



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL



# Safety Management System (HSG65)

## Audit and Premises

## Inspection Report

## 2023-24

## Freshfield Nursery



**HEALTH, SAFETY  
& WELLBEING**

Stockport Metropolitan Borough Council  
Health, Safety & Wellbeing Department  
Stopford House  
Piccadilly  
Stockport  
SK1 3XE

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**SCHOOL SIGNATURES – To be signed off post audit**

The OSHW arrangements are reviewed annually to ensure that policies and procedures documented remain up to date and relevant.

<b>Head teacher signature:</b>		<b>Date:</b>
<b>Head of Governors signature:</b>		<b>Date:</b>

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### 3. 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 on 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 in 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 consequently officers will not always the same faults or issues.**

### 4. 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 was conducted by reviewing the school's health and safety documentation and procedures. This was accompanied by an inspection or 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 improvements 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 assessment of the effectiveness of the school's health and safety management provisions. Although it would also be useful to share the report with staff and parents/carers 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 focuses on areas of significant quality management and highlights areas that require improvement. It is felt that this qualitative approach will help schools grow stronger in the four management categories of plan, do, check, and act, which form the basis of the SMBC OHSWMS.

### 5. Acknowledgements

The auditor would like to place on record thanks to all staff who gave their time and assisted with the audit process.

A special thanks goes to Jeanette Longley for their time during the audit process.

## 6. **Background**

According to both the school's and the authority's records, this is the 8<sup>th</sup> formal audit and inspection of the school's OHSWMS since these audits began in 2015.

## 7. **Aims and objectives**

The primary aim of this audit and inspection is to provide an external and independent assessment of the OHSWMS and arrangements developed by the school and the effectiveness of their implementation.

## 8. **Methodology**

The audit and inspection were carried out in two parts:

- 1) A desktop audit of the school's health and safety management system.
- 2) A physical inspection of the school's premises.

During both activities, the auditor gathered evidence of the school's approach to safety management by:

- 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
- c) Touring the workplace to check for a clean, tidy, healthy, and safe work environment and to observe work processes and safe systems of work 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, facilities, and grounds
  - (iii) High risk curriculum areas (e.g., 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.

**9. Findings of the Audit**

**10.1 Policies, Procedures, Risk Assessments, Safe Systems of Work and Communication**

Occupational Health Safety and Welfare (OHSW) Policy	What we found during the audit
<p>To comply with the law, the school should have an OHSW (Occupational Health, Safety, and Welfare) plan that makes clear the organisational structure and arrangements for managing health, safety, and welfare.</p> <p>The OHSW policy should describe in detail the responsibilities and expectations of workers and managers, making it clear that performance will be monitored and people held accountable.</p>	<p>Health and Safety Policy November 2024.</p> <p>Policies are updated annually and are monitored/ logged onto a matrix system.</p>
<p><b>BEST PRACTICE:</b> 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><b>WHAT THE LAW SAYS:</b> 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>	
<p><b>LEGAL REFERENCE(S)</b> <b>The Health and Safety at Work Act 1974, Section 2 (3)</b> ‘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, <b>Section 2 (6)</b> outlines “the duty of every employer to consult on any such arrangements with a view to the making and maintenance of arrangements...”</p>	
<p><b>FURTHER INFORMATION:</b> It is recommended that the OSHW arrangements be reviewed annually to ensure that procedures documented remain up to date and relevant.</p> <p><b>Following this review the head teacher and chair of governors must sign the policy.</b></p>	

Risk Assessments	What we found during the audit
<p>To comply with the law, all significant risks must be identified, and a well-developed system for identifying hazards and evaluating risks relating to worker safety and health should be in place.</p> <p>Preventative and protective measures must be in operation, and the hierarchy of controls must always be observed. Site-specific, generic, and risk assessments for trips must be in place, and there must be evidence that these are reviewed on a regular basis and that they give an accurate reflection of the risks and the control measures in place at the school.</p>	<p>There are a number of risk assessments in place for the nursery:</p> <ul style="list-style-type: none"> <li>• Office Areas</li> <li>• Staff Room &amp; Kitchen area</li> <li>• Nursery indoor areas</li> <li>• Toilets</li> <li>• Boiler room</li> <li>• Utility Room</li> <li>• Contractors and visitors</li> <li>• Nature School</li> <li>• Lone Working</li> <li>• Cash Handling</li> <li>• Footpaths</li> <li>• Climbing</li> <li>• Covid</li> </ul> <p>All Risk assessments are on an annual matrix for reviews and were all in valid date.</p>
<p>Examples of Risk assessments that should be completed are:</p> <ul style="list-style-type: none"> <li>• Opening and closing site</li> <li>• Snow clearance</li> <li>• Litter bin emptying</li> <li>• Student food preparation areas</li> <li>• Lone Working</li> <li>• Manual Handling</li> <li>• COSHH</li> <li>• Use of ladders and erection of children's display work</li> <li>• Contractors</li> </ul> <p>This list is not exhaustive</p>	
<p><b>BEST PRACTICE:</b>                      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>	
<p><b>WHAT THE LAW SAYS:</b>                      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.</p> <p>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.</p> <p>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.</p>	

Safe Systems of Work (SSoW)	What we found during the audit
<p>To fully comply, a well-documented array of information should be maintained in the form of safe work systems and school operating procedures (for example, working at heights and opening and closing the school or academy).</p> <p>Comprehensive and robust arrangements should exist for prevention, preparedness, and response to accidents and incidents, and these must be regularly maintained and tested. There should be good awareness of the arrangements amongst staff.</p> <p>Individual and specific events should be analysed, and where necessary SSoW have been put in place.</p> <p>Please contact the H&amp;S team if you need help developing your SSoW.</p>	<p>N/A</p>

**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 whereas 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	What we found during the audit
<p>To comply, a robust policy (using the hierarchy of control: avoid, prevent, and minimise) must exist for all workers working from heights. All ladder work lasting less than 30 minutes must be competency-based and risk assessed.</p> <p>Any activity that lasts longer than 30 minutes must have a full and considered risk assessment. Caretaker's ladders should be subject to a six-monthly visual and recorded inspection by the caretaker.</p> <p>Duty holders (head teachers) must do all that is reasonably practical to prevent anyone falling from heights or from a level surface to a depth, which are liable to cause injury.</p> <p>The key responsibilities of the Duty Holder are to ensure that:</p> <ul style="list-style-type: none"> <li>• All work at height is properly planned and organised.</li> <li>• The place where work at height is carried out is safe.</li> <li>• The equipment for work at height is appropriately inspected and maintained.</li> <li>• All work at height is carried out in a safe manner, using appropriate work equipment.</li> <li>• All persons involved in working at height are suitably trained, competent, and are supervised appropriately.</li> <li>• Supervision should be carried out by a competent person.</li> <li>• The risks arising from fragile surfaces are properly controlled.</li> </ul> <p>The risks arising from falling objects are properly controlled.</p>	<p>There is a current Working at Height Policy in place. Reviewed December 2023, next review date: December 2025.</p> <p>All ladders on site have their tags in place and they are signed and dated monthly by the site manager.</p> <p>It is noted that the site manager has had some ladder awareness training conducted by SMBC. Due to the site manager carrying out working at height tasks it is important that specific ladder training is sourced and attended by the Site Manager.</p>
<p><b>FURTHER INFORMATION:</b>  A copy of the SMBC Guidance for Working at Height Policy is available from the Health, Safety and Wellbeing Team. <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	

Manual Handling	What we found during the audit
<p>All significant examples of manual handling must be risk assessed and these risks assessments regularly reviewed. Staff who require training have been identified and receive training and instruction. SMBC adheres to the <b>SMART</b> approach to lifting:</p> <p><b>Size up that load</b></p> <ul style="list-style-type: none"> <li>• Assess the load (shape, size, and weight)</li> <li>• Determine where the load needs to be moved and placed</li> <li>• Determine whether you can carry the load/whether a mechanical aid should be used</li> </ul> <p><b>Move the load as close to the body as possible</b></p> <ul style="list-style-type: none"> <li>• Carry the load as close to the body as possible</li> <li>• Secure your grip</li> </ul> <p><b>Always bend your knees</b></p> <ul style="list-style-type: none"> <li>• Keep feet apart in a comfortable position (usually in line with hips)</li> <li>• Minimise lower back bending</li> <li>• Bend knees (squat or semi-squat position)</li> </ul> <p><b>Raise the load with your legs</b></p> <ul style="list-style-type: none"> <li>• Lift the load with your legs, not your back, in a smooth motion (avoid twisting or jerky movements)</li> <li>• Maintain normal curvature of the spine</li> </ul> <p><b>Turn your feet in the direction you want to move</b></p> <ul style="list-style-type: none"> <li>• Change direction by pointing your feet and not twisting your back</li> <li>• To set the load down, squat down, keep your head up and allow your legs to carry the weight</li> </ul>	<p>Manual Handling Guidance is in place Dated: December 2023. Next review date is: December 2025.</p> <p>Relevant staff have had manual handling training.</p>

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)	What we found during the audit
<p>To fully comply product safety data sheets should be obtained from the manufacturer for every substance used at the school. COSHH risk assessments must be completed for all products used in the school and available for inspection in the Fire information file for the Fire and Rescue Service which is kept in the main office. A copy of COSHH risk assessment should also be kept in the caretakers/site manager's office with the associated product for ease of access especially during emergency situations.</p> <p>COSHH risk assessments should be completed for substances used in the following departments:</p> <ul style="list-style-type: none"> <li>• Site supervisor</li> <li>• Kitchen</li> <li>• Laboratory's</li> <li>• Technical workshops</li> <li>•</li> </ul> <p>This list is not exhaustive</p> <p><b>Chemical Storage</b></p> <p>To fully comply hazardous substances must be stored correctly. Hazardous substances should be kept to a minimum and always replaced with less harmful products where possible.</p> <p>Flammable substances must be kept securely in a fire-retardant cupboard with suitable ventilation and away from ignition sources. Steps must be taken to ensure appropriate separation of hazardous substances to guard against accidental mixing. Pupils must not be granted unsupervised access to hazardous substances at any time.</p>	<p>There is a detailed COSHH list that is signposted around the nursery. It is extremely well composed and is very informative. There is a clear rag rating system in place and is reviewed annually.</p> <p>The inclusion of warning pictorials was recommended last audit and this has been implemented.</p> <p>Current review date: December 2023</p> <p>Next Review: December 2024</p>
<p>If a container shows a warning symbol (see examples below), you must assess the risks to users.</p> 	
<p><b>WHAT THE LAW SAYS:</b></p> <p>The Control of Substances Hazardous to Health (COSHH) Regulations stipulates that employers must:</p> <ul style="list-style-type: none"> <li>• assess the risks to health from chemicals and decide what controls are needed</li> <li>• use those controls and make sure workers use them</li> <li>• make sure the controls are working properly</li> <li>• inform workers about the risks to their health; provide training for employees</li> </ul> <p>Safety data sheets and/or COSHH risk assessments should be made available for users of hazardous substances.</p> <p>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.</p>	

**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/fates should not be stored on school premises. Any solvent-based products should be stored in lockable metal containers

**FURTHER INFORMATION:**

Regarding the control of hazardous substances can be obtained from [www.hse.gov.uk/COSHH/index.htm](http://www.hse.gov.uk/COSHH/index.htm) and a COSHH assessment tool is available from [www.coshh-essentials.org.uk](http://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](mailto:HRSafety&HealthTeam@stockport.gov.uk)

Dealing with Accidents, Incidents and Ill-Health and First Aid	What we found during the audit
<p><b>ACCIDENT RECORDING:</b> The school should be using the SMBC portal below to report accident injuries and dangerous occurrences <a href="https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting">https://forms.stockport.gov.uk/accidents-and-incidents/what-are-you-reporting</a> and 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 should be managed appropriately via a locally held accident reporting system based at the school.</p>	<p>Accidents are recorded on the SMBC portal.</p>
<p><b>ACCIDENT REPORTING</b> Staff should be aware of the procedures for reporting incidents as required under the 'Reporting of injuries, diseases, and dangerous occurrences regulations (RIDDOR) and should be able to properly identify accidents and incidents which must be highlighted to the Health, Safety and Wellbeing Team at SMBC for reporting to the Health and Safety Executive.</p>	<p>Yes. The nursery staff are aware of RIDDOR criteria. It is down to SMBC to compose and submit any RIDDOR's.</p>
<p><b>ACCIDENT/INCIDENT INVESTIGATION AND MONITORING</b> The school should maintain 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. It is recommended that an overview of accidents/incidents be regularly provided to the Head Teacher and Governing body so that trends can be monitored.</p>	<p>Medical tracker is used as a reporting and logging system. All accidents are recorded and parents are notified of any accidents logged involving their child. Parents are rung directly if there is a head bump. All statistics are trend lined and shared with staff. Accidents are investigated and appropriate actions are taken.</p>
<p><b>FIRST AID PROVISION (Including early years up to 5 years old where applicable)</b> In order to comply the school must provide well-resourced first aid arrangements in terms of trained personnel and equipment. It is a requirement of the statutory framework that a paediatric first aider is always on school premises when children are present (and at least one person with paediatric first aid on outings)</p>	<p>There is a list of first aiders easily accessed in the staffroom displayed on a notice board. The list details who is first aid trained, what level they are trained too, expiry date of training, proposed date for training/ refresher training and what days staff are in.</p> <p>The nursery works in conjunction to the EYFS new legislation where any new level 3 support staff need to be trained in paediatric first aid within 3 months of joining the organisation. There is a spread sheet that is monitored and maintained to ensure that the nurse is abiding by new standards.</p>
<p><b>FIRST AID RECORDS</b> 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>Accidents/ incidents are logged onto medical tracker and set protocols are carried out. The Nursery works to their known retention periods in keeping medical information for pupils.</p>

<p><b>ADMINISTRATION OF MEDICINES</b>                  The school must have procedures in place to support pupils with health and medical needs. These include a written parental request form, a monitoring system and secure storage for medicines. Staff should be designated to administer medical care as and when required, ensuring each dosage is properly logged to avoid an accidental overdose.</p>	<p>Louise Willaims is the lead practitioner for managing medical conditions in schools. Louise maintains records and works with the Head Teacher to complete relevant policies.</p>
<p><b>BEST PRACTICE:</b>                  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"> <li>• For accidents involving adults in schools, it is the date of the accident + 6 years</li> <li>• For accidents involving pupils it is the Date of Birth + 25 years</li> <li>• Records relating to serious accidents and injury should be kept for date of incident + 12 years.</li> </ul>	
<p><b>WHAT THE LAW SAYS:</b>  <b>The Management of Health and Safety at Work Regulations 1999, Regulation 8 (1)</b>                  ‘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...’</p> <p><b>The Health and Safety (First-Aid) Regulations 1981, Regulation 3</b>                  ‘(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.’</p> <p><b>The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (3)</b>                  ‘...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...’</p>	

Communication, Consultation and Cooperation	What we found during the audit
<p>Communication, consultation, and cooperation are all essential elements of a robust health and safety ethos and are a legal requirement under the Management of Health and Safety at Work Regulations 1999.</p> <p>Staff should be provided with health and safety information and be able to raise any health and safety concerns directly to the head, the site manager or caretaker, and their line manager.</p> <p>Additional health, safety, and welfare information should be provided to staff by the staff handbook, the health, safety, and wellbeing notice board, and regular items on staff and governors meetings.</p>	<p>There is a lot of communication within the nursery. The routes of emails are used, verbal conversations, team meetings and weekly bulletins are sent out (every Friday). The bulletins are also printed off and displayed in the staffroom for staff to access at all times.</p> <p>There are a lot of notice boards around the nursery that display a lot of information for staff including wellbeing, safeguarding and key diary dates.</p>
<p><b>BEST PRACTICE:</b></p> <p>Good communication of health and safety can be achieved by a number of ways. Staff can be provided with health and safety information through:</p> <ul style="list-style-type: none"> <li>• Staff meetings</li> <li>• Departmental meetings</li> <li>• Health and safety committees</li> <li>• Leadership groups</li> </ul> <p>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.</p> <p>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</p> <p><b>ISO45001 Clauses 7.4.1 to 7.4.3</b></p> <p>“The organisation must establish, implement and maintain a process or processes for internal and external communications relevant to the OH&amp;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”.</p> <p>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.</p> <p>Employers have a duty to consult with their employees, or their representatives, on health and safety matters. Union safety representatives or employee safety representatives can assist with this process as well as providing valuable guidance in health and safety matters.</p>	
<p><b>WHAT THE LAW SAYS:</b></p> <p>It is a requirement that employers must consult all their employees on health and safety matters about:</p> <ol style="list-style-type: none"> <li>i). the introduction of any measure which may substantially affect their health and safety, e.g., the introduction of new equipment or new systems of work</li> <li>ii). the arrangements for getting competent people to help them comply with health and safety laws</li> <li>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</li> <li>iv). the planning and organisation of any health and safety training</li> <li>v). the health and safety consequences of introducing new technology.</li> </ol>	

Business Continuity (Including Critical Incident Management and Lockdown)	What we found during the audit
<p>An emergency plan must be prepared so that staff are aware of the procedures to follow in a crisis. It is good practice to formally set out actions to be taken by designated staff during an emergency. The plan should cover minor incidents (e.g., heating breakdown, no water, etc.), when the school may have to close for a short time, and major incidents (e.g., fire, fatality, etc.), which may cause major disruption to the school. The emergency plan must include details of how the school will manage the dismissal of children and the collection arrangements for parents and carers.</p> <p>Consideration should be given to including the following in the plan:</p> <ul style="list-style-type: none"> <li>• How to respond efficiently during a crisis safeguarding pupils, staff, and visitors, this should name individuals and their roles during the situation.</li> <li>• preventing an escalation of the situation</li> <li>• Arrangements to temporarily relocate pupils if necessary.</li> <li>• Contact details, e.g., emergency numbers, school services, critical incident response teams, etc.</li> <li>• Emergency arrangements in case of an incident during an educational visit.</li> </ul> <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. SMBC is able to provide advice in relation to emergency planning. For further details, contact <a href="mailto:samantha.jones@stockport.gov.uk">samantha.jones@stockport.gov.uk</a></p> <p>The first step in preparing a lockdown policy is to be realistic about the risks to the school and its pupils, which will be linked to the ease of access into the school buildings. While 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, an aggrieved parent, or an incident in the immediate vicinity of the school.</p> <p>A written lockdown plan must be in place and have been signed off on by the governors. The lockdown procedure should be tested at least twice per year in order to ensure that staff and pupils are familiar with the requirements.</p> <p>The lockdown plan should include the notification process for a return to normal. Drills and practises should be recorded, and lessons learned should be observed</p>	<p>Critical incident plans are in place. Lockdown drill was conducted 2024.</p> <p>All staff are aware of procedures and information is posted around the nurse giving quick access to staff.</p>



and used to improve the plan when it is reviewed annually.	
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## 10.2 Buildings and Grounds

Fire Safety Management	What we found during the audit
<p><b>FIRE RISK ASSESSMENT</b> The school must have an up-to-date fire risk assessment in place, which must be suitable and sufficient meaning that the main risks have been identified within the facilities.</p> <p>All actions must be worked through, and recommendations implemented. See table below for dates and provider.</p>	<p>Fire Sec: 09.02.2024 Awaiting documentation.</p>
<p><b>WHAT THE LAW SAYS:</b> 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><b>BEST PRACTICE:</b> It is recommended by SMBC that 4 years is the maximum period that should be left between Fire Risk Assessments.</p>	
<p><b>FIRE ALARM – TESTING AND MAINTENANCE BY A COMPETENT PERSON</b> The fire alarm must have serviced within the last 6 to 12 months and service records available to evidence this – see table below.</p>	<p>Safe and Secure: 09.12.2023</p>
<p><b>EMERGENCY LIGHTING TESTING AND MAINTENANCE BY A COMPETENT PERSON</b> The emergency lighting must have been serviced within the last 6 to 12 months and service records available to evidence this. See table below.</p>	<p>Safe and Secure: 09.12.2023</p>
<p><b>FIRE-FIGHTING EQUIPMENT – SERVICE BY A COMPETENT PERSON</b> Fire-fighting equipment must have been serviced in the last 12 months and service records available to evidence this. See table below.</p>	<p>Safe and Secure came to inspect fire extinguishers December 2023.</p>
<p><b>CALL POINTS – CHECKS BY THE SCHOOL</b> A different call point should be tested weekly, and the results recorded. The Fire Authority will ask to see evidence that these tests are carried out when the school is inspected. Failure to produce written evidence could result in an improvement notice. It is an offence to falsify records. See table below.</p>	<p>Weekly Call point Check – 22.02.2024 Carried out by Site Manager.</p>
<p><b>EMERGENCY LIGHTING – CHECKS BY THE SCHOOL</b> Emergency lights must be tested monthly. See table below.</p>	<p>This was carried out by the site manager in February 2024.</p> <p>There needs to be consistent details in the sign off. The date needs to be clearly displayed, not just quotation marks.</p>
<p><b>WHAT THE LAW SAYS:</b> 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><b>MEANS OF ESCAPE – CHECKS BY THE SCHOOL</b>                  The school must check the facilities, equipment, and devices (e.g., fire exits, fire doors, exit routes) provided for fire safety on a weekly basis for damage, blockages, and ease of access. A written record of these checks should be kept. See table below.</p>	<p>Means of escape was inspected by the Business Manager: 19.02.2024</p>
<p><b>WHAT THE LAW SAYS:</b>                  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><b>FIRE DRILLS</b>                  Timed emergency evacuation drills must be carried out each term and properly recorded. See table below.</p>	<p>The last fire drill was a full school drill. There were no issues reported.                   21.02.2024.</p>
<p><b>BEST PRACTICE:</b>                  Guidance in relation to the display of pupil's work 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.  <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	

Asbestos	What we found during the audit
<p>An up-to-date management survey of Asbestos Containing Materials (ACMs) must be held by the school, and the risks associated with these ACMs must be assessed. The survey should be updated annually to reflect changes in circumstances and the condition of the asbestos. A plan must exist for the management of the asbestos in the school.</p> <p>Staff and visitors to the school (especially contractors) must be made aware of the location of any asbestos and understand the risks involved in any accidental disturbance. The management of asbestos must be kept under review and be reported to the governors at least annually or when any refurbishment work is due to take place in the school.</p> <p>There is a legal duty to ensure that:</p> <ul style="list-style-type: none"> <li>• Staff and contractors are made aware of the location and type of ACM.</li> <li>• The state of the ACMs is monitored, and changes in condition are reported immediately.</li> </ul> <p>The survey and risk register are updated following the removal of any ACMs by a competent person.</p>	<p>Contractors are given information about the asbestos on site. The asbestos is clearly signposted.</p> <p>The Asbestos was last inspected February 2023.</p> <p>Asbestos Management &amp; Control Policy: February 2022.</p>
<p><b>WHAT THE LAW SAYS</b>  <b>The Control of Asbestos Regulations 2012</b> states:                      “The measures to be specified in the plan for managing the risk shall include adequate measures for</p> <ol style="list-style-type: none"> <li>a) monitoring the condition of any asbestos or any substance containing or suspected of containing asbestos</li> <li>b) ensuring any asbestos or any such substance is properly maintained or where necessary safely removed; and</li> <li>c) ensuring that information about the location and condition of any asbestos or any such substance is:                             <ol style="list-style-type: none"> <li>(i) provided to every person liable to disturb it</li> <li>(ii) made available to the emergency services.”</li> </ol> </li> </ol>	

Legionella Risk Assessment	What we found during the audit
<p>It is a legal requirement to have up to date versions of the following two documents available for inspection on site at any time:</p> <ol style="list-style-type: none"> <li>1. A Legionella Risk Assessment (LRA)</li> <li>2. A Written Scheme of Works (sometimes called a Written Scheme of Control)</li> </ol> <p>These documents must have been completed by a competent person.</p> <p>Concerns raised in the risk assessment must have been addressed and the school should have received a prioritised list and explanation of what work is required and why.</p> <p>It is recommended that weekly temperature tests as recommended by the legionella risk assessment should be carried out by the site manager, who must have received the necessary training.</p> <p>Further advice is available on the management of Legionella from your service provider and via SLA on-line.</p>	<p>Legionella Risk Assessment is dated July 2023 and was provided by Stockport homes.</p> <p>There is no in date written scheme of work in place however this is being chased up with Stockport homes. This is an ongoing chase and is being followed up by the Business Manager. H&amp;S team at LA have agreed this is valid but will need reinspection in 2024 – 2025 financial year.</p> <p>The Legionella Management Policy is up to date: December 2024.</p>

**WHAT THE LAW SAYS:**

Extracts below taken from L8 (Fourth edition) Published 2013

*Legionella Risk Assessment*

47. The record of the assessment is a living document that must be reviewed to ensure it remains up to date. Arrange to review the assessment regularly and specifically whenever there is reason to suspect it is no longer valid. An indication of when to review the assessment and what to consider should be recorded. This may result from, e.g.:

- (a) changes to the water system or its use
- (b) changes to the use of the building in which the water system is installed
- (c) the availability of new information about risks or control measures
- (d) the results of checks indicating that control measures are no longer effective
- (e) changes to key personnel
- (f) a case of legionnaires' disease/legionellosis associated with the system

*Written Scheme of Works*

65. For precautions to remain effective, the condition and performance of the system will need to be monitored. The appointed responsible person should oversee and manage this. Or, where appropriate, an external contractor or an independent third party can do it. Management should involve:

- (a) checking the performance and operation of the system and its component parts
- (b) inspecting the accessible parts of the system for damage and signs of contamination
- (c) monitoring to ensure that the treatment regime continues to control to the required standard.

66. The frequency and extent of routine monitoring will depend on the operating characteristics of the water system.

***Advice should be taken from competent service providers on the frequency of the Risk Assessment and the Written Scheme of Control.***

Gas and Electrical Safety: Systems and Appliances	What we found during the audit
<p><b>GAS SAFETY</b> Service records should be available to show that the gas boilers are serviced regularly, See table below.</p>	<p>Commercial Gas Service Record: September 2022.</p>
<p><b>FIXED ELECTRICAL INSTALLATION</b> A competent person should have checked the fixed electrical installations within the last 5 years and documentation provided to evidence this. Failed installations and other C1 and C2 recommendations should have been acted upon. See table below.</p>	<p>August 2022, Due August 2027.</p>
<p><b>PORTABLE ELECTRICAL APPLIANCES</b> 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. Further information and full suite of management documentation is available on SLA online. See table below.</p>	<p>PA Testing: December 2023</p>

Outdoor Play Equipment	What we found during the audit
<p>As part of best practice, a formal prior to use inspection of the playground equipment should be carried out daily by supervising staff. Monthly recorded inspections should be undertaken and recorded by a competent person (Site Supervisor) and records available to verify this. Additionally, an annual inspection by an insurance approved contractor should be carried out. Any issues raised should have been suitably dealt with. See table below.</p>	<p>Sports Safe: 13.07.2023. Triad: 27.07.2023</p>

Contractors	What we found during the audit
<p>The school uses 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"> <li>• what experience they have in the type of work you want done</li> <li>• what their health and safety policies and practices are</li> <li>• examples of their recent health and safety performance (number of accidents etc.)</li> <li>• qualifications and skills</li> <li>• their selection procedure for sub-contractors</li> <li>• their safety method statements</li> <li>• health and safety training and supervision</li> <li>• their arrangements for consulting their workforce</li> <li>• if they have any independent assessment of their competence</li> <li>• if they are members of a relevant trade or professional body.</li> </ul> <p>The school can then decide how much evidence needs to be sought in support of what prospective contractors have stated.</p>	<p>Health and safety leaflet is issued to any contractor on site, this includes asbestos, way of conduct, policies. Contractors policy is followed. Contracted work is notified and insurances checked.</p> <p>Contractors are through Stockport homes.</p>

Pedestrian and Vehicular Movement	What we found during the audit
<p>The school should look carefully at arrangements for drop off and pick up times and conduct a whole site-specific risk assessment where high risks are identified, and reactive measures taken to mitigate risk.</p> <p>Pedestrian walkways should be provided and clearly defined to ensure staff, pupils, parents, and visitors have a safe route into and out of the school building wherever possible.</p> <p>Pupil areas should be properly separated from car parks and other vehicle movement areas such as deliveries and refuse collection where practicable.</p>	N/A

Kitchen: Access	What we found during the audit
<p>Because this is a high-risk area access to the kitchen should be secure and appropriate signage displayed to prevent unauthorised access.</p> <p>Any staff or visitors entering the food preparation area should wear appropriate Personal Protective Equipment such as slip resistant footwear.</p> <p>Hair must be tied back and covered with a hat to avoid contaminating food.</p>	N/A

Kitchen: Extractor Hoods	What we found during the audit
<p>The extractor hoods should be 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>	N/A
<p><b>BEST PRACTICE:</b> Extractor hoods and local exhaust ventilation systems should be cleaned and serviced by a competent person at least annually.</p>	

Stage Lighting and Rigging	What we found during the audit
<p>Stage lighting electrical systems should be 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. See table below.</p>	N/A

Roller Shutters	What we found during the audit
<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”. See table below.</p>	<p>Alliance Security Installations: 30.05.2023.</p>
<p><b>BEST PRACTICE:</b> BS standard EN 12635:2002 provides guidance on documentation, operation, use and maintenance including requirements for a logbook 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>	

Gates and Barriers	What we found during the audit
<p>The legal position is that powered gate systems are “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 should have suitable and sufficient gates and barriers providing adequate security for the school. All gates should be tested annually by a competent contractor:</p>	<p>Gates and Barriers are inspected by Triad: 27.07.2023.</p>
<p><b>BEST PRACTICE:</b> Gates and fences in a primary school should as a minimum conform to BS EN 1176 and be RoSPA approved.</p>	

Air Conditioning Units	What we found during the audit
<p>The school should have an annual maintenance regime in place with a registered air conditioning company. A full record of inspections and maintenance visits should be kept and available for inspection Units should be serviced annually.</p> <p>The school must check that units have been cleaned and serviced thoroughly.</p>	<p>Venturi Facilities Support: 24<sup>th</sup> October 2023.</p>
<p><b>BEST PRACTICE:</b> 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.</p>	

LOLER Inspections	What we found during the audit
<p>All lifting equipment within the school should be tested in line with the legislation every 6 months for equipment used for lifting of persons and 12 months for lifting equipment used for lifting of goods. A record should be kept of these tests.</p>	N/A
<p><b>WHAT THE LAW SAYS:</b> 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.</p>	

### 10.3 High Risk Curriculum Areas and Staff Training

Science	What we found during the audit
<p>A full range of risk assessments must be in place and the department should comply with all CLEAPS requirements. Full guidance documents are available from <a href="mailto:HRSafety&amp;HealthTeam@stockport.gov.uk">HRSafety&amp;HealthTeam@stockport.gov.uk</a></p>	N/A

Physical Education: Equipment	What we found during the audit
<p>All PE equipment should be serviced annually by a competent person and recommendations made to rectify faults followed up. Service records should be available to evidence this.</p>	N/A

Physical Education: Storage	What we found during the audit
<p>PE equipment must be properly stored so that staff and pupils can easily access it without causing injury. Mats must be stored appropriately and away from fire exits. Heavy equipment should be stored at lower levels.</p>	N/A

Design and Technology	What we found during the audit
<p>A full range of risk assessments must be in place and the department complies with all Design and Technology codes of best practice.</p>	N/A
<p><b>BEST PRACTICE:</b> It is recommended by SMBC that all CLEAPS documentation is read and understood by appropriate Heads of Department.</p>	



Health and Safety Training: Induction Training	What we found during the audit
<p>New staff must 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.</p> <p>A formal record of the information given should be placed on staff’s personal records.</p> <p>Further guidance and information on what should be included in the training can be obtained from SLA Online.</p>	<p>A checklist is given to staff to complete and they are given information about offered training courses, safeguarding information, and given access to medical videos.</p>
<p><b>WHAT THE LAW SAYS:</b></p> <p>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><b>The Health and Safety at Work Act 1974, Section 2 (2) (c)</b>  ‘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><b>The Management of Health and Safety at Work Regulations 1999, Regulation 10</b>  ‘Every employer shall provide his employees with comprehensible and relevant information’</p> <p><b>The Management of Health and Safety at Work Regulations 1999, Regulation 13 (2)</b>  ‘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	What we found during the audit																		
<p>All staff must have received health and safety training relative to their role and responsibility, and this should be recorded in a training matrix and kept up to date by the School Business Manager/Training Coordinator.</p> <p>It is recommended that those dealing with health safety and wellbeing in schools receive training undertaken by IOSH called Managing Safely:</p> <p><a href="https://www.iosh.co.uk/managingsafely/#">https://www.iosh.co.uk/managingsafely/#</a></p>	<p>Business Manager has H&amp;S awareness training, Legionella awareness training and fire warden training.</p> <p>Jenny Martin has H&amp;S awareness training and has Legionella awareness Training and fire warden training.</p> <p>Site Manager also has H&amp;S awareness training and Legionella Awareness training, he has attended SMBC H&amp;S training.</p> <p>It is recommended that Carl has specific formal ladder training.</p> <p>Nicola (Receptionist) also has H&amp;S awareness training</p> <p>All relevant staff are manual handling trained.</p>																		
<p><b>BEST PRACTICE:</b>                  IOSH Managing safely in schools: <a href="https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/">https://www.iosh.com/training-and-skills/iosh-training-courses/managing-safely/</a></p>																			
<p>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."</p> <p>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.</p> <p>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.</p> <p><b>WHAT THE LAW SAYS:</b></p> <p>Appropriate training may include but are not limited to the following:</p> <table border="0" data-bbox="159 1769 1404 1937"> <tr> <td>Course:</td> <td>Requirement of:</td> <td>Attendees</td> </tr> <tr> <td>Fire safety awareness</td> <td>Regulatory Reform (Fire Safety) Order</td> <td>Leadership Team</td> </tr> <tr> <td>Fire warden training</td> <td>Regulatory Reform (Fire Safety) Order</td> <td>All staff</td> </tr> <tr> <td>Working with hazardous substances</td> <td>CoSHH Regulations</td> <td>Site Supervisor/Cleaners</td> </tr> <tr> <td>Moving and handling of pupils</td> <td>Manual Handling Regulations</td> <td>Site Supervisor/Cleaners</td> </tr> <tr> <td>Ladder / access equipment</td> <td>Working at Height Regulations</td> <td>Site Supervisors</td> </tr> </table>		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
Course:	Requirement of:	Attendees																	
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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																	

### 10.4 Performance Monitoring and Measurement

Active Monitoring	What we found during the audit
<p>Monitoring of the working environment and review of work systems, premises, plant, and equipment should be frequent and systematic.</p>	<p>There is evidence of continual inspections of the premises and work systems. Policies are on a matrix to be reviewed annually. Site inspections are in place to address any issues and act on them appropriately.</p>
<p>The school should undertake health and safety walk around with the H&amp;S Governor, every term, which is attended by key people. A record should be kept of this walk around and an action plan drawn up and worked through in a prioritised fashion.</p>	<p>A monthly walk around is conducted with both the Business Manager and Site Manger. There is a termly Governor walk around also, both produce action plans and are acted upon accordingly.</p> <p>Finding of the walk around is displayed in the staffroom as a way to notify staff and keep them aware of issues and/ or any changes.</p>
<p><b>WHAT THE LAW SAYS:</b>  <b>The Management of Health and Safety at Work Regulations 1999, Regulation 5</b>                      ‘(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	What we found during the audit
<p>Investigations should be conducted for all accidents and incidents. They should be proportionate to the event and look to identify root cause and corrective actions. NB: The school must contact the Health, Safety and Welfare Team in the event of a serious on-site accident and the team will offer support and may conduct an accident investigation.</p>	<p>Medical tracker software is used and all accidents are recorded and parents are notified. Parents are also rung if there is a head bump.</p> <p>Statistics are trend lined and shared with staff. Root causes are sourced and acted on appropriately.</p>
<p><b>WHAT THE LAW SAYS:</b>  <b>The Social Security (Claims and Payments) Regulations 1979, Regulations 25 (1)</b>                      ‘Every employer shall take reasonable steps to investigate the circumstances of every accident of which notice is given to him...’</p>	

**10.5 Audit**

Auditing and Reviewing the OHSWMS	What we found during the audit
<p>Internal termly walk round inspections of the OHSWMS should take place in the form of documented site inspections and formulated action plans, which are reviewed to ensure that corrective action is taken where necessary.</p> <p>A key part of this process is the annual review of the HS&amp;W policy and <b>associated procedures and assessments</b> to ensure that these are current and specific to the school.</p>	<p>Walkarounds are carried out monthly and all findings are documented and acted upon appropriately.</p>
<p>An external annual audit and inspection of the OHSWMS should take place. This may be completed by SMBC. The audit will recommend improvements to HS&amp;W practices and give timeframes for implementation.</p> <p>Previous recommendations should have been adopted by the school within the time frames in order for continuous improvement to be shown.</p>	<p>SMBC conduct an annual inspection and produce a report.</p>
<p><b>WHAT THE LAW SAYS:</b>  <b>The Management of Health and Safety at Work Regulations 1999, Regulation 5</b>                      ‘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.</p>	
<p>Management reviews should be systematically undertaken by the Head teacher and School Business Manager. They should consider HS&amp;W performance indicators such as number of accidents, location of accidents and trend analysis. There should also be evidence that audit findings, School improvement plans, are reviewed and prioritised by the Head teacher and Board of Governors.</p>	<p>There is a pro-active stance when it comes to Health and Safety at Freshfield Nursery. There are multiple matrices in place to ensure all areas of training and relevant provisions are covered There is a good sense of positive health and safety culture with in the nursery.</p>

### 10.6 Statutory Compliance Checklist

Compliance Activities Within: School Name							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Headteacher	Asbestos management - annual management report	Annually	Jan 24		360		Annual report to Governors
Contractor	Asbestos management - specific surveys prior to intrusive works	As required	N/A				Only required for project work
Site Supervisor	COSHH risk assessments from data sheets	Regularly		Dec 23	J Longley SBM		Review if products change
Contractor	Drainage maintenance	Annually	Dec 23 additional	Jul 23	360 Drainage consultants		
Contractor	Electrical - 5-year fixed wire testing	5 years	Aug 27		360		All C1's and C2's must be completed
Contractor	Electrical - PAT (high risk items only)	Annually	Aug 23				Example policy & further info available from H&S team
Site Supervisor	Electrical - PAT (recorded visual checks of low-risk items)	Bi-annual	Ongoing		Site Manager C Ashton		Can be done by Site Supervisor
SBM	Fire Risk Assessment	4 years	09.02.24		Firesec		Or maybe required if significant changes occur to building layout
Contractor	Fire call points	Annually		Dec 23	Safe & Secure		
Site Supervisor	Fire call points	Weekly	ongoing				
Headteacher	Fire drills	Termly	Termly				
Contractor	Fire emergency alarm panel	Annually		Dec 23	Safe & Secure		
Site Supervisor	Fire emergency lighting	Monthly	ongoing	Dec 23			
Contractor	Fire emergency lighting	Bi-annual		Dec 23	Safe & Secure		
Site Supervisor	Firefighting equipment	Monthly	Ongoing				
Contractor	Firefighting equipment	Annually		Dec 23	Safe & Secure		

Compliance Activities Within: School Name							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Site Supervisor	Fire means of escape	Weekly	Ongoing				Any damaged/blocked doors must be recorded
Contractor	Gas safety - all gas appliances located on site	Annually		Sept 23	360		Regulation (36)(1) of the Gas Safety (Installation and Use) Rags 1998
Contractor	Gas safety - boilers & heating plant comprehensive maintenance	Annually		Sept 23	360		
Contractor	Gas safety - pressure systems (insurance check)	Annually		Oct 23	Zurich		Pressure Equipment Regulations 1999 & Pressure Systems Safety Regulations 2000. Please see <a href="https://www.hse.gov.uk/pubns/indg261.pdf">https://www.hse.gov.uk/pubns/indg261.pdf</a>
Contractor	Gas safety - soundness/tightness	5 years	Jul 25		360		System is purged to check there are no leaks
Contractor	Gates and barriers	Annually		Jul 23	360		BS EN 1176
Site Supervisor	Gates and barriers	Weekly	ongoing				
Contractor	Grounds Maintenance	Termly	ongoing		P Downs		
Contractor	Intruder Alarm	Annually		Apr 23	Safe & Secure		
Contractor	Legionella - up to date risk assessment and written scheme	Biennially	Apr 24	Jul 23 amended	360/Stockport Homes		Review required if any significant changes to the HWS and layout. Advice from Danny Brazil Nov 23.
Contractor	Legionella anti scald	Monthly	Mar 24	Mar 23	TECS		
Site Supervisor	Legionella management weekly flushing of little used outlets & Temp checks	Weekly	Jan 24		TECS		
Headteacher	Lockdown - test of procedures and policy	Bi-annual	Jan 24	Jul 23			Guidance on SLA online
Contractor	PE Equipment	Annually		Jul 23	Sportsafe		
Site Supervisor	Playground equipment	Monthly	ongoing				
Contractor	Playground equipment	Annually		Jul 23	360		

Compliance Activities Within: School Name							
Responsible Person	Activity	Frequency	Planned Date	Completed Date	Completed by (Name of contractor/ site supervisor)	RAG	Notes
Contractor	Roller shutters annual maintenance	Annually		May 23	Safe & Secure		
Headteacher	Site Specific Risk assessments - 3 examples	Annually		Dec 23	SBM/HT		
Contractor	Stage lighting and rigging & AV Systems	Annually	N/A				
Contractor	Tree inspections	Biennially		Jul 23	SMBC/Harford		

## 10.7 Physical Inspection – Observations and Recommendations

**No Physical Defects Found on inspection.**

### 10. 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.

Referencing the recommendations, the school's leadership team should put together a prioritised action plan to rectify the identified deficiencies. The plan should set out clear actions, identify task completers and associate target timescales.

Support and guidance are available from the Council's Health, Safety and Wellbeing team where needed. [HRSafety&HealthTeam@stockport.gov.uk](mailto:HRSafety&HealthTeam@stockport.gov.uk)

### 11. Executive Summary

Freshfield Nursery is a lovely and bright establishment staff and children both looked happy and cheerful. On arrival my ID was checked and I was given information about the phone policy within the nursery before the audit began. I want to note that it was positively received that the nursery followed their normal procedures and I was questioned about my mobile phone.

On arrival it was clear to see that there had been a lot of effort put in by all staff to maintain and continue to make improvements within the nursery. There has been some great advances from the last the years audit. I was very impressed with the pro-active work Jennette has been implementing in terms of the communication levels and the information distribution methods. All of the action points from last year have been actioned and relevant recommendations have been actioned. On the walk around it was seen that there has been a number of improvements to the outside play areas a lot of new climbing and play equipment is now in place for the children to use. The nature school area has been extended and is in really good condition. It's clear to see there has been a lot of improvement with the organisation of toys, teaching areas and quiet areas within the nursery. There has been a lot of work gone into making all of the labels, classroom displays and information boards uniformed and easy to read. All of the paperwork is very well organised and all relevant matrix systems are easy to follow and are well displayed. The Site Manager checks are all in place, however it was noted that all checks needs to have date details and not to use quotation marks as an easy way to log checks. The more detail inputted when conducting any type of check is better in the case of failures and /or any issues arise.

All staff at Freshfield Nursery should be proud of the work and effort they put into the nursery every day. It is clearly seen that there is a lot of love and pride going into the everyday workings of the Nursery.



<b>12. Inspection and Audit Action Plan</b>			
<b>Item</b>	<b>Actions required</b>	<b>Time Frame</b>	<b>Date Completed</b>
Site Managers Checks	<ul style="list-style-type: none"> <li>Ensure that all checks are correctly dated and faults/ issues are clearly stated. Checks should be monitored by the business manager.</li> </ul>	1 week	
Ladder Training course	<ul style="list-style-type: none"> <li>Site Manager should be put on a specific ladder training course.</li> </ul>	1 Month	