

[INSERT NAME OF SCHOOL]

**Primary School**

**Health and Safety**

**Self-Assessment Form**

|  |  |
| --- | --- |
| **Head Teacher Signature:** |  |
| **Date Adopted:** |  |
| **Review Date:** |  |

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# School Health and Safety Self-Assessment

## Summary

Occupational Health and Safety (OH&S) is a vital function in schools. Schools are increasingly concerned with achieving and demonstrating sound OH&S performance by controlling their risks consistent with their policies and objectives.

As the expectations on schools become increasingly stringent they need to find ways to undertake reviews to assess their own performance. To be effective, reviews need to be conducted within a structured management system that is integrated within the school. The form sets out to ensure:

* Excellence in provision
* Reinforce roles and responsibilities
* Raising standards and skills
* Increasing efficiency
* Clear communication and consultation

The above issues translate readily to ensure health, safety and welfare are given the attention required, not only to meet legal and regulatory requirements but to create best practice.

The purpose of this self-assessment form is to help schools measure compliance to legal obligations and verify that internally devised safety systems are in place and operating effectively.

## Instructions for Use

The form is designed to be used individually but can be used by employees in relevant fields of expertise e.g. Site Manager, Head of Department etc.

|  |
| --- |
| Where applicable the response to all of the statements on the checklist should be “yes”. Where the response is “no” this should trigger action to be taken by the school.If it is felt that the statement is not applicable to the school, ensure that a short explanation is provided within the comments / evidence box. Please feel free to note comments within the section provided, however, where the statement indicates a review period please ensure a date is provided. Similarly provide details of any available evidence and where this could be located to support the statement.  |

On your satisfactory completion please keep a copy for your records. If you wish a copy can be sent to the H&S Team to review and provide additional support where required. If further advice regarding this form is required please contact the H&S Team.

# Management

## 1. Health and safety Policy

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | A Health and Safety Policy has been produced and this is signed by the Head teacher and Chair of Governors. | [ ]  | [ ]  |  |
| B | The Health and Safety Policy has been reviewed within the last 12 months. | [ ]  | [ ]  |  |
| C | The Health and Safety Policy has been brought to the attention of all staff and signed for receipt. | [ ]  | [ ]  |  |
| D | Management and employee health and safety responsibilities have been identified in the policy. | [ ]  | [ ]  |  |
| E | A Governor has been designated to have specific responsibility for health and safety. | [ ]  | [ ]  |  |
| F | A member of the staff has been designated to have overall ‘day to day’ responsibility for the management of health and safety. | [ ]  | [ ]  |  |
| G | The above member of staff has been provided with health and safety management training (IOSH Approved). | [ ]  | [ ]  |  |
| H | A copy of the NCC Corporate Health and Safety Policy Statement is prominently displayed. | [ ]  | [ ]  |  |
| I | The statutory ‘Health and Safety Law Poster’ is displayed and the spaces for local arrangements have been completed. | [ ]  | [ ]  |  |

## 2. Risk Assessment

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Responsibilities for carrying out risk assessments are detailed within the Health and Safety Policy. | [ ]  | [ ]  |  |
| B | Those responsible for carrying out risk assessments have received specific risk assessment training. | [ ]  | [ ]  |  |
| C | Risk assessments have been carried out and recorded for the significant risks. | [ ]  | [ ]  |  |
| D | Risk assessments have been signed and dated upon completion by the persons responsible for risk assessment. | [ ]  | [ ]  |  |
| E | Risk assessments are within specified review dates (12months). | [ ]  | [ ]  |  |

## 3. Monitoring and Review of Health and Safety Standards

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Regular health and safety monitoring is carried out by the member of staff with ‘day to day’ health and safety management responsibilities to ensure that health and safety standards are maintained, and a plan of action compiled | [ ]  | [ ]  |  |
| B | Periodic health and safety monitoring is carried out by the Governor with health and safety responsibilities to ensure that health and safety standards are maintained, and planned actions completed on a termly basis. | [ ]  | [ ]  |  |
| C | Staff carry out health and safety monitoring of their areas and activities to ensure that health and safety arrangements are complied with and reported to SMT. | [ ]  | [ ]  |  |
| D | The Site Manager/Caretaker carries out regular health and safety inspections of shared areas paying particular attention to the identification of slip, trip and fall hazards. | [ ]  | [ ]  |  |
| E | A system is in place for reporting health and safety defects and initiating remedial action. | [ ]  | [ ]  |  |
| F | Health and safety is a standing item on the agenda of Staff and Full Governing Body meetings. | [ ]  | [ ]  |  |
| G | Accident/incident reports are reviewed at Full Governing Body meetings. | [ ]  | [ ]  |  |
| H | The Head teacher completes a management review report for discussion review at the Full Governing Body meeting. | [ ]  | [ ]  |  |

## 4. Critical Incidents

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Arrangements for dealing with likely critical incidents (e.g. major injuries on/off site, pupil missing, fire, flood, gas leak, power/water/heating failures) have been drawn up in the School Emergency Plan’. | [ ]  | [ ]  |  |
| B | Key personnel are nominated to perform specific roles during incidents and receive instruction and training for this role. | [ ]  | [ ]  |  |
| C | A contact list of key personnel is kept up to date | [ ]  | [ ]  |  |
| D | The Emergency plan is tested, and any resultant problems actioned. | [ ]  | [ ]  |  |
| E | Schools to consider the practicalities of ‘lockdown’ procedures and test. | [ ]  | [ ]  |  |

## 5. First Aid and Infection Control

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | First Aid Risk assessment is completed and sufficient first aid boxes, stocked with the recommended contents are sited around the school. | [ ]  | [ ]  |  |
| B | A person is nominated to check the contents of first aid boxes regularly (termly). | [ ]  | [ ]  |  |
| C | Sufficient staff are trained in first aid to ensure coverage for all school activities Inc. paediatric first aiders if deemed necessary. | [ ]  | [ ]  |  |
| D | The certificates for all first aid staff are dated within the last 3 years. | [ ]  | [ ]  |  |
| E | Suitable equipment is provided for cleaning and disposal of bodily fluids. | [ ]  | [ ]  |  |
| F | Guidance on infection control in schools and nurseries’ is available and reviewed on a 12-monthly basis  | [ ]  | [ ]  |  |
| G | Staff are aware of the precautions given in the guidance to prevent the transmission of infection | [ ]  | [ ]  |  |
| H | Where necessary, suitable equipment is provided for the safe disposal of discarded syringes/sharps found on site. | [ ]  | [ ]  |  |

## 6. Accident Reporting

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Significant injuries to pupils and all injuries to staff and others on site are recorded on the school’s accident reporting system. | [ ]  | [ ]  |  |
| B | A member of staff has been nominated to report RIDDOR injuries  | [ ]  | [ ]  |  |
| C | The above member of staff is aware of what must be reported under the RIDDOR Regulations. (See HSE website ‘Riddor’) | [ ]  | [ ]  |  |

## 7. Employee Induction Procedures

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | A health and safety induction is provided for all new employees which covers;Health and Safety PolicySafe working proceduresEvacuation proceduresEmergency proceduresFirst aid and injury reportingAny other specific information required to ensure their health and safety. | [ ]  | [ ]  |  |
| B | Records of the health and safety induction are maintained. | [ ]  | [ ]  |  |

## 8. Learning and Development

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | A core competency framework has been implemented to identify the minimum health and safety learning and development requirements for both managers and staff. | [ ]  | [ ]  |  |
| B | All employees have readily available access to the learning and development programme. | [ ]  | [ ]  |  |
| C | There is a clearly defined procedure for identifying refresher training, i.e. first aid, DBS etc. | [ ]  | [ ]  |  |
| D | Staff attendance on training courses are recorded and documented. | [ ]  | [ ]  |  |
| E | Head Teacher /Business Manager has attended the IOSH training course. | [ ]  | [ ]  | See 1. G |
| F | Site Manager/Caretaker has attended the IOSH training course. | [ ]  | [ ]  | See 1. G |

# Premises

## 9. Construction Work and Contractors

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | The school is aware that ‘The Construction (Design and Management) Regulations apply to construction projects that involves more than 500 person hours or takes longer than 30 days and these require notification to the HSE. (Specialist advice should be sought in these cases). | [ ]  | [ ]  |  |
| B | The school has procedures for works involving breaking into the structure of buildings built prior to Y2000 requiring that Asbestos refurbishment and demolition surveys are carried out for any voids that are being worked on e.g. above ceilings, wall cavities etc. | [ ]  | [ ]  |  |
| C | Major works are project managed by competent construction specialists. | [ ]  | [ ]  |  |
| D | For minor works organised directly by the school the health and safety competence of contractors is assessed prior to contracts being placed. | [ ]  | [ ]  |  |
| E | A member of staff is nominated to liaise with the contractor before work starts to identify and agree the risk control measures necessary to protect pupils and staff. | [ ]  | [ ]  |  |
| F | The nominated member of staff monitors generally the activities of contractors to ensure the agreed risk control measures are implemented and are adequate. | [ ]  | [ ]  |  |
| G | Effective segregation is maintained between contractors and school activities. | [ ]  | [ ]  |  |
| H | Landlords Consent and AF forms are completed for works undertaken on the school site, and forwarded to landllords.consent@nottscc.gov.uk and asbestos@nottscc.gov.uk. | [ ]  | [ ]  |  |
| I | Landlords consent has been considered/applied for with the local authority were appropriate. | [ ]  | [ ]  |  |
| J | A site induction containing safety and welfare information is provided to all contractors before any works commence. i.e. emergency procedures, welfare facilities, times of work/locations during the school day, first aid provision and the location of any asbestos. | [ ]  | [ ]  |  |
| K | Exchange of information is taking place between school and contractor e.g. risk assessments, safe systems of work, method statements. | [ ]  | [ ]  |  |

## 10. Asbestos

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | An asbestos survey has been carried out and a copy of the report is readily available. | [ ]  | [ ]  |  |
| B | All remedial work recommended in the asbestos survey has been completed. | [ ]  | [ ]  |  |
| C | A Local Asbestos Management Plan (LAMP) has been drawn up to ensure any asbestos containing materials left in situ are not disturbed. | [ ]  | [ ]  |  |
| D | A member of staff has been nominated to implement the asbestos management plan. | [ ]  | [ ]  |  |
| E | The above member of staff has received asbestos awareness training. | [ ]  | [ ]  |  |
| F | The condition of asbestos containing materials is monitored and records kept (see LAMP). | [ ]  | [ ]  |  |
| G | A system is in place to ensure that contractors are made aware of the presence of asbestos containing materials (see LAMP). | [ ]  | [ ]  | See 9. J |
| H | Contractors are routinely monitored during their work to ensure that asbestos containing materials are not disturbed. | [ ]  | [ ]  | See 9. F |
| I | Ensure that members of staff have been informed of asbestos within their building and understand the risks using the asbestos tool box talk possibly at a staff meeting. | [ ]  | [ ]  |  |

## 11. Fire Safety

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | A member of staff has been nominated as the responsible person to manage fire prevention and protection arrangements. | [ ]  | [ ]  |  |
| B | A fire risk assessment has been carried out and the significant findings recorded, remedial actions carried out and the fire risk assessment reviewed on an annual basis. See Schools Portal for an example fire risk assessment. | [ ]  | [ ]  |  |
| C | Testing conducted and recorded within the Fire Log Book. | [ ]  | [ ]  |  |
| D | Fire procedure notices are displayed throughout the school. | [ ]  | [ ]  |  |
| E | Staff receive Fire Safety Awareness Training on a three yearly basis. | [ ]  | [ ]  |  |
| F | All staff understand the fire safety procedures of the school and key personnel are trained in their roles within the fire safety arrangements. | [ ]  | [ ]  |  |

## 12. Legionella

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Water hygiene specialists have assessed the legionella risks from the hot and cold water services on the site and a copy of the report is held at the school. | [ ]  | [ ]  |  |
| B | Remedial work identified in the above report has been completed. | [ ]  | [ ]  |  |
| C | Testing is conducted and recorded within the Log Book. | [ ]  | [ ]  |  |
| D | A member of staff has been nominated to oversee Legionella management within the school and has received adequate training for this role. | [ ]  | [ ]  |  |

## 13. Electrical Safety

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | The fixed electrical installation has been inspected and tested within the last 5 years and any remedial work/Category 1&2 actions are resolved. | [ ]  | [ ]  |  |
| B | Formal visual inspections/tests of portable electric equipment are carried out by a competent person at least annually and records kept. | [ ]  | [ ]  |  |
| C | Only competent staff carry out work on fixed and portable electrical equipment, e.g. plug fitting, cable renewal, ICT equipment, upgrades etc. | [ ]  | [ ]  |  |

## 14. Boiler Room

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | The boilers are serviced on a regular basis by a competent contractor. | [ ]  | [ ]  |  |
| B | Boiler rooms are not used for the storage of combustible materials. | [ ]  | [ ]  |  |
| C | Pressure vessels associated with the boiler that create a capacity of more than 250bar-litres are examined by a competent person in accordance with a written scheme. | [ ]  | [ ]  |  |

## 15. Cleaning Substances

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | The use of high hazard cleaning substances etc is avoided i.e. those marked with ‘corrosive’, ‘toxic or ‘highly flammable’ warning labels and only non-hazardous or low hazard substances marked with ‘irritant’ or ‘harmful’ warning labels are used. | [ ]  | [ ]  |  |
| B | All cleaning substances are stored securely when not in use in a locked storage area. | [ ]  | [ ]  |  |
| C | All cleaning substances are properly labelled. | [ ]  | [ ]  |  |
| D | The MSDS and COSHH risk assessments are up to date and readily available to staff. | [ ]  | [ ]  |  |
| E | Cleaning staff have been instructed in the safe use of the cleaning substances in accordance with manufacturers’ instructions. | [ ]  | [ ]  |  |
| F | Personal Protective equipment as specified in the manufacturers’ instructions is provided and used. | [ ]  | [ ]  |  |
| G | The person responsible for cleaning substances has had COSHH awareness training. | [ ]  | [ ]  |  |

# Curriculum

## 16. Educational Visits

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Risk assessments for all educational visits are carried out in accordance with the County Council Policy for Safety in Outdoor Education and recorded on the EVOLVE system. | [ ]  | [ ]  |  |
| B | There is a fully trained off site visits coordinator in place at the school. | [ ]  | [ ]  |  |

## 17. Swimming

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | All swimming activities are supervised by qualified staff/lifeguards as set out in the publication ‘HSG179 – Managing Health and Safety in Swimming Pools’ (HSE). | [ ]  | [ ]  |  |

## 18. Physical Education

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Risk assessments for physical education have been carried out and general rules drawn up to minimise risks. | [ ]  | [ ]  |  |
| B | Gymnasium apparatus is thoroughly examined annually by a specialist contractor and records kept. | [ ]  | [ ]  |  |
| C | Apparatus and equipment are visually inspected weekly and records kept. | [ ]  | [ ]  |  |

# Risk Areas

## 19. Work at Height

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | Work at height is avoided wherever possible. | [ ]  | [ ]  |  |
| B | Where the above is not possible specific risk assessments have been carried out and the measures to prevent falls have been implemented and recorded e.g. for tasks such as changing light tubes, putting up displays, removing balls from roofs, clearing gutters etc. | [ ]  | [ ]  |  |
| C | Ladders and stepladders are subject to detailed inspections every term and records are kept (See Yellow folder section 14). | [ ]  | [ ]  |  |
| D | Staff using ladders or stepladders have been trained in pre-use checks and safe working methods (See Yellow Folder section 14). | [ ]  | [ ]  |  |
| E | All Staff in schools receive a tool box talk on the risks in school especially when putting up displays etc. | [ ]  | [ ]  |  |
| F | All access equipment is kept secure when not in authorised use. | [ ]  | [ ]  |  |
| G | Person/s responsible for working at height have received awareness training. | [ ]  | [ ]  |  |

## 20. Moving and Handling Items of Equipment

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | The significant moving and handling tasks in the school have been assessed and measures implemented to reduce this risks. | [ ]  | [ ]  |  |
| B | Equipment to reduce the manual handling risks has been provided e.g. trolleys and barrows and these are checked, and records maintained. (PUWER, LOLER) | [ ]  | [ ]  |  |
| C | Staff whose work involves significant moving and handling have been trained in the techniques and procedures which minimise the risk of injury. | [ ]  | [ ]  |  |

21. Other Inspections

|  |
| --- |
| Responsible person: |
| Details | Yes | No | Evidence / Comments |
| A | A competent member of staff has been nominated as the person responsible for managing ‘Other Inspections’ (See Audit Checklist) | [ ]  | [ ]  |  |
| B | These inspections are carried out and records kept. (may include – Kitchens, Powered Gates, Tree surveys, Kilns, LEV, Roller shutters etc.) | [ ]  | [ ]  |  |

# Confirmation

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Signed: |  |
| Date: |  |

This record should be kept for 3 years. It is recommended that the assessment should be reviewed yearly at a different part of the school year to the safety system review as its purpose is to verify whether the system is in place and working effectively.