November, 2021.
Policy Review Timetable	Rolling process – 2022/ 2023

8.7 Physical Inspection – Observations and Recommendations

Location	Defect	Remedy	Time Frame
Outside office (near the boiler room)	Raised flooring/ change of level	Put some yellow marking around the raised area to highlight the change in level.	1 Month
Passageway to the outside office and boiler room	Moss build up	Clear the moss build up and monitor its re-growth.	Ongoing
Wooden play area	Some of the wooden logs are rotting away and have split.	Remove the damaged wooden logs and fill in the area they were	1 Month

9. Guidance to School

On reviewing this Audit and Inspection Report, the Head Teacher should report to the appropriate Committee, which can in-turn report to the School's Governing Body.

Support and guidance is available from the Council's Health, Safety and Wellbeing Team where needed. HRSafety&HealthTeam@stockport.gov.uk

10.Executive Summary

On the visit to Freshfield Nursery it was very clear that it is a well-run nursery. It was lovely and tidy inside the teaching areas and had a really nice atmosphere. On the walk around it was seen that Health and Safety is at the forefront of the schools ethos, this was seen with the range of information in the staffroom of many different topics that are relevant to staff.

On the exterior walkaround it was noted there was a lot of moss build-up around the building and it was recommended to remove and if needed treat the mossed areas. IT was also recommended that due to the amount of changes in level across the site grounds it would be beneficial to put some kind of marking in place to highlight the change in level. This was discussed on the visit and

Audit and Inspection of Freshfield Nursery

agreed that near the office would be a good area as well as some other high traffic areas, It was noticed that some of the play area stumps were rotting away, this was discussed and plans to have them removed and filled in were discussed.

The paper work side of the audit was very well organised and easy to follow. The current process works really well, however It was suggested that archiving some documents might be beneficial due to the sheer amount of paper work.

Recommendations from the Audit are documented in the Physical Inspection area at the foot of this Report.

11. Inspection and Audit Action Plan			
Item	Actions required	Time Frame	Date Completed
Mark out changes of level.	Put some yellow marking around the raised area to highlight ground where theres change in level.	1 Month	
Clear moss build up	Clear the moss build up and monitor its re-growth.	.Ongoing	
Some of the wooden logs are rotting away and have split.	Remove the damaged wooden logs and fill in the area they were.	1 Month	
Service Records	Records that are over three years old relating to servicing, can be archived to give the school more room in their well-documented Health and Safety Files.	Ongoing.	