



Health and Safety Review Report

Service/Team Manager: Maria Dyer

Service/Team: Education & Learning; Special Non Residential (Co-op Trust); The Lampard Community School

Date of Review: 08/03/2018

Overall Review Score: 100%

Reviewer: Martin Bevan

**For more information about this report please contact
the Devon Health, Safety and Wellbeing Service on 01392 382027**

1. Section 1 - Introduction

1.1 The review process is designed to measure the extent to which health and safety management arrangements within your service/team comply with current legislation, Approved Codes of Practice (ACoP), Devon County Council (DCC) policies and established best practice, and to identify any gaps with these standards. The remedial actions required to rectify these non-compliances will be identified in a prioritised action plan. The aim is to ensure that continual improvement in your overall health and safety performance can be achieved. The review includes:

- identification the good practice and control measures already in place; and
- provision of an action plan where issues have been identified

1.2 Scoring and Follow up Procedures

1.2.1 The key points are presented in Section Two in a tabular form. The questions are categorised according to three priority levels - red, amber and blue. These priority levels determine the weighting of the question scores and the target date for actions.

Colour	Represents	Timescale for actions following receipt of this report
Red	A major legal non-compliance where enforcement action and/or likelihood of a serious injury or significant loss is high	Within 4 weeks
Amber	A legal non-compliance	Within 3 months
Blue	A non-compliance with an organisational policy, a British / European Standard or established best practice	Within 6 months

1.2.2 The question scores are totalled to give the overall percentage score displayed on the front page. This score identifies the following processes:

Score	Follow up actions by Devon Health, Safety & Wellbeing Service
Any score with a Red issue or where the total is less than 70%	If provided with evidence of actions taken within 6 weeks, an updated score and report will be provided
70-89% with no Red issues	If provided with evidence of actions taken within 12 weeks, an updated score and report will be provided
90-100% with no Red issues	No formal follow up actions

1.3 Report Structure

Section 2 - **Summary of findings**

Section 3 - **Evidence of good practice and existing control measures**

Section 4 - **Actions to be carried out**

Section 5 - **Additional comments**

1.4 If you require any further clarification or assistance in carrying out the actions listed, please do not hesitate to contact the Devon Health, Safety & Wellbeing Service on 01392 382027.

Section 2 - Summary of findings

2.1 Review Scope

A Health & Safety Management Review was undertaken as detailed on the front cover of this Report. This Report identifies both good practice and the areas for improvement that were highlighted.

2.2 Results by Section

SECTION	% RESULT
1 Policy	100%
2 Planning	100%
3 Organising	100%
4 Monitoring	100%
5 Review	100%
6 Work at Height	100%
7 Manual Handling	100%
8 Driving	100%
9 Staff Risks	100%
10 Pupil Risks	100%
11 Fire Safety	100%
12 Asbestos	100%
13 Work Environment	100%
14 Security	100%
15 Gas, Oil & Electricity	100%
16 Water Hygiene	100%
17 Work Equipment	100%
18 Hazardous Chemicals	100%
19 Control of Contractors	100%

Percentage 10 20 30 40 50 60 70 80 90 100

Overall Score: 100%

2.3 Actions required by question priority level

Section 3 - Good practice and control measures in place

Question Evidence of Good Practice and Control Measures in Place

- 1.1 The school has a Health and Safety Policy which has been drawn to the attention of all relevant staff.
- Reviewer's Notes**
The policy was approved by Governors June 2017.
- Review Question: Does the school have a current Health and Safety Policy?
Reviewer Response: Yes
- 2.1 The school has arrangements in place to record the significant findings of its risk assessments.
- Reviewer's Notes**
Good health and safety management system use.
- Review Question: Are adequate arrangements in place for the management and coordination of risk assessments?
Reviewer Response: Yes
- 2.2 The school has written arrangements for dealing with both off-site and on-site emergencies. These include emergency accommodation and communication arrangements following an emergency evacuation. Staff have been briefed accordingly.
- Reviewer's Notes**
both school emergency and fire arrangements viewed.
- Review Question: Are appropriate emergency planning arrangements in place?
Reviewer Response: Yes
- 2.3 An appropriate degree of First Aid cover has been identified via a risk assessment process. Paediatric First Aid cover is available when children under 5 years of age are on site or on school trips.
- Reviewer's Notes**
Training records for first aider are all up to date.
- Review Question: Is an appropriate level of First Aid cover provided?
Reviewer Response: Yes
- 3.1 Staff are consulted on health and safety issues at a local level. Where present, both Union Safety Representatives and Representatives of Employee Safety have been provided with appropriate time and facilities. The Health and Safety Law poster is displayed.
- Reviewer's Notes**
Good induction process, team meeting, email contact and reporting procedures.
- Review Question: Are appropriate arrangements in place for consulting with staff?
Reviewer Response: Yes
- 3.2 There is a systematic approach to the identification of health and safety training needs across all staff employed by the school. Governors are competent in their area of responsibility.
- Reviewer's Notes**
Staff training is recorded on a spreadsheet tracking system.
- Review Question: Is there a process for identifying health and safety training needs?
Reviewer Response: Yes
- 4.1 All accidents to staff, as well as accidents to members of the public arising out of work, are reported on the DCC online OSHENS system. Arrangements are also in place to record accidents to members of the public and pupils which are not work-related.
- Reviewer's Notes**
reviewer checked OSHENS.
- Review Question: Are accidents reported as required by the law and DCC policy?
Reviewer Response: Yes
- 4.2 Practical measures by the governing body are in place to monitor compliance with and the suitability of, the agreed arrangements for health and safety described in the school's policy.
- Reviewer's Notes**
Governors and the Head monitor the health and safety management system at Board level.
- Review Question: Are adequate arrangements in place to monitor health and safety performance?
Reviewer Response: Yes
- 5.1 Both policies and risk assessments are subject to regular review. Remedial actions from risk assessments, inspections or formal maintenance reports are actioned accordingly.
- Reviewer's Notes**
Good robust monitoring system in place
- Review Question: Is there a clearly documented arrangement for the review of policy and risk assessment documents?
Reviewer Response: Yes
- 5.2 Remedial actions arising from previous Health & Safety Management Reviews have been implemented.
- Review Question: Have remedial actions arising from the last Health and Safety Review been implemented?
Reviewer Response: Yes
- 6.1 Risk assessments have been undertaken to establish appropriate safe working methods for work at height tasks. The significant findings of this process are recorded and staff have been given adequate instruction and training.

Reviewer's Notes

Contained in risk assessment, up-dated Sept 2017.

Review Question: Have work at height tasks been risk assessed?

Reviewer Response: Yes

6.2 Access equipment on the site is regularly inspected to ensure its safe condition.

Reviewer's Notes

Devon Norse contract

Review Question: Are arrangements in place to maintain access equipment (ladders, scaffold towers etc) in a safe condition?

Reviewer Response: Yes

7.1 Risk assessments have been undertaken to establish appropriate controls for manual handling tasks. The significant findings of this process are recorded and staff have been given adequate instruction and training.

Reviewer's Notes

Risk assessment up-dated Sept 2017.

Review Question: Where necessary, have risk assessments been undertaken for significant manual handling tasks?

Reviewer Response: Yes

7.2 Moving and Handling Plans are in place for individuals who require one. Staff have been trained accordingly.

Reviewer's Notes

Currently there are students with handling plan.

Review Question: Where necessary, have risk assessments been undertaken for the moving and handling of people?

Reviewer Response: Yes

8.1 Arrangements are in place to ensure that only staff with the correct licence drive minibuses. Unless they hold a full PCV licence, these drivers have passed the DCC certificate of competence for the driving of minibuses.

Reviewer's Notes

DCC minibus training records up-to-date.

Review Question: Does the school have a list of nominated drivers who are licenced and approved to drive minibuses?

Reviewer Response: Yes

8.2 Checks are undertaken to ensure that the correct documentation is in place for work related car journeys undertaken by staff and volunteers.

Reviewer's Notes

Checks in place.

Review Question: Have drivers' licences, insurance and MOT test records been checked for work-related journeys?

Reviewer Response: Yes

9.1 Workstation assessments have been completed for staff identified as DSE users.

Review Question: Have risk assessments been undertaken for identified Display Screen Equipment (DSE) users' workstations?

Reviewer Response: Yes

9.3 Risk assessments have been undertaken for new or expectant mothers. Appropriate control measures have been introduced that will be reviewed throughout the term of the pregnancy.

Review Question: Has a risk assessment been undertaken for new and expectant mothers?

Reviewer Response: Yes

9.4 Lone working activities that present a significant risk of harm have been risk assessed and appropriate control measures introduced.

Reviewer's Notes

Contained in risk assessment, up dated 27/09/2017.

Review Question: Where appropriate has a lone working risk assessment been undertaken?

Reviewer Response: Yes

9.6 Where the need has been identified, staff have undertaken training in avoiding and defusing aggression and violence in children.

Reviewer's Notes

Rolling programme of training for staff, the next sessions March 2018.

Review Question: Has appropriate training been provided for physical intervention?

Reviewer Response: Yes

10.1 Arrangements for outdoor education and off-site visits are overseen by an identified Educational Visit Co-ordinator who has undertaken training for this role.

Reviewer's Notes

EV undergone training Feb 2018.

Review Question: Is there a trained Educational Visit Co-ordinator?

Reviewer Response: Yes

10.2 Risk assessments have been undertaken for the significant hazards encountered in outdoor education activities.

Reviewer's Notes

checked

Review Question: Have risk assessments been undertaken for significant hazards within outdoor education and off site visits?

Reviewer Response: Yes

10.3 Risk assessment findings and associated arrangements for Category B and C trips are endorsed by the local authority

through the Evolve system.

Review Question: Have category B and C trips been endorsed by the local authority?

Reviewer Response: Yes

- 10.4 Outdoor play equipment appears compliant with the BS1176 standard. Local control measures and arrangements for its use have been identified and the equipment is subject to regular inspection which includes an annual independent inspection.

Reviewer's Notes

Last inspected by DGTS March 2017, due next week.

Review Question: Are appropriate arrangements in place for the management of outdoor play equipment?

Reviewer Response: Yes

- 10.5 The school has a policy for managing pupils with medical needs as well as for the administration of medicines. Staff have been trained accordingly. Arrangements are in place for the secure storage of medicines.

Reviewer's Notes

Up-dated and reviewed by Governors 20/04/2017

Review Question: Is there a medication policy which meets current statutory requirements?

Reviewer Response: Yes

- 10.6 Scalding risks have been minimised by having Thermostatic Mixing Valves on all hot water outlets accessed by pupils.

Reviewer's Notes

Churchill contact checked 7/2/2018

Review Question: Are scalding risks suitably controlled?

Reviewer Response: Yes

- 10.7 Curriculum activities that entail a significant risk of harm or injury have been risk assessed and appropriate control measures introduced.

Reviewer's Notes

Risk assessment up-dated Sept 2017

Review Question: Have the significant hazards within the curriculum been risk assessed?

Reviewer Response: Yes

- 11.1 A fire risk assessment has been undertaken for the premises which identifies control measures.

Reviewer's Notes

RA08 up-dated November 2017

Review Question: Is a suitable and sufficient fire risk assessment in place?

Reviewer Response: Yes

- 11.3 The fire log book has been kept up to date in all areas.

Reviewer's Notes

All relevant checks up-to-date.

Review Question: Is the fire log book kept up to date?

Reviewer Response: Yes

- 11.4 The appropriate nominated person has attended the Devon Fire Awareness and Fire Risk Assessment training. All staff have been briefed in fire safety arrangements and the procedures identified in the Emergency Evacuation Plan. Where work tasks involve the use of ignition sources, then appropriate extinguisher training has been undertaken.

Reviewer's Notes

Maria was trained October 2017.

Review Question: Is an appropriate level of fire safety training in place?

Reviewer Response: Yes

- 12.1 There is an Asbestos Management Plan.

Reviewer's Notes

Checked and up-to-date.

Review Question: Is there an Asbestos Management Plan?

Reviewer Response: Yes

- 12.2 An Asbestos Register is available on site and is shown to contractors. Contractors sign to confirm receipt of this information.

Reviewer's Notes

Checked and up-to-date.

Review Question: Is the Asbestos Register on site and shown to all contractors?

Reviewer Response: Yes

- 12.3 The Asbestos Management Plan describes arrangements for the inspection of known asbestos-containing materials identified in the Register.

Review Question: Are appropriate arrangements in place to monitor the condition of known asbestos on site?

Reviewer Response: Yes

- 12.4 Those identified with responsibilities in relation to asbestos have undertaken training for this role. All staff have been briefed about the controls for the asbestos in the school.

Reviewer's Notes

Old member of staff has just left and new person booked on training course.

Review Question: Have staff had adequate training to fulfill their duties as outlined in the Asbestos Management Plan?

Reviewer Response: Yes

- 12.5 The Asbestos Management Plan describes arrangements for the control of works that could disturb the fabric of the building.

Reviewer's Notes

NPS contract.

Review Question: Are there adequate arrangements to control buildings and maintenance works?

Reviewer Response: Yes

- 13.1 A risk assessment has been undertaken on vehicle/pedestrian conflict on the site and appropriate control measures introduced.

Reviewer's Notes

Reviewed and up-dated Sept 2017.

Review Question: Where necessary has vehicle/pedestrian conflict been subject to risk assessment?

Reviewer Response: Yes

- 13.2 A risk assessment has been undertaken on slip and trip hazards and appropriate control measures introduced.

Reviewer's Notes

Reviewed and up-dated Sept 2017.

Review Question: Are slip and trip hazards risk assessed and suitably controlled?

Reviewer Response: Yes

- 13.3 A glazing survey and risk assessment has been undertaken and any high risk areas have been made safe.

Reviewer's Notes

Conducted 22/10/2012

Review Question: Has a glazing survey and risk assessment been undertaken?

Reviewer Response: Yes

- 13.4 Trees on site are subject to a process of inspection; remedial actions arising from these inspections have been undertaken.

Reviewer's Notes

Recent work complete in back area.

Review Question: Have tree inspections been undertaken in accordance with the DCC Tree Safety Management Policy?

Reviewer Response: Yes

- 13.5 Radon levels have been tested according to a 7-10 year cycle.

Review Question: Have radon levels been measured within the last 10 years?

Reviewer Response: Yes

- 13.6 Radon levels have been measured on a 2 yearly basis to ensure that the mitigation controls remain effective.

Review Question: Has the effectiveness of radon mitigation controls been assessed every 2 years?

Reviewer Response: Yes

- 14.1 Security controls have been established through a process of risk assessment. The significant findings of this process have been recorded and staff briefed accordingly.

Reviewer's Notes

RA24b was conducted Sept 2017.

Review Question: Is security provision sufficient for the level of risk?

Reviewer Response: Yes

- 14.2 Staff and contractors have been made aware of the hazard presented by fragile roofs. Reasonable steps have been taken to discourage access and to give adequate forewarning of the risk.

Review Question: Is access to high areas or fragile roofs suitably controlled?

Reviewer Response: Yes

- 15.1 Gas appliances have been maintained on an annual basis by a Gas Safe registered engineer. An annual gas tightness test has been done. Records were available on site.

Reviewer's Notes

Canning's contract, checked 12 Jan 2018

Review Question: Have gas appliances been inspected and maintained on an annual basis and an annual gas tightness test been done?

Reviewer Response: Yes

- 15.2 The electrical installation has been inspected in the last 5 years. Records were available on site and any Code 1 and 2 issues arising have been addressed.

Reviewer's Notes

Canning's contract, checked 7 Aug 2015

Review Question: Is the electrical installation subject to a process of 5 yearly inspection?

Reviewer Response: Yes

- 15.3 Arrangements have been put in place to ensure that portable appliances are maintained in a safe condition. The frequency of these checks are within the parameters outlined in the HS0016 Electrical Safety Guidance Note.

Reviewer's Notes

Rolling programme, last check June 2107.

Review Question: Are all portable electrical appliances maintained in a safe condition?

Reviewer Response: Yes

- 15.5 Staff are aware of the location of the gas emergency isolation valve/s which are accessible at all times.

Review Question: Is the location of the gas emergency isolation valve/s known and is it accessible at all times?

Reviewer Response: Yes

- 16.1 A Legionella risk assessment is in place for the premises. The recommendations have been implemented as described.
Review Question: Is there a Legionella risk assessment for the site?
Reviewer Response: Yes
- 16.2 There is a Water Hygiene Management Plan.
Reviewer's Notes
New plan approved March 2108.
Review Question: Is there a Water Hygiene Management Plan?
Reviewer Response: Yes
- 16.3 The recommendations from the Legionella risk assessment are being implemented as described.
Review Question: Have the recommendations from the Legionella risk assessment been implemented?
Reviewer Response: Yes
- 16.4 Those identified with responsibilities in relation to water hygiene have been trained accordingly. The headteacher and the person delegated the task of managing water hygiene have attended the relevant management training.
Reviewer's Notes
Co-ordinators presises managment course complete June 2017.
Review Question: Have staff been trained sufficiently to fulfill their duties in relation to the management of water hygiene?
Reviewer Response: Yes
- 17.1 Work equipment is being maintained in a safe condition. Where a maintenance log has been provided, these records are being kept up to date. Where required, guarding is in place.
Review Question: Is work equipment maintained in a safe condition and, where needed, are dangerous parts of equipment suitably guarded?
Reviewer Response: Yes
- 17.2 Items of work equipment are appropriate for the tasks in hand and are used as the manufacturer intended. Staff have received appropriate information, instruction and training in the safe working method for the equipment.
Review Question: Have relevant staff been briefed in the safe use of work equipment?
Reviewer Response: Yes
- 17.3 Lifting equipment has been subject to a Through Examination as required. Records of tests are kept on site.
Reviewer's Notes
Zurich annual check 06/10/2017.
Review Question: Where necessary, has all statutory inspection and testing been undertaken on items of lifting equipment?
Reviewer Response: Yes
- 17.4 The county insurer has been notified of the presence of pressure systems in the establishment. Where required, inspections are being undertaken according to a Written Scheme of Examination.
Reviewer's Notes
Zurich annual check 06/10/2017.
Review Question: Where necessary, has all statutory inspection and testing been undertaken on pressure vessels?
Reviewer Response: Yes
- 18.1 The use of hazardous substances has been risk assessed and control measures identified. The significant findings of this process has been recorded and staff briefed accordingly.
Review Question: Have risk assessments been undertaken for all hazardous substances?
Reviewer Response: Yes
- 18.2 The school has been informed about any hazardous substances stored on site for use by contractors. Arrangements have been agreed to ensure that no unacceptable risks are presented to school staff or pupils.
Review Question: Has the school been informed by contractors about hazardous chemicals that they store on the site?
Reviewer Response: Yes
- 19.1 Arrangements are in place to ensure that contractors are competent and have at least £5 million Public Liability cover.
Review Question: Are adequate arrangements in place to ensure that contractors are competent?
Reviewer Response: Yes
- 19.3 Where it is acting as the Client, arrangements are in place to communicate with contractors about hazards within the site.
Review Question: Is the school cooperating and communicating with contractors?
Reviewer Response: Yes

Section 4 - Actions to be carried out

[No action plans have been created]

Section 5 - Reviewer Comments and acknowledgements

Many thanks Maria for the time you and your team set aside to undertake the Health and Safety Management Review on the 8th March 2018 I hope you found the process beneficial.

The purpose of the Review is to establish the standard for the management of health and safety at The Lampards School, to identify areas where the school performs well, and also areas where improvements, if applicable, can be made. Arrangements can then be implemented to establish adequate health and safety performance standards for the safety of all users of the school.

As there are no outstanding actions, it is certainly apparent that there is an excellent health and safety culture at the school and a score of 100% reflects this.

Regards
Martin Bevan