



Demonstration School - Safety Audit

Printed: 29 Aug 2022

General	Comment	Review
Is the general condition / maintenance of the building(s) acceptable?	Yes	22-Sep-22
Is the general condition / maintenance of the grounds acceptable?	Yes	13-Sep-22
Is the health and safety law poster on display?	Staff room	12-Oct-22
Is there a clear structure of responsibilities for health and safety, and do those in posts carrying safety functions understand and fulfil their responsibilities?	Premises Team, SBM, External H&S Auditor	13-Oct-22
Does the school have a health and safety committee?	Part of LGB committee- H&S Link Governor	13-Oct-22
Is a system in place for reporting health and safety concerns, and are all staff and pupils aware of it?	Staff report using online helpdesk	26-Sep-22
Monitoring health and safety	Comment	Review
Is the Statutory Maintenance and Inspections log being maintained and is it up to date.	Rolling programme updated throughout the year	30-Sep-22
Are all regular maintenance records kept up to date and available for inspection?	Every system in place	26-Sep-22
Are defects logged immediately and is prompt and appropriate action taken to resolve these defects?	Defects are not logged but prompt and appropriate action taken to resolve these defects	26-Sep-22
Have recommendations arising from previous inspections been actioned?	advice given on fire risk assessment yearly as school site grows	30-Sep-22
Is regular monitoring of health and safety undertaken by heads of department, and have heads of department received training for this role?	DT and Science in particular	11-Oct-22
Have recommendations arising from previous curricular inspections been actioned?		14-Sep-22
Is health and safety a standing agenda item at relevant governing body committee meetings?		11-Oct-22

Policy	Comment	Review
Is there a health and safety policy, and has it been signed and dated by the headteacher or chair of governors?	regular review and in minutes of meetings	13-Oct-22
Is the health and safety policy reviewed regularly by the person responsible for its implementation?	Trust and LGB	04-Aug-22
Is the health and safety policy made available to all staff, parents and contractors?	On website	11-Oct-22
Is the policy included in the induction process and are policy changes effectively communicated to all staff?	Induction and handbook	11-Oct-22
Risk assessment	Comment	Review
Are risk assessments in place where needed and are they fit for purpose?	Online system and printouts	11-Oct-22
Are risk assessments for individuals being carried out where required e.g medical conditions such as epilepsy?	Online system	11-Oct-22
Have heads of department created specific risk assessments for relevant curriculum activities?	Science, PE, DT & Art, plus extra-curricular	11-Oct-22
Have staff, pupils and visitors been informed of the hazards and risks on the site?		11-Oct-22
Are staff aware of the content and location of all relevant risk assessments?		11-Oct-22
Accident reporting	Comment	Review
Is there a procedure in place for recording and reporting accidents to staff and pupils, including those that are RIDDOR-reportable, incidents of violence towards staff, and 'near-misses'?	Yes	21-Dec-22
Is an employee accident book kept in line with the Social Security (Claims and Payments) Regulations 1979?	Yes	21-Dec-22
Are accident records monitored for trends?	Termly audit and review	21-Dec-22
Are governors routinely notified of any significant accidents?	None yet	21-Dec-22

Housekeeping	Comment	Review
Is general housekeeping satisfactory?	Yes	23-Oct-22
Is regular cleaning carried out to a suitable standard?	Every day to a high standard across both sites	22-Sep-22
Is a schedule of deep cleaning in place, in particular for dining areas, kitchens and food technology areas?	Deep cleaning of general areas carried out by cleantec at regular intervals throughout the year. Kitchens deep cleaned by catering contractor once a year.	30-Sep-22
Are materials and equipment stored in an orderly, safe and suitable fashion, including cleaning chemicals?	Key staff cleapps trained. Cleaning chemicals kept in a locked cleaners cupboard. Hazardous materials kept in fire cabinet in site store.	30-Sep-22
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?	Included in new staff induction	30-Sep-22
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?	Yes	30-Sep-22

External areas and access arrangements	Comment	Review
Are trees in or overhanging the grounds safe and in good condition?	Works carried out by The Tree Agency Sept 2020 (Hampton)	29-Oct-22
Are these trees checked for disease and weakness every 2-3 years by a specialist contractor?	As above	29-Oct-22
Are walls and fences in good condition?	Damp in main site site leading to erosion of brick work - referral done regularly. Awaiting confirmation from RET as to when work will commence.	29-Oct-22
Are grounds, including playgrounds and games pitches, kept clear of refuse and litter and regularly checked for damage and disrepair, and are they currently in good condition?	Reasonable condition	29-Oct-22
Is PE and outdoor play equipment inspected annually by a competent contractor?		29-Oct-22
Are waste bins and any external storage spaces covered, secured and located a safe distance away from buildings?	Bin store at has roof for cover. Secondary does not. Both stores are the legal requirement for distance away from main buildings.	29-Oct-22
Are external pathways and other outside areas checked daily for trip hazards and general maintenance?	Yes	29-Oct-22
Is the car park free from surface damage, such as potholes?	No - Speak to OS/JON	29-Oct-22
Is there safe access to and egress from the school?	Yes	29-Oct-22
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?	Yes	29-Oct-22
Is there suitable separation between vehicles and pedestrians on the site?	Yes at Teddington. Questionable for Hampton due to lack of space.	29-Oct-22
Where physical separation between vehicles and pedestrians is not possible, are there suitable signs and traffic calming measures – such as signage, speed restrictions or speed humps? Are these signs in good condition and legible?		29-Oct-22
Is adequate access to the site maintained for emergency services?	Yes	29-Oct-22
Is disabled access clear of obstructions?	Yes. However no disabled access required at this time.	29-Oct-22
Is salt and grit readily available to treat paths and walkways in icy weather?	Yes healthy stocks kept	29-Oct-22
Is there an accessibility audit and access management plan, and are these kept up to date?		21-Sep-21
Are outbuildings in good condition?		29-Oct-22
Are risk assessments and control measures in place to ensure that grounds maintenance is undertaken safely?	to be completed for limited areas being maintained	29-Oct-22
Has all building and construction material left by contractors been secured or	Yes	29-Oct-22

removed from the site?		
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Vehicles	Comment	Review
Is a list of nominated minibus drivers and training maintained?	Updated Sep 2021 (DUT)	30-Sep-22
Do drivers have the appropriate licence for the vehicle?	Updated Sep 2021 (DUT)	30-Sep-22
Are all vehicles used on site being inspected and serviced regularly and according to manufacturers' instructions?		24-Sep-22
Are vehicles used on site fitted with appropriate warning devices for use when moving around the site?		29-Oct-22
Have driving licences been checked to identify any penalties which might affect insurance cover?	Last Sept 2021	30-Sep-22
Are all inspection, MOT and servicing records in place and up to date?	Yes. In health and safety file.	23-Sep-22

Roofs, ceilings and walls	Comment	Review
Are roofs inspected regularly and repaired where necessary?	Inspected yes, repaired sufficiently no.	29-Oct-22
Are any fragile roof surfaces identified by signage?		29-Oct-22
Are lightning conductors serviced annually?	Check	29-Oct-22
Are gutters, roof outlets, rain pipes etc. inspected every 6 months, or more frequently as required?	yes	29-Oct-22
Are external walls, ceilings, partitions and cladding inspected for damage regularly and repaired where necessary?	yes	29-Oct-22
Has a rolling programme of painting and decorating works been established?	Where there is most damage yes.	29-Oct-22
Are internal and external finishes, including tiling, masonry and paintwork, inspected annually?	yes	29-Oct-22

Security	Comment	Review
Are windows locked and secured at the end of the day?	Yes	29-Oct-22
Are blinds/curtains drawn in ground floor rooms at the end of the day?		29-Oct-22
Are doors locked and secured at the end of the day?	doors are secured by our cleaning company as they are key holders.	30-Sep-22
Is the intruder alarm set at the end of the day?	Cleaning company do this as above.	30-Sep-22
Is the intruder alarm checked weekly, and any faults reported?	Set daily. Faults detected by system are repaired. Remote fault monitoring	30-Sep-22
Are external lights checked weekly, and any faults reported?	Weekly walk around the building. Easier during winter months.	29-Oct-22
Are gates and perimeter fencing of adequate height and well maintained?	yes	30-Sep-22
Is access to low roofs adequately restricted?		29-Oct-22
If used, are anti-climb paint and anti-scale devices clearly signed?		29-Oct-22
Are CCTV systems checked weekly and footage kept for a suitable period?	yes	29-Oct-22
Is remote access to CCTV checked regularly?	yes and Sixth Form	30-Sep-22
Is the CCTV recording clock synchronised at least monthly?	yes, sixth form from 2020	30-Sep-22
Is CCTV retrieval tested at least monthly?	entrances controlled by magnetic doors controlled by office	30-Sep-22
Is there a signing-in system and visitors' book in the school reception area?	As above	29-Oct-22
Are all staff and visitors issued with identity badges?	Key fob access control. Fobs recovered or deactivated when staff leave or if lost	29-Oct-22
Is the number of entrance points onto the school site kept to a minimum and are they adequately controlled?	Not yet recorded but procedures in place to manage visitors and potential intruders plus emergency situations. Staff Emergency whatsapp group + handbook	13-Oct-22
Are doors giving direct access to pupils kept secure against unauthorized persons?	yes, to be updated by JON	29-Oct-22
Are electronic keypads checked weekly and entry codes changed regularly?		29-Oct-22
Have risk assessments been carried out in relation to the potential for intruders coming onto the site?		29-Oct-22
Are the names and contact details of key holders kept up to date?		29-Oct-22

Lettings	Comment	Review
If parts of the premises are used by another organisation, have responsibilities for health and safety been clearly defined?		29-Oct-22
Is a lettings policy in place and up-to-date?		01-Oct-22
Are key risks and emergency procedures clearly communicated to hirers?		01-Oct-22
Are there formal arrangements in place to notify other users and occupants of the site of new health and safety issues?		29-Oct-22

Contractors	Comment	Review
Are there arrangements in place for the control of contractors on site?	Most work undertaken during holiday periods. Minor work is supervised if no DBS available	29-Oct-22
When awarding contracts directly, is health and safety included in specifications and contract conditions?	works would be done when the school is closed during holiday periods	29-Oct-22
Are appropriate competency checks undertaken prior to engaging a contractor directly?		29-Oct-22
Are control measures in place to ensure separation between students and contractors as far as possible? When contact is unavoidable, are contractors DBS checked?		29-Oct-22
When large vehicles and machinery will be moving on the site are risk assessments carried out and control measures put in place?	No sudden changes	29-Oct-22

Floors and corridors	Comment	Review
Are floor surfaces and coverings kept clean, in good condition, non-slippery and free of trip hazards?		29-Oct-22
Are corridors, gangways and other internal pedestrian routes kept clear of obstructions?	yes	29-Oct-22
Are any sudden changes in floor level highlighted?	Gap between handrail and stairs at Hampton - sorted 2020	29-Oct-22
Are there procedures in place to deal with spillages?	yes	29-Oct-22

Staircases and ramps	Comment	Review
Are stairs even, unworn and adequately lit?	PAT test booked in for October half term 2021	29-Oct-22
Do the staircases have handrails? Are handrails in good condition?	as above	29-Oct-22
Are ramps of a suitable gradient and non-slippery?	yes	29-Oct-22

Electrical equipment	Comment	Review
Do all items of frequently used or high risk portable electrical equipment undergo portable appliance testing (PAT) on an annual basis?	2015 and 2016 installed electrics have been re-tested. Docs on file	29-Oct-22
Have all infrequently used and low risk items of portable electrical equipment been tested within the last 5 years?	Installation certificates on file	29-Oct-22
Do all portable appliances have an up to date portable appliance testing (PAT) sticker?	Yes.	29-Oct-22
Has all fixed electrical equipment and wiring been inspected within the last 5 years?	limited use of additional sockets in key areas	29-Oct-22
Are inspection records for all items of electrical equipment available and up to date?	Yes	29-Oct-22
Are electrical leads kept tidy and secure, or are there any trailing electrical leads?	All automatic	29-Oct-22
Are sockets used for no more than one plug each?	Staff are encouraged to make this happen.	29-Oct-22
Are staff checking that appliances, plugs and sockets are safe before they use them?	Yes this is done remotely	29-Oct-22
Are there regular briefings to staff and are posters displayed etc. to remind staff to switch off lights, monitors etc?	Spare key and instructions kept in fire safety cabinet	29-Oct-22
Is all non-essential electrical equipment turned off at the end of each school day?	Service contract in place with ACME Ltd	29-Oct-22
Are electricity meter readings being recorded every month?		29-Oct-22
Are the locations of emergency shut off switches for electricity marked up on an accessible plan? Do relevant staff know their locations?		29-Oct-22

Oil and gas	Comment	Review
Are all gas appliances, including gas boilers, inspected and safety tested annually by gas safety registered contractor?		29-Oct-22
Are gas cylinders stored appropriately? (Secured upright, separated from flammables, location marked on a plan in the fire risk assessment)		29-Oct-22
Are any pressure vessels, such as gas cylinders, and any liquefied petroleum gas (LPG) tanks inspected annually?		29-Oct-22
Is the area around LPG tanks kept clear of weeds and debris, and is the LPG tank surrounded by fencing or barriers?	Last done Aug 2021	29-Oct-22
Are oil boilers serviced every 6 months by a registered contractor?		29-Oct-22
Are boiler rooms kept free of combustible materials?		29-Oct-22
Does gas pipework receive a pressure test every year?		29-Oct-22
Does oil line pipework receive a pressure test every five years?	Regular checks recorded	29-Oct-22
Is the area around oil storage tanks kept clear of weeds and debris, and are the tanks surrounded by fencing or barriers?	Yes via the gas interlock	29-Oct-22
Are oil storage tanks checked monthly for leaks?	in fire safety box in reception, plan to be shared with SLT	29-Oct-22
Are gas and oil meter readings being recorded every month?		29-Oct-22
Is the gas supply turned off in labs, workshops and kitchens when not in use?	Defects are reported though. Cleaned daily	29-Oct-22
Are the locations of emergency shut off valves for gas and oil marked up on an accessible plan? Do relevant staff know their locations?	Showing slight signs of wear now however school due to move in 6 months	29-Oct-22
Toilets and bathrooms	Comment	Review
Are the toilet facilities adequate for the number of staff and pupils, well-supplied and hygienically maintained?	Floor are clean and tidy at the beginning of each day. During use they will become damp and dirty but then cleaned at the end of the day again.	29-Oct-22
Are regular checks of toilet facilities carried out during the day?	There are none.	29-Oct-22
Are tiles and seals in good condition?	only for filling bottles during covid	29-Oct-22
Are floors clean and dry?	Contracted testing by Acme Ltd	29-Oct-22
Are extractor fans clean and working?	Water hygiene risk assessment carried out by ACME ltd 4th december 2018, RA completed New risk assessment completed by ACME during september 2021	29-Oct-22
Is drinking water available from a clean, well maintained source?	On going	29-Oct-22

Plumbing and water	Comment	Review
Is there a procedure in place to mitigate the risks of legionella?		29-Oct-22
Has a water risk assessment been conducted for the prevention of legionella?	ACME Ltd	29-Oct-22
Have the initial recommendations from the water risk assessment been actioned?		29-Oct-22
If there have been subsequent changes to the hot and cold water systems since this assessment, has this assessment been reviewed?		29-Oct-22
Is there an annual legionella inspection carried out by a competent authorised contractor?	Food trap pumps serviced	29-Oct-22
Are the elements of the hot and cold water systems inspected and serviced regularly?	Sewage pump serviced bi annually.	29-Oct-22
Are waste pipes and above ground drainage systems checked regularly for blockages?	Water hygiene log book now up and running	29-Oct-22
Are sewerage pumps and chambers inspected and serviced in accordance with manufacturers' instructions?	yes in fire safety box in reception	29-Oct-22
Are records maintained and available for the checks carried out on the water and sewage systems?	Sept 2021. Report pending	29-Oct-22
Are all checks and maintenance work being documented in the water log book?	But considered internally and operated on open evenings in practice	29-Oct-22
Are the locations of emergency shut off valves for the water supply marked up on an accessible plan?	All actions are carried out according to the time frames in the assessment	29-Oct-22

Fire safety	Comment	Review
Has a fire risk assessment or assessment review been carried out in the last 12 months?	Additional blocks at second site. RA completed after this addition	29-Oct-22
Has the capacity for communal areas (e.g. main hall) been calculated as part of this assessment?	New plan drawn up 2021	29-Oct-22
Have all actions from the fire risk assessment been carried out?		29-Oct-22
If changes have been made to the building or occupancy, has the fire risk assessment been reviewed?		29-Oct-22
Is an up to date school evacuation plan in place?	Yes	29-Oct-22
Are personal emergency evacuation plans (PEEPs) in place for staff and pupils who need them, and are PEEPs taken into account in the school evacuation plan?	Yes	29-Oct-22
Have all staff, pupils and visitors been given instructions about fire evacuation and assembly procedures?	Yes	29-Oct-22
Are up to date evacuation signs and notices clearly displayed in every room?	Yes. Auto door closer have been installed since the event of the pandemic to reduce touch points. These auto close in the event of a fire.	29-Oct-22
Are all emergency exits and routes clearly signed, available for immediate use and unobstructed?	Yes. As above.	29-Oct-22
Are the fire assembly points kept free from obstruction?	Yes. Last drill completed across both site 13th July 2021	29-Oct-22
Are internal fire doors in place in key areas, such as corridors and stairwells? Are they opening easily and closing fully, and are they kept unlocked?	Fire regs in place over covid regs	29-Oct-22
Do any electronic locking devices used on fire escape routes unlock automatically on operation of fire alarm or loss of power?	Yes - tested weekly	29-Oct-22
Are fire drills conducted termly and recorded?		29-Oct-22
Have any issues identified during fire drills been resolved?	Yes - recorded in fire log book	29-Oct-22
Is the fire alarm system audible throughout the building?	Spectrum fire uk. Last carried out 7/04/21	29-Oct-22
Does the fire alarm system have a battery back up?	Aug 2021. annual check.	29-Oct-22
Is a full test of the fire alarm, including call points, carried out weekly, and are these tests recorded?	Yes	29-Oct-22
Has the fire alarm system been serviced by a competent engineer within the last year?	Monthly tests recorded and stored on Every	29-Oct-22
Is the fire-fighting equipment checked weekly in-house and inspected by a contractor on an annual basis? Are records of checks kept?	Archiving of Year 11 2015 entry stored under MAT's stairs	29-Oct-22

Are fire extinguishers accessible and clearly signed?	Fire cabinet in site store	29-Oct-22
Is the emergency lighting tested, and faults recorded, on a monthly basis?		29-Oct-22
Are all stairwells and under-stairs areas kept clear of combustible materials?		21-Dec-22
Are highly combustible materials stored and secured in their correct locations?		21-Dec-22
Are classrooms and the areas near doors kept free from paper and other combustible materials?		21-Dec-22

First aid and medication	Comment	Review
Are first aid supplies restocked regularly and stored in an appropriate place?		21-Dec-22
Is there an adequate number of first aiders on site, and are they appropriately qualified? Is their training up to date?	Yes, health plans held in a file in the office and asthma and anaphylaxis list also displayed in medical room. Also emailed to staff at start of every year	21-Dec-22
Are the names of first aiders and the locations of first aid supplies clearly displayed?	Yes, and annual letter sent out for all parents for students with healthcare plans asking if requirements have changed and reminder that students; asthma inhalers are held with them and within expiry date	21-Dec-22
Are staff and pupils aware of the procedure for summoning first aid assistance?	locked in cabinet in medical room and administration of medicines book held in office	21-Dec-22
Are pupils with medical needs and allergies clearly identified?	Locked steel cabinet In the medical room which is protected by a code	21-Dec-22
Is an annual review of care plans undertaken for those with more complex needs?		21-Dec-22
Is there a procedure for the administration of medication?	Have online prompt to check expiring medicines and then contact parents to replace and remove the expired medicine	21-Dec-22
Is the medicine cabinet kept locked and in a secure place?	Yes, now on SIMS	21-Dec-22
Are all medicines in their original container and labelled with the details of the pupil they are meant for?		21-Dec-22
Is the medicine cabinet regularly emptied of old or unwanted stock?		21-Dec-22
Are records being kept of the administration of first aid and medicines?	Yes, in school office, staff room and also the medical room	21-Dec-22
Are appropriate infection control procedures in place?	Lighting in rear playground needs replacing and bulkhead light at hampton needs replacing.	29-Oct-22
Are all staff informed of infection control measures annually, and new staff upon induction?	ACME fire safety uk.	29-Oct-22
Is the Public Health Agency poster 'Guidance on infection control in schools and other childcare settings' posted in the school office and the staffroom?		29-Oct-22

Lighting, heating and ventilation	Comment	Review
Are lighting levels adequate inside and outside the building?		29-Oct-22
Is emergency lighting available on escape routes, and is it serviced every 6 months by a contractor?		29-Oct-22
Is the heating suitable and sufficient in all parts of the school?	Safe Labs service fume cupboards. Wood dust extraction only just installed and service contract to be set up. UPDATE. above has now been serviced by Technology Supplies Ltd.	29-Oct-22
Is ventilation (natural or powered) adequate?	Yes - and booked in for October half term	29-Oct-22
Are extractor fans clean and working?	Rolling rota	29-Oct-22
Have ventilation systems, including local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems), been serviced within the last year?	All window restrictors in place or windows secured shut. New restrictors added to new school areas.	29-Oct-22
Have air conditioning systems been serviced within the last year?	Staff trained not to allow them to be opened. Some have been permanently secured shut.	29-Oct-22
Windows	Comment	Review
Are windows, including window locks, checked for damage weekly?		29-Oct-22
Have window restrictors been fitted and are they in good working order?	Part of school monitoring and also assessed by contractors/EFA in conversion	29-Oct-22
If open windows pose an injury risk, are risk assessments and control measures in place?	Blinds ordered and installed if requested and some reflective coatings in place.	29-Oct-22
Is glazing inspected regularly and reinforced or protected in higher risk areas?	Yes - 3 viewing panels at hampton need replacing as kicked and broken by students. DW glazing have been contacted.	29-Oct-22
Has a glazing risk assessment been conducted?		29-Oct-22
Have measures been taken to reduce solar gain where necessary?	Ace security service annually.	29-Oct-22
Doors	Comment	Review
Are doors, including door locks and viewing panels, checked for damage regularly?	Visually daily	29-Oct-22
Are finger guards in place and effectively maintained on vulnerable doors (e.g. toilets and classrooms in early years and Key Stage 1 areas and in special schools)?	Daily visual checks	29-Oct-22
Have electronic powered gates or doors been serviced by a contractor within the last year?	no risk	29-Oct-22
Do electronic powered gates and doors receive more regular safety checks by school staff?		29-Oct-22

Classrooms, staffrooms and changing rooms	Comment	Review
Has all school furniture been checked for damage?	Available if needed. Not really any high level shelving accessible to staff	29-Oct-22
Do cupboard doors close properly and have steps been taken to prevent the risk of head injury from open cupboard doors?		29-Oct-22
Are overhead projectors secure and positioned to avoid forcing pupils and staff to look directly into the beam?	Updated	29-Oct-22
Are there steps or a platform available to access high shelving?	Yes	29-Oct-22
Is furniture located in a safe place, without presenting a trip hazard or blocking access?	Yes. PPE is adequate for staff	29-Oct-22
Are rooms large enough for teaching?	Teachers should have secure pedestals in classrooms. None in staff room and no changing rooms on site.	29-Oct-22
Is specialist equipment and machinery properly fitted, regularly inspected and serviced?		29-Oct-22
Is there sufficient protective equipment and clothing for staff and pupils, and is it kept in good condition or replaced when necessary?		29-Oct-22
Are there areas in classrooms, staffrooms and changing rooms for the safe storage of personal belongings (e.g. bags and coats)?		29-Oct-22
Are coat racks secure and positioned so that they do not present a fire hazard?		29-Oct-22
Are hot surfaces, such as radiators and hot water pipes, covered or protected to prevent the risk of burns?	Innovate are the new contractors as of sept 2021.	29-Oct-22

Kitchen and catering	Comment	Review
Is the kitchen kept clean, in good condition and free from infestation?	yes	29-Oct-22
Have any outstanding items from the local authority environmental health officer's report for the school kitchen been dealt with?		29-Oct-22
Do catering providers have a food safety management system compliant with the hazard analysis and critical control point (HACPP) system?	Due for December 2021	29-Oct-22
Is the food operator aware of all food-related allergies, and is information readily available about the allergens present in food served in school?	daily checks kept by catering contractors	29-Oct-22
Is kitchen equipment, including ventilation systems, regularly checked and cleaned?	Folder kept and updated	29-Oct-22
Has catering equipment been serviced within the last year?	Science? Tech e.g glue, bloods, dissections	29-Oct-22
Are fridges and freezers clean and at the correct temperature?		29-Oct-22

Hazardous substances, including asbestos	Comment	Review
Is there an inventory of chemicals (e.g. cleaning and maintenance products), and has it been reviewed within the last year?	locked away in site manager store	29-Oct-22
Has a control of substances hazardous to health (COSHH) risk assessment been conducted of all substances identified as presenting a significant risk (for example, swimming pool chemicals, laboratory chemicals and cleaning materials)?		29-Oct-22
Are there warning notices about dangerous chemicals?	Science, Sanitary towel bins etc	29-Oct-22
Are all hazardous substances stored appropriately and out of the reach of children, in clearly-labelled containers (e.g. irritant, flammable)?		29-Oct-22
Is there a procedure in place for dealing with spillages or accidents involving hazardous substances?	All removed and certified	29-Oct-22
Is hazardous waste collected by a specialist contractor in accordance with current regulations?	All removed and certified	29-Oct-22
Has a radon sump been installed, and is it checked regularly?	With RET (Ian?)	29-Oct-22
Is an asbestos management plan, containing an asbestos register, type two asbestos survey, site plans and a site specific management plan, kept up to date and readily available?	All removed and certified	29-Oct-22
Has a licensed asbestos surveyor re-inspected the premises within the last year, and have the results of the survey been recorded?	All removed and certified	29-Oct-22
Has all old data concerning asbestos been effectively segregated or archived? There is a legal duty to keep such data for 40 years.	All removed and certified	29-Oct-22
Is the asbestos 'permission to work' system used on every occasion before any work is conducted on building fabric? This applies equally to the site manager or caretaker as to external contractors.	All removed and certified	29-Oct-22
Is the asbestos 'permission to work' log well maintained, signed and dated?	All removed and certified	29-Oct-22
Are there a minimum of two asbestos authorised officers within the school, and is their training up to date?	Lift all in order and serviced bi monthly by ACME Lifts	29-Oct-22
Are asbestos authorised offices clear on the location of asbestos containing materials (ACM) remaining on the site and the limitations of their management survey?		29-Oct-22
Has the location of known ACM remaining on the site been communicated effectively to staff, pupils and visitors?	Yes	29-Oct-22

Lifts and hoists	Comment	Review
Are building lifts and hoists for moving and carrying people checked and serviced regularly, and are checks and services recorded?	Lift connected to call centre for out of hours	29-Oct-22
Have any goods lifts or hoists been serviced within the last year?	Yes	29-Oct-22
Are maximum loads marked clearly on hoisting and lifting equipment?		20-Aug-22
Is a procedure in place for responding to passenger alarms?		29-Oct-22
Are commissioning, testing and inspection certificates held on site for all lifting and hoisting equipment?		29-Oct-22
Swimming pool	Comment	Review
Has a swimming pool risk assessment been carried out and all identified actions addressed?	N/A 2020 onwards	13-Oct-22
Is there a written operating procedure and emergency action plan for the swimming pool?	N/A 2020 onwards	13-Oct-22
Is the pool area secure when unsupervised to prevent unauthorised access?		29-Oct-22
Have risk assessments been conducted and qualifications verified for any external lettings of the pool?	Yes. Checks carried out monthly	29-Oct-22

Tools and equipment	Comment	Review
Have task-specific work at height risk assessments been conducted?		29-Oct-22
Are all ladders in good condition?	Locked in prem manager store	29-Oct-22
Is a ladder register and checklist in place and reviewed regularly?	Correct training is given	29-Oct-22
Where a scaffolding tower is used, have the staff erecting it and using it undertaken appropriate training and has its use been risk assessed with control measures put in place?		29-Oct-22
Are tools and equipment kept secure and out of the reach of pupils and unauthorised adults?		29-Oct-22
Are operating instructions available for work equipment?	Manual handling of heavy objects is carried out by site team with their equipment.	29-Oct-22
Where there is significant use of power tools or machinery, is a register of equipment in place which identifies any significant safety issues?	Yes	29-Oct-22
Is a preventative maintenance and servicing schedule in place for all tools and equipment, including workshop machinery?	PSHCE Lessons and form time, plus e-safety event	13-Oct-22
Is there sufficient equipment to assist staff with manual handling tasks (e.g. trolleys)?	Yes	13-Oct-22
Is any damaged or faulty item of access equipment clearly labelled and removed as soon as possible to prevent use?	staff have their own login and will change whenever there is a security issues.	13-Oct-22

E-safety	Comment	Review
Have pupils and staff received appropriate instruction about safe internet and email use?	see above	13-Oct-22
Is there a firewall in place to block access to inappropriate websites?	external company in place to monitor inappropriate usage	30-May-22
Is school wifi password-protected, and is the password changed regularly?	external company in place to monitor inappropriate usage	30-May-22
Are staff accounts and school databases password-protected, and are passwords changed regularly?	Staff handbook and inset days, specific risks shared in staff meetings (plus Covid)	31-Oct-22
Are school email accounts appropriately monitored or filtered?	Online training for fire wardens and fire safety will be undertaken by all staff in July 2021.	14-Sep-22
Where monitoring takes place, is an acceptable use policy in place?	INSET Day presentation slot. Fire Warden and Fire Safety training - July 2021	31-Oct-22

Staff training and welfare	Comment	Review
Have all staff received an effective and documented health and safety induction, and have their training needs been assessed?		13-Oct-22
Have staff with emergency response roles (e.g. fire warden) received training?	see ARI letter regarding boots	30-May-22
Is all health and safety training recorded?		11-Oct-22
Are all staff aware of the health and safety issues particular to their role?		29-Oct-22
Have staff who need it been provided with appropriate protective clothing, and have they been shown how to use and look after it?	RET new policy, new staff support programme, welfare surveys sent out in 2020-21	31-Oct-22
Have all display screen equipment users been identified and their workstations assessed?	Yes but tricky for HT and caretaker when working alone on site. Emergency plans in place to call each other. RA complete	13-Oct-22
Have any additional measures been put in place for the safety of disabled or pregnant people on site?		13-Oct-22
Has a risk assessment of staff stress, based on the Health and Safety Executive's management standards for work-related stress, been carried out? Are adequate systems in place to mitigate staff stress as a result?		31-Oct-22
Have health and safety implications for lone working been considered?	all staff are consulted on such issues. Particularly in light of covid.	13-Oct-22
Are risk assessments and control measures in place for personal security and lone working?	DHT - see additional covid regs	11-Oct-22
Are "no smoking" signs in place?	Updated	11-Oct-22
Are staff, including union health and safety representatives, consulted on health and safety arrangements?	Online system	11-Oct-22
Trips and visits	Comment	Review
Is a member of staff designated as an educational or external visits coordinator and have they received training?		29-Oct-22
Does the school comply with DfE guidance in relation to trips and visits?		29-Oct-22
Are risk assessments completed for all proposed trips and visits and kept centrally? Are all staff accompanying the trip/visit fully aware of the contents of the risk assessments?	Handbook and in staff induction	11-Oct-22

Work experience	Comment	Review
When students are to go on work experience, are all potential placements inspected and risk assessed, with records stored centrally?		11-Oct-22
When work experience placements are offered in the school are those taking up the placement vetted appropriately and a risk assessment carried out?	Crisis management policy in place and understood by SLT Additional Covid group	13-Oct-22
Manual handling	Comment	Review
Have staff required to undertake manual handling received training, and is this training up to date?	New procedures and WhatsApp group for comms, Critical Incident plan	13-Oct-22
Are risk assessments carried out in relation to manual handling tasks?	As in fire drill plans	13-Oct-22
Crisis and emergency management	Comment	Review
Is there a crisis management team, and have they created a recovery plan to be followed in the event of a serious accident or incident?	To discuss appropriateness with RET	29-Oct-22
Are procedures in place for handling emergency situations and for communicating these to all staff?	To discuss appropriateness with RET	29-Oct-22
Is equipment necessary for the execution of emergency plans, including communications equipment and building plans, readily available for use in the event of a crisis?		30-May-22
Are these plans and procedures tested through an annual emergency exercise?		30-May-22
Are these plans and procedures reviewed after the annual emergency exercise?		30-May-22