

## **1. INTRODUCTION**

- 1.1. The Corporate Health and Safety Team (CH&ST) has now completed the Schools Health and Safety (H&S) audit programme for the 2012/13, academic year (September – July). The purpose of the H&S audits is to monitor the H&S arrangements in Community Schools within the Council to assess their suitability and compliance with all H&S legislation, approved codes of practices and guidance.
- 1.2. Two types of audits are administered in schools; full and self-assessment audits. Full audits are carried out by the Schools H&S Adviser and the self-assessment audits are carried out annually by the Head Teacher/Nominee and Chair of Governors, who are asked to assess their own management of H&S using a structured questionnaire. All schools are automatically sent the self-assessment questionnaire for completion. For this academic year the total plan for 15 full audits was delivered and 84 self-assessment questionnaires were sent to schools. A similar process for self-assessment auditing is followed for the five Secondary Schools who hold radioactive materials.

## **2. SCOPE OF THIS REPORT**

- 2.1. This report provides a summary of the H&S audit work, key findings and recommendations from the schools H&S audit programme to raise compliance with all necessary legal requirements and good practices.
- 2.2. Appendices A and B provide a more detailed breakdown by School to assist them with focusing on and enhancing their existing arrangements for managing H&S.

## **3. AUDIT PLAN AND APPROACH**

- 3.1. The H&S Audit Plan is prepared based on an assessment of all the identified community schools. The assessment considers the six key H&S risk groupings set out in the Council's Statement of Intent. These are: Workplace / Site Related, Job Specific, Chemical & Hazardous Substances, Work Activity & Equipment, Occupational Health & Welfare and Health, and Safety Management.
- 3.2. Each School is assessed for each risk group using a High, Medium and Low rating.
- 3.3. The objective of the audits is to examine the Schools H&S management arrangements against the Council's British Standard (BS) 18001 H&S management system. The emphasis is placed on the provision of evidence at the audit. All H&S documents are inspected to ensure they are suitable and meet the required standard. The audit also includes a site inspection to identify any obvious hazards and offer advice on appropriate corrective actions.
- 3.4. The audits, where possible, are undertaken with the Head Teacher and or their nominated deputy with a representative from the Facilities Team or Facilities Management (FM) Provider and are concluded with a feedback meeting and the issuing of the audit report and an action plan. The action plan is then returned to the Schools H&S Adviser within a specified timescale for them to track the implementation of recommendations. For 2012/13;
  - a total of 15 full audits were completed and reports, including recommendations and action plans, were sent to relevant persons for action.

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- a total of 84 self-assessment questionnaires were sent out and 62 (74%) were completed and returned to the Schools H&S Adviser.
- all secondary schools were approached to complete a radiation self-audit. This identified that only five hold radioactive materials and all of these five completed their radiation self-assessment.

#### 4. SUMMARY FINDINGS

##### Full H&S audits

- 4.1. Based on the findings of each full audit, an opinion, using a four point scale of Excellent, Good, Weak and Poor, on the adequacy of H&S controls in place and compliance with them. These assurances are defined in Appendix A. Overall, 74% of the full H&S audits received a positive (Excellent or Good) opinion compared to 64% in the previous year.
- 4.2. A full list of the audits and their opinions by school are provided in Appendix B. **Table 1** below shows the summary position by School for 2012/13.

Name of School	Excellent	Good	Weak	Poor
Adamsrill (P)		X		
Athelney (P)		X		
Deptford Green (S) Secondary				X*
Drumbeat (Sp) (Meadowgate Site)			X	
Drumbeat (Sp) (Downham Site )			X	
Fairlawn (P)			X	
Gordonbrock (P)		X		
Grinling Gibbons (P)		X		
John Stainer (P)		X		
Kelvin Grove (P)	X			
Kilmorie (P)		X		
Lucas Vale (P)		X		
Perrymount (P& Sp)		X		
Sedgehill (S)		X		
Watergate (Sp)		X		
<b>Total</b>	<b>1</b>	<b>10</b>	<b>3</b>	<b>1</b>
<b>P = Primary School / S = Secondary School / Sp = Special Needs Schools</b>				

\* It was reported that following their audit report, Deptford Green Secondary School have implemented some of their recommendations.

- 4.3. On receipt of the H&S audit report the Head Teacher is asked to return a completed action plan to demonstrate that they have understood the recommendations and identified the actions to be completed by whom and by when.

**Table 2** below shows the position of H&S action plans completed and returned for 2012/13.

Full H&S Audits	2012/13		
	Audits	Action plan	% returned
Schools	15	4	26%

Self-assessment H&S audits

- 4.4. The self-assessment audits do not record a formal assurance opinion but aim rather to serve as a refresher/reminder for Head Teachers and Governing Bodies of their H&S obligations which they need to be discussing with staff, contractors and partners.

**Table 3** below shows the position of completed self-assessment H&S audits received for 2012/13 compared to previous year.

Self H&S Audits	Number of Schools	2012/13		2011/12	
		Returns	% returned	Returns	% returned
Schools	84	62	74%	40	47%

Radiation sources audits

- 4.5. All secondary schools were sent the radiation self-audit questionnaires.
- 4.6. **Table 4** below shows the number of self audit radiation questionnaires returned from schools who hold radioactive materials.

Radiation Self Audits	2012/13		
	Number of Schools	Returns	% returned
Schools	5	5	100%

Findings

- 4.7. The summary findings from the Schools 2012/13 H&S audit programme are:
- 74% of full H&S audit reports were issued with a positive (excellent or good) assurance opinion.
  - Only 26% of those in receipt of a full audit report completed an action plan to assist with monitoring the implementation of H&S recommendations and to help demonstrate continuous improvement.
  - 74% of schools returned their self-assessments and the findings are generally positive. However, these have to be viewed in the context of "self-assessment" which may present a subjective view.

- 100% of schools with radiation sources on site returned their radiation self audits.

## **5. FULL AUDIT AND SELF- ASSESSMENT DETAILED FINDINGS – CROSS SCHOOLS**

- 5.1. This section draws out the common themes identified by the CH&ST through the H&S audit work undertaken. To identify whether the general points being made apply to the H&S assessment of a particular school the reader would need to refer to the specific H&S audit for that school.

### **Workplace/site Related**

- 5.2. This area relates to property and statutory maintenance of the schools estate. For example, asbestos, fire, electricity, gas glazing, legionella, swimming pools, educational visits, and Physical Education (PE).

#### **Full Audits**

- 5.3. Specific areas of good practice were noted in the management of statutory maintenance, particularly when the school had direct responsibility for the premises team. Most schools had trained Educational Visits Coordinators on site which was reflected in the quality of the educational visits risk assessments in place. Good attendance at all statutory maintenance training sessions.
- 5.4. Most schools had trained PE Coordinators on site with good arrangements in place for managing the PE activities and equipment.
- 5.5. Common areas identified requiring corrective action were in respect of gaining access to statutory maintenance records (e.g. fire, legionella, maintenance certificates),.

#### **Self-Assessments**

- 5.6. The majority of schools who responded to the self-assessment indicated having clear procedures and risk assessments in place to manage site related risks. It would appear on the form that schools undertake drills regularly and record of these drills are kept. Schools have reported being aware of their H&S responsibility to complete Personal Emergency Evacuation Plans (PEEP) for their staff and pupils.

### **Job Specific**

- 5.7. This area relates to operational activities such as the use of computers, lone working, manual / moving handling and violence and aggression, working at height, moving and handling people and noise.

#### **Full Audits**

- 5.8. Some schools were well informed of their operational H&S risks and have set up good local H&S arrangements to reduce risks by developing site specific policies, procedures and completing risk assessments for various operational activities.
- 5.9. Records shows good attendance at training for some of the job specific risks. For example; working at height, manual handling and safe use of computers.

- 5.10. However, the audits also found that there were some schools without local H&S policies and procedures for managing H&S risks (for example; lone working, violence and aggression, use of computers, manual/moving handling and other specific local operational risks).
- 5.11. The inclusion of pupils with complex behavioural and medical needs into mainstream schools have introduced new risks to both employees and other pupils. For example; issues and risks associated with clinical waste management, moving and handling people, fire evacuation, and administering medication. Schools with these risks should review policies and risk assessments to ensure all the risks to staff and other pupils are identified and any specific training needs identified.

#### Self-Assessment

- 5.12. The majority of schools reported that Display Screen Equipment (DSE) assessments have been completed and that there are trained DSE assessors on site. Most schools reported that there are risk assessments and local written procedures in place (lone working, violence and aggression. working at height ) to manage operational risks. It would appear that those schools who returned their self-assessments are managing their H&S risks effectively.

#### **Chemical & Hazardous Substances**

- 5.13. This relates to batteries, chemical substances, flammable liquids, radiation and waste management.

#### Full Audits

- 5.14. Some schools manage their own cleaning standards and others have contracted out cleaning to contractors. The schools who manage their own cleaning have written procedures and Control Of Substances Hazardous to Health (COSHH) assessments in place to manage the risks associated with the use and storage of chemicals and hazardous substances. Most of these schools have good records of COSHH training. Also the two secondary schools audited managed their radiation sources well, with radiation protection supervisors in place.
- 5.15. Specific areas identified as requiring corrective actions were the review of the existing COSHH assessments, procedures and the keeping of COSHH assessments/safety data sheets with the cleaning products.. For schools who have contracted cleaning, they need to manage and monitor the activities of cleaning contractors closely and receive assurances that their staff are trained, COSHH information is available on site for all the cleaning products used on site, and these are valid.

#### Self-Assessment

- 5.16. The majority of schools who responded reported having clear procedures and risk assessments in place to manage the risks of chemicals on site. Schools who managed cleaning contractors reported that they have copies of the cleaning contractors COSHH assessments.

#### **Work Activity & Equipment**

- 5.17. This area relates to imported risks to the Council through the purchase of goods and services, managing contractors, use of vehicles / driving, and work equipment.

Full Audits

- 5.18. Good practice was noted in the areas of procurement where most schools are aware of the Council's procurement process for the purchase of goods and services. A few schools monitor and manage the activities of contractors on site well. The schools that have vehicles (mini buses ) on site appear to manage them well and these schools have identified named persons to manage the operational arrangements including the monitoring and checking of licences, insurance, training and maintenance of vehicles.
- 5.19. However, there are schools who needs to improve their relationship with contractors. Some schools appear unclear of their H&S roles and responsibilities when managing contractors, particularly in schools where there are FM Providers and contractors. There seems to be a general lack of knowledge in managing and monitoring the operational activities of the FM Providers and contractors. Also there is lack of understanding on how imported risks should be managed or reduced. This also related to the health and safety management of private lettings of the school premises. For example; after school / breakfast club providers, hall lettings, sporting activities, and school functions, summer fetes, and Parents & Teachers Associations. These indicate the need for training in managing and monitoring contractors.

Self-Assessment

- 5.20. The majority of schools who responded indicated that they have policies and procedures in place for managing contractors and that there are risk assessments in place for all work equipment used in schools.

**Occupational Health & Welfare**

- 5.21. This relates to work-related stress, first aid, alcohol and drugs, administration of medication, communicable and infectious diseases.

Full Audits

- 5.22. Good practices were noted in the areas of work-related stress and first aid management. The majority of schools audited were aware of the Council's arrangements for managing work-related stress and many have bought into external stress management service providers. Most schools have adequate and sufficient first aid provision on site. Some schools have good procedures in place for managing the administration of medications, with strict protocols in place for handling certain medications.
- 5.23. However, some schools manage work related stress informally with no documents to evident compliance. For example; open door policy, discussing issues at team meetings etc.. are some of the ways in which work related stress can be managed. Most schools appear not to recognise the use of alcohol and drugs as areas of concern and there are no systems in place of managing such risks.

Self-Assessment

- 5.24. Most schools indicated that they have procedures and risk assessments in place for first aid and administration of medication. Some schools reported team meetings and

one2ones as the tools used to manage work-related stress. Some schools indicated they have not recently undertaken stress audits.

### **Safety Management**

- 5.25. This relates to H&S objectives, consultation and communication, training, incident reporting, risk assessment, local procedures and roles and responsibilities.

#### **Full Audit**

- 5.26. Schools who performed well had written local procedures, records of H&S training, operational risk assessments of good quality and a good system for reporting and investigating work-related incidents. The roles and responsibilities of key persons in the school such as Head Teachers, Senior Leadership Team, Governing Body, Premises Officer, first aiders and fire marshals were clearly defined in their arrangements for managing H&S. Health and safety training is undertaken regularly by most schools and good training records are held. The majority of schools identified their H&S objectives in a statement of intent.
- 5.27. However, some schools did not have good written policies, local procedures or risk assessments in place. The statement of intent were not signed and dated by the Chair of Governors in some cases. Also the H&S roles and responsibilities between the school and FM Providers/contractors were not always clearly defined.

#### **Self-Assessment**

- 5.28. Schools who responded reported having specific H&S objectives such as the review of risk assessments and reducing accidents and incidents. They have defined roles and responsibilities within the team (e.g. first aiders, fire marshals etc..) and many reported having trained risk and DSE assessors. Health and safety training has been very well attended.
- 5.29. Appendix B provides a summary of recommendations as well as the return date of the action plans for Schools audited in 2012/13.

## **6. RECOMMENDATIONS**

- 6.1. There were some good practices noted from the schools full audits. However, some common areas where improvements are needed were noted. They are:

### **1. Management of Contractors**

There are often issues with managing FM providers/contractors in schools. Therefore, schools who are working in partnership with other service providers must ensure that a clear H&S standard is set and agreed between the two parties. The standard set must define roles and responsibilities and Key Performance Indicators (KPI) identified. The KPIs should be used to assess and monitor the H&S competency of the contractor. The monitoring must be at a regular meetings and for substantial projects an annual audit of the contractors H&S management system carried out. Records of all monitoring and H&S discussions must be kept. A similar standard should be set for sub-contractors who are used by the contractors/FM Providers and the school must request evidence of compliance from the contractors/FM Providers.

## **2. Violence and Aggression**

While schools already manage the risk of violence and aggression well the risks arising from parents/members of the public and children with complex behavioural needs could be managed more effectively. Local procedures must be developed to include all associated risks such as the arrangements for defusing difficult situations, restraint, etc. Any changes in the schools / pupils arrangements must be clearly communicated to all relevant staff, including external organisations for example Lewisham Door2Door Transport.

## **3. Site Related Health & Safety Risks**

The fabric of many of the older schools is showing signs of deterioration and decline. Some play equipment, playgrounds and external stairs are also in need of repair or replacement. Schools must implement robust inspection regimes and maintenance programmes to ensure such health and safety risks are controlled. Resources should be allocated to address any areas of high concern as soon as possible.

## **4. Imported Risks**

Schools are more often entering into external contracts to let their site to third parties to generate income. Strict health and safety controls must be implemented to ensure that the risks of unsafe equipment / persons are not being imported into schools un this way. For example; untested electrical equipment, unsafe machinery, incompetent persons, requisite safeguards – insurance, risk assessments, DBS risks. This will also be applicable when the school is running events such as the Christmas fair or summer fete. The same controls need to be implemented even if the event is being run on a volunteer basis. Head Teachers must ensure that clear procedures and risk assessments are in place to manage the risks of the site when such events are organised. For example; fire and first aid arrangements.

When schools procure equipment and services, they must be confident that the equipment will be fit for purpose – incorporating the needs of the pupils on site and appropriate to their individual abilities. This requires engagement in all aspects of such projects to ensure that health and safety risks are eliminated or reduced at design/planning stage.

## **5. Local Policies / Procedures / Risk assessments**

Each school must develop local policies, procedures and risk assessments for all the operational risks and activities on their site, including off-site visits. Health and safety roles and responsibilities must be clearly defined (e.g. risk assessors, fire marshalls, first aiders, educational visit coordinators and radiation protection supervisors). All health and safety procedures, policies and risk assessments should be communicated to all relevant staff / contractors / members of the public.

The Council's health and safety policy, risk control and management procedures (available on the external server ) are available to use as a framework to develop local school health and safety procedures.

## **7. CONCLUSIONS**

- 7.1. In conclusion, 74% of schools received a positive H&S assurance opinion, demonstrating that they have set up and maintain good H&S standards. These



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schools have engaged with and trained their staff on various H&S matters, completed risk assessments for their operational activities, and developed policies and procedures for managing local risks.

- 7.2. For some schools, particularly those with FM providers, there is a need to improve the working relationships with contractors to ensure H&S roles are clearly defined and that H&S documents for activities managed by contractors are made available to schools.
- 7.3. With the introduction of pupils with emotional/ behavioural and medical needs into mainstream settings Schools must ensure that they have policies and procedures in place to manage the associated risks. Good communication / information from other childhood settings and organisations must be considered when accepting the children, to ensure all the risks are identified and adequately controlled.
- 7.4. Even though only 26% of schools audited returned completed action plans for the H&S recommendations made, Schools must continue to review their own H&S arrangements and implement these recommendations.

**Appendix A – Definition of Full H&S Audit assurance opinions and list of audits by Directorate**

<b>Level of Assurance</b>	<b>Adequacy of H&amp;S arrangements in place</b>	<b>Compliance with H&amp;S arrangements</b>
<b>Excellent</b>	Robust framework of controls matched to risk ensures H&S objectives are likely to be achieved.	H&S controls are applied continuously with minor lapses.
<b>Good</b>	Sufficient framework or key controls for H&S objectives to be achieved but could be stronger.	H&S controls are applied with some lapses.
<b>Weak</b>	Risk of H&S objectives not being achieved due to the absence of key internal controls.	Significant breakdown in the management & application of H&S controls.
<b>Poor</b>	System of control not in place. Absence of basic H&S controls resulting in inability to meet objectives.	Absence of compliance with fundamental H&S controls.

<b>School</b>	<b>Adequacy of H&amp;S arrangements</b>	<b>Compliance with H&amp;S arrangements</b>	<b>Overall Opinion</b>
Adamsrill (P)	Good	Excellent	<b>GOOD</b>
Athelney (P)	Good	Good	<b>GOOD</b>
Deptford Green (S) Secondary	Weak	Poor	<b>POOR</b>
Drumbeat (Sp) (Meadowgate Site)	Good	Weak	<b>WEAK</b>
Drumbeat (Sp) (Downham Site )	Good	Weak	<b>WEAK</b>
Fairlawn (P)	Weak	Weak	<b>WEAK</b>
Gordonbrock (P)	Good	Good	<b>GOOD</b>
Grinling Gibbons (P)	Good	Weak	<b>GOOD</b>

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School	Adequacy of H&S arrangements	Compliance with H&S arrangements	Overall Opinion
John Stainer (P)	Good	Weak	<b>GOOD</b>
Kelvin Grove (P)	Excellent	Excellent	<b>EXCELLENT</b>
Kilmorie (P)	Good	Good	<b>GOOD</b>
Lucas Vale (P)	Good	Weak	<b>GOOD</b>
Perrymount (P& Sp)	Good	Good	<b>GOOD</b>
Sedgehill (S)	Good	Good	<b>GOOD</b>
Watergate (Sp)	Good	Weak	<b>GOOD</b>

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**Appendix B – CYP Schools H&S audit results 2012/13**

School	Report Date	Action Plan Due Date	Summary of Recommendations
Adamsrill Primary School	June 2013	December 2013	The development of operational risk assessments. Development of site H&S policy document. Refresher H&S training for Premises Officer. The completion of computer self assessments by all users.
Athelney Primary School	August 2013	December 2013	The development of H&S policy document to include all outstanding operational risks and define roles and responsibilities for parties involved in managing H&S. The review of risk assessments and procedures.
Deptford Green Secondary School	June 2013	December 2013	Review the H&S policy document to ensure it clearly define H&S roles and responsibilities between the school and the FM provider. The development of local procedures and risk assessments for all operational activities. To set up regular monitoring meetings with the FM provider and obtain all H&S documents from the FM Provider specific to all operational activities carried out by them.
Drumbeat ASD School (Meadowgate Site)	December 2012	December 2013	The development of H&S policy document – to clearly define H&S roles and responsibilities. The completion of risk assessments and some operational procedures. To ensure that there are DSE assessors in place to support the completion of DSE self assessments.
Drumbeat ASD School (Downham Site)	August 2013	December 2013	Review the H&S policy document to clearly define H&S responsibilities between the school and the FM provider. To ensure a strict inspection regime is in place to monitor the imported H&S risks of the new build. for example: play equipment and outside play areas. Complete risk assessments and procedures for all operational risks. Set up regular monitoring meetings with the FM provider.
Fairlawn Primary School	October 2012	April 2013	H&S training needs analysis should be undertaken to determine the type of training required. Review of the H&S policy document to include all operational risks. Outstanding procedures and risk assessments for operational activities / areas must be developed. A strict inspection regime should be implemented to identify building related H&S hazards and implement control measures.
Gordonbrock (P)	December	July 2013	Review the H&S policy document to ensure it includes arrangements for all the

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School	Report Date	Action Plan Due Date	Summary of Recommendations
	2012		operational H&S risks on site. H&S training needs analysis should be undertaken to identify the types of training required. A strict inspection regime should be implemented to ensure all visible H&S hazards are identified. To arrange for at least two staff members to be trained as DSE assessors to support the completion of computer self-assessments.
Grinling Gibbons (P)	July 2013	December 2013	To procure a specialist contractor to undertake a water hygiene risk assessment to ensure compliance. Suitable risk assessments must be carried out for all operational activities to identify any hazards and ensure control measures are implemented.
John Stainer (P)	January 2013	July 2013	Review the current H&S policy document to ensure there are arrangements to manage all operational H&S risks. Suitable risk assessments must be undertaken for all operational activities / areas. To procure a competent contractor to carry out a five year hard wiring test.
Kelvin Grove (P)	July 2013	December 2013	An inspection regime must be implemented for all the existing outdoor play equipment, which are showing signs of deterioration, to identify any potential hazards. Ensure all chemicals are locked away and data sheets are held in situ with the chemicals.
Kilmorie (P)	July 2013	December 2013	To review the H&S policy document to ensure there are arrangements to manage all the operational risks. Procedures and risk assessments must be developed for all outstanding operational activities. To ensure that all staff that have been delegated with H&S responsibilities are trained.
Lucas Vale (P)	March 2013	December 2013	To develop local procedures to manage H&S risks. To review all risk assessments to ensure all hazards have been identified and suitable control measures implemented. All For all identified operational activities, a suitable risk assessment must be undertaken. Any actions identified in the water risk assessment must be prioritised and an action plan developed.
Perrymount (P& Sp)	February 2013	December 2013	H&S policy document must be reviewed to ensure that arrangements for all site H&S operational risks are included. The policy document must clearly identify the process for consultation and communication of H&S information. Site inspections must be

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School	Report Date	Action Plan Due Date	Summary of Recommendations
			documented and action plans developed.
Sedgehill (S)	July 2013	December 2013	To review all risk assessments to ensure all relevant hazards have been identified and suitable controls documented. Review the H&S policy document to clearly define H&S responsibilities between the school and the FM provider. To ensure the FM provider has a system or process in place for managing and monitoring the activities of all the sub-contractors involved in providing a service to the school.
Watergate (Sp)	July 2013	December 2013	To review the H&S policy document to ensure there are arrangements to manage all occupational risks and activities. To ensure the H&S policy clearly defines the roles and responsibilities of the school / FM provider and specialist contractors in managing all H&S. To ensure the FM provider has a system or process in place for managing and monitoring the activities of all the sub-contractors involved in providing a service to the school. To ensure all statutory maintenance documents/records are available to the school.