

Vernon Park Primary School

Health and Safety Audit

School	Vernon Park Primary School
Date of Visit	23/05/2018

Attending the visit

Senior Health, Safety and Wellbeing Officer
Head Teacher
Business Manager
Site Supervisor

Disclaimer

Every effort has been made to ensure that all statements and information offered in this report are accurate and true, and are related to, or qualified by observations made during the audit (together with information supplied by the school). The accuracy of this audit report rests upon the representations made by the school being honest and true. The organisation must therefore notify Stockport Council of any factual inaccuracies, or misinterpretations provided by the organisation, as reflected within this report.

The issues commented on in this report are limited to areas reviewed during the audit process, and should not be taken as identifying all unsafe practices or conditions. It should be noted that this audit report represents a snapshot in time, and due to the changeable nature of operational arrangements, the findings may cease to be entirely accurate immediately after completion of the audit.

Introduction

The purpose of this report is to provide the school's senior leadership team and governing body with an appraisal of the school's health and safety management provisions. The report serves to highlight strengths and weaknesses in the school's management of occupational safety and health, and where deficiencies are identified, looks to give recommendations for improvement.

Acknowledgements

The auditor would like to place on record their thanks to all staff who assisted in the audit process.

Methodology

The audit was carried out in 2 parts comprising a desktop review of the school's health and safety management system and a physical inspection of the school's premises allowing the auditor to gather evidence of the school's approach to safety management by way of:

- a) Comprehensively reviewing safety management documents to check for suitability and sufficiency and regular review and revision.
- b) Asking questions of staff to check for an awareness and understanding of workplace health and safety provisions.
- c) Touring the workplace to check for a clean, tidy, healthy and safe work environment, to observe work processes to see whether procedures are followed and ensure that appropriate measures are in place to control hazards and mitigate risk.
- d) Reviewing progress against recommendations made in the previous years Health, Safety and Wellbeing audit report.

Having gathered evidence, the auditor assessed the various elements of the school's safety management system in reference to the Council's 'safety management assessment framework'.

The framework is an assessment tool based on the HSE approach of Plan, Do, Check, Act as documented in HSG65.

Based on the responses a final score is achieved as a percentage of available marks, less deductions made for poor practices observed during the physical inspection and confidence in the management to implement recommendations.

Weighting	80% - 100%	Strong	Continuing good practices observed
	60% - 79.9%	Some	Generally good practices observed with some areas for improvement
	30% - 59.9%	Poor	Significant actions required to improve
	0% - 29.9%	None	Immediate action required to achieve minimum compliance

Overall Score	
Available Total	66
Score	64
Percentage of available total	97
Percentage point deductions (defects and omissions)	3
Final Percentage	94

Executive Summary
<p>The primary aim of this audit was to provide an external, independent assessment of the occupational Health and Safety management system and arrangements developed by the school. And the effectiveness of their implementation.</p> <p>During the audit everyone appeared to be open and honest in their responses to questions, irrespective of whether or not they reflected well on the school's safety performance.</p> <p>The Head Teacher, Business Manager and Site Supervisor showed a real interest in the audits preliminary findings, taking notes and asking for clarification of points throughout the visit.</p> <p>The closing meeting was attended by the Head Teacher, Business Manager and Site Supervisor showing a clear commitment to acting upon the findings of the audit. The overall findings of the audit continue to place the school in the category of 'Strong' with an increase in the overall score, indicating that the school are managing the overall Health and Safety to an excellent standard.</p> <p>The main factor contributing to this score is that the school is managing its Health and Safety in a proactive approach with preventative measures in place to ensure a continued safe environment.</p> <p>The school grounds continue to be well maintained and tidy, and it is a reflection of the hard work and commitment by Site Supervisor and the Cleaning Team.</p> <p>The Health and Safety at Work etc. Act 1974 requires an employer, so far as is reasonably practicable, to ensure the Health, Safety and Welfare at work of all his employees. Whilst there are other additional duties under this legislation employers must specifically provide –</p> <ol style="list-style-type: none"> Safe plant and systems of work. Safe use, handling, storage and transport of articles and substances. Any required information, instruction, training and supervision. A safe place of work, including safe access and egress. A safe work environment with adequate welfare facilities. <p>The management of Health and Safety at Work Regulations 1999 places a duty on employers to assess and manage risks to their employees and others arising from work activities and to make arrangements to ensure the health and safety of the workplace. Taking into account of the recommendations of this report the school should now look to draw up and implement an action plan. The plan should list the required action in order of priority, designate responsibility for each action to a particular person and indicate a realistic target timescale to completion. The plan should be tracked on a regular basis to ensure progress targets are met.</p>