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## Islington Schools Health and Safety Audit Checklist and Action Plan

Name of School: New River College (Secondary)

Date of Audit: 14<sup>th</sup> March 2024

Auditor: Cerith Brawn CMIOSH



**Objective: To ensure all appropriate aspects of occupational health, safety and fire have been considered within the school safety management system.**

|                                                         |                                                               |                                               |                       |
|---------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------|-----------------------|
| <b>Premises:</b>                                        | New River College (Secondary)                                 |                                               |                       |
| <b>Address:</b>                                         | Lough Road, London                                            |                                               |                       |
| <b>Post Code:</b>                                       | N7 8RH                                                        |                                               |                       |
| <b>Manager / Head Teacher / of Centre:</b>              | Nigel Smith                                                   | <b>Chair of Governors / Management Board:</b> | Sean McLoughlin       |
| <b>Heads of Centre:</b>                                 | Bill Dilmmock & Jurita Bennett                                | <b>Total number of staff:</b>                 | 40                    |
| <b>Premises Manager:</b>                                | Chris Fearon (Equans)                                         | <b>Total number of pupils:</b>                | 63                    |
| <b>Business Manager/Bursar:</b>                         | Mark Gilleran                                                 |                                               |                       |
| <b>Designated safety role holders (where relevant):</b> |                                                               |                                               |                       |
| <b>Safety Co-ordinator(s):</b>                          | Mark Gilleran                                                 | <b>Radiation Protection Supervisor(s):</b>    | N/A                   |
| <b>First Aider(s):</b>                                  | 4                                                             | <b>COSHH Assessor(s):</b>                     | Chris Fearon (Equans) |
| <b>Fire Warden(s):</b>                                  | 3                                                             | <b>Fire extinguisher trained:</b>             | N/A                   |
| <b>Risk Assessor(s):</b>                                | Mark Gilleran - Teaching & Chris Fearon - Facilities (Equans) | <b>Other (please note):</b>                   |                       |

## Executive Summary

New River College (Secondary) excels in its commitment to health and safety in what at times can be a very changeling learning environment. The audit revealed exceptional management practices and a strong dedication from staff towards creating a safe and healthy teaching environment. The commitment to health and safety by all persons who assisted with the audit was evident. The audit provides a clear picture that the School prioritises the well-being of both pupils and staff with levels of compliance observed commendable.

## Strengths

It was pleasing to report significant achievements in several key areas:

Strong Safety Culture: The audit highlights the school's well-developed health and safety ethos. Regular risk assessments, documented safety procedures, and a focus on maintaining a clean and organised environment demonstrate a proactive approach to preventing accidents and injuries. This culture is complimented by the work done by the Equans Facilities team.

Effective Staff Training & Consultation: The audit details the comprehensive training programs offered to staff members on various health and safety arrangements. This in addition to a variety of consultation methods; ensures staff preparedness to handle emergencies, respond to accidents, identify potential hazards and work safely.

Positive Learning Environment: The audit findings emphasise the overall well-being of pupils and staff, a focus on cleanliness, engaged staff, and positive pupil experiences all contribute to a safe and supportive learning environment.

## Weaknesses

None noted in the context of the audit scope.

## Action Plan Priorities

The priorities are explained in the table below – where an action has been recommended by the auditor, the school should then allocate it to the relevant staff member(s) and indicate when it has been completed. Space for this is included against each audit question.

| Risk Level | Action timescales                                                                                                                                                                                                                              |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| High (H)   | To be actioned as soon as practicable – this risk level applies to situations where there is an immediate risk of injury or harm, or legal requirements are not met. These risks must be addressed urgently and almost always within 3 months. |
| Medium (M) | To be actioned within a defined time period – typically 3 to 12 months.                                                                                                                                                                        |
| Low (L)    | To be actioned within an agreed timescale – typically 6 months to 2 years.                                                                                                                                                                     |

| Question                                                                                                                                                            | Y | N | Comments                                                                                                                                                                         | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>General</b>                                                                                                                                                      |   |   |                                                                                                                                                                                  |                    |                         |                                          |                                            |
| Is the general condition / maintenance of the building(s) acceptable?                                                                                               | Y |   |                                                                                                                                                                                  |                    |                         |                                          |                                            |
| Is the general condition / maintenance of the grounds acceptable?                                                                                                   | Y |   |                                                                                                                                                                                  |                    |                         |                                          |                                            |
| Is the health and safety law poster on display?                                                                                                                     | Y |   | Displayed in staff room.                                                                                                                                                         |                    |                         |                                          |                                            |
| Is there a clear structure of responsibilities for health and safety, and do those in posts carrying safety functions understand and fulfil their responsibilities? | Y |   | Outlined within the school H&S policy which forms part of the induction process.                                                                                                 |                    |                         |                                          |                                            |
| Does the school have a health and safety committee?                                                                                                                 | Y |   | Agenda item on the Finance & Recourse Committee and the Full Governing Body meetings – all minuted.                                                                              |                    |                         |                                          |                                            |
| Is a system in place for reporting health and safety concerns, and are all staff and pupils aware of it?                                                            | Y |   | All teaching related issues would be reported to the School Business Manager (SBM) with grounds, infrastructure issues etc being reported to Equans via the Islington Help Desk. |                    |                         |                                          |                                            |
| <b>Monitoring health and safety</b>                                                                                                                                 |   |   |                                                                                                                                                                                  |                    |                         |                                          |                                            |
| Does the inspections and checks log show a regular pattern of inspections and checks for the premises?                                                              | Y |   | Logged by the PM – examples observed.                                                                                                                                            |                    |                         |                                          |                                            |
| Are all regular maintenance records kept up to date and available for inspection?                                                                                   | Y |   | Maintained on site by Equans.                                                                                                                                                    |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                                                                                        | Y | N | Comments                                                                                                                     | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Is there a system for notifying the site manager of defects found with equipment or premises?                                                                                                                                                                                   | Y |   | Grounds, infrastructure issues etc are reported to Equans via the Islington Help Desk.                                       |                    |                         |                                          |                                            |
| Are defects logged immediately and is prompt and appropriate action taken to resolve these defects?                                                                                                                                                                             | Y |   |                                                                                                                              |                    |                         |                                          |                                            |
| Are termly health and safety inspections of the site undertaken by the governor with responsibility for health and safety, along with the school business manager, site manager and union health and safety representatives, where customary? Are these inspections documented? | Y |   | Undertaken with the Lead Governor – findings are noted and fed back to Governing body. Last one completed in September 2023. |                    |                         |                                          |                                            |
| Have recommendations arising from previous inspections been actioned?                                                                                                                                                                                                           | Y |   |                                                                                                                              |                    |                         |                                          |                                            |
| Is regular monitoring of health and safety undertaken by heads of department, and have heads of department received training for this role?                                                                                                                                     | Y |   |                                                                                                                              |                    |                         |                                          |                                            |
| Is health and safety a standing agenda item at relevant governing body committee meetings?                                                                                                                                                                                      | Y |   | Agenda item on the Finance & Recourse Committee and the Full Governing Body meetings – all minuted.                          |                    |                         |                                          |                                            |
| <b>Policy</b>                                                                                                                                                                                                                                                                   |   |   |                                                                                                                              |                    |                         |                                          |                                            |
| Is there a health and safety policy, and has it been signed and dated by the headteacher or chair of governors?                                                                                                                                                                 | Y |   | Signed by Chair and Exec Head – 12.12.23.                                                                                    |                    |                         |                                          |                                            |
| Is the health and safety policy reviewed regularly by the person responsible for its implementation?                                                                                                                                                                            | Y |   |                                                                                                                              |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                                                                                                                                        | Y | N | Comments                                                                                                                                                                                                                                                                                                                       | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Is the health and safety policy made available to all staff, parents and contractors?                                                                                                                                                                                                                                           | Y |   | Available via the school's website and electronically / hardcopy for staff.                                                                                                                                                                                                                                                    |                    |                         |                                          |                                            |
| Is the policy included in the induction process and are policy changes effectively communicated to all staff?                                                                                                                                                                                                                   | Y |   |                                                                                                                                                                                                                                                                                                                                |                    |                         |                                          |                                            |
| <b>Risk assessment</b>                                                                                                                                                                                                                                                                                                          |   |   |                                                                                                                                                                                                                                                                                                                                |                    |                         |                                          |                                            |
| Are staff aware of the content and location of all relevant risk assessments?                                                                                                                                                                                                                                                   | Y |   | Forms part of the induction process and ongoing via staff consultation processes.                                                                                                                                                                                                                                              |                    |                         |                                          |                                            |
| Does the school have up-to-date risk assessments for school activities e.g. <ul style="list-style-type: none"> <li>Classroom activities?</li> <li>Playground activities?</li> <li>Communal spaces (dining halls, sports, movement around school/corridors) ?</li> </ul> Please note which sample assessments you have reviewed. |   |   | Examples for teaching activities observed – use Islington templates. Last reviewed September 2023. Equans – Generic Assessments initially used and then adapted to make site specific. POW assessment undertaken using the Movilizer app. COSHH – inventory kept along with individual product assessments (manged by Equans). |                    |                         |                                          |                                            |
| Does the school have a system for ensuring regular reviews of risk assessments?                                                                                                                                                                                                                                                 | Y |   |                                                                                                                                                                                                                                                                                                                                |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                                                                | Y | N | Comments                                                                                                                                                                                                                                                              | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Have relevant staff (heads of department, key stage leaders etc) ensured that specific risk assessments for higher risk curriculum activities (e.g. design & technology, science labs, art rooms) are in place, up-to-date and all actions followed up? | Y |   | The Head of Science talked through the risk assessment that he undertakes as part of lesson planning and how this information is conveyed to students. Currently limited in relation to what activities can be undertaken due to the absence of a science technician. |                    |                         |                                          |                                            |
| Are risk assessments for individuals being carried out where required, for example for known medical conditions where there are health and safety implications, such as epilepsy?                                                                       |   |   | Pupil passports in place which outlines the specific needs of the pupil which will feed into the school risk assessments for lesson planning and potential trips.                                                                                                     |                    |                         |                                          |                                            |
| Have staff, pupils and visitors been informed of the hazards and risks on the site?                                                                                                                                                                     | Y |   |                                                                                                                                                                                                                                                                       |                    |                         |                                          |                                            |
| <i>Please note also, that a separate section follows relating to school off-site visits – see “Trips and visits” and there are questions about specific risk assessments in relevant sections below (e.g. fire, water, tools etc)</i>                   |   |   |                                                                                                                                                                                                                                                                       |                    |                         |                                          |                                            |
| <b>Accident reporting</b>                                                                                                                                                                                                                               |   |   |                                                                                                                                                                                                                                                                       |                    |                         |                                          |                                            |
| Is there a procedure in place for recording all accidents, including incidents of violence, near misses and first aid involving staff or pupils. <i>Please confirm evidence of accident records have been observed and their format/location.</i>       | Y |   | Reported to Head of Centre who records all incidents electronically.                                                                                                                                                                                                  |                    |                         |                                          |                                            |

| Question                                                                                                                                                        | Y | N | Comments                                              | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Are accidents involving staff and others at work all logged on IRIS (the council's accident and incident reporting system)?                                     | Y |   |                                                       |                    |                         |                                          |                                            |
| Are accidents involving pupils, where the pupil is either sent home early or requires professional medical attention (in addition to first aid) logged on IRIS? | Y |   |                                                       |                    |                         |                                          |                                            |
| Are accidents reviewed and control measures put in place to prevent recurrences?                                                                                | Y |   |                                                       |                    |                         |                                          |                                            |
| Are accident records monitored for trends?                                                                                                                      | Y |   | Reviewed by SBM and fed back into the governing body. |                    |                         |                                          |                                            |
| Are governors routinely notified of any significant accidents?                                                                                                  | Y |   |                                                       |                    |                         |                                          |                                            |
| <b>Housekeeping</b>                                                                                                                                             |   |   |                                                       |                    |                         |                                          |                                            |
| Is general housekeeping satisfactory?                                                                                                                           | Y |   |                                                       |                    |                         |                                          |                                            |
| Is regular cleaning carried out to a suitable standard?                                                                                                         | Y |   |                                                       |                    |                         |                                          |                                            |
| Is a schedule of deep cleaning in place, in particular for dining areas, kitchens and food technology areas?                                                    | Y |   |                                                       |                    |                         |                                          |                                            |
| Are materials and equipment stored in an orderly, safe and suitable fashion, including cleaning chemicals?                                                      | Y |   |                                                       |                    |                         |                                          |                                            |
| Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?                                                                         | Y |   |                                                       |                    |                         |                                          |                                            |
| Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?                                                                       | Y |   |                                                       |                    |                         |                                          |                                            |



| Question                                                                                                                                                                         | Y | N | Comments                                                                                 | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>External areas and access arrangements</b>                                                                                                                                    |   |   |                                                                                          |                    |                         |                                          |                                            |
| Are trees in or overhanging the grounds safe and in good condition?                                                                                                              | Y |   |                                                                                          |                    |                         |                                          |                                            |
| Are these trees checked for disease and weakness every 2-3 years by a specialist contractor?                                                                                     | Y |   | Periodic inspection program in place.                                                    |                    |                         |                                          |                                            |
| Are walls and fences in good condition?                                                                                                                                          | Y |   |                                                                                          |                    |                         |                                          |                                            |
| 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?  | Y |   |                                                                                          |                    |                         |                                          |                                            |
| Is PE and outdoor play equipment inspected annually by a competent contractor?                                                                                                   | Y |   | Gym Equipment last serviced by Sports Safe 01.08.23. No outdoor play equipment observed. |                    |                         |                                          |                                            |
| Are daily checks carried out of any adventure playground equipment (or other outside facilities prone to malicious acts of vandalism where there is an imminent risk of injury)? | Y |   | Undertaken by the Equans PM.                                                             |                    |                         |                                          |                                            |
| Are waste bins and any external storage spaces covered, secured and located a safe distance away from buildings?                                                                 | Y |   |                                                                                          |                    |                         |                                          |                                            |
| Are external pathways and other outside areas checked daily for trip hazards and general maintenance?                                                                            | Y |   |                                                                                          |                    |                         |                                          |                                            |
| Is the car park free from surface damage, such as potholes?                                                                                                                      | Y |   |                                                                                          |                    |                         |                                          |                                            |
| Is there safe access to and egress from the school?                                                                                                                              | Y |   |                                                                                          |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                                               | Y | N | Comments                                                               | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?                                                                                                      | Y |   |                                                                        |                    |                         |                                          |                                            |
| Is there suitable separation between vehicles and pedestrians on the site?                                                                                                                                                             | Y |   | Small carpark to rear of school. No pupil access.                      |                    |                         |                                          |                                            |
| 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? |   |   | N/A                                                                    |                    |                         |                                          |                                            |
| Is adequate access to the site maintained for emergency services?                                                                                                                                                                      | Y |   |                                                                        |                    |                         |                                          |                                            |
| Is disabled access clear of obstructions?                                                                                                                                                                                              | Y |   |                                                                        |                    |                         |                                          |                                            |
| Is salt and grit readily available to treat paths and walkways in icy weather?                                                                                                                                                         | Y |   |                                                                        |                    |                         |                                          |                                            |
| Are outbuildings in good condition?                                                                                                                                                                                                    | Y |   |                                                                        |                    |                         |                                          |                                            |
| Are risk assessments and control measures in place to ensure that grounds maintenance is undertaken safely?                                                                                                                            | Y |   | Part of the risk assessment management processes undertaken by Equans. |                    |                         |                                          |                                            |
| <b>Vehicles</b>                                                                                                                                                                                                                        |   |   |                                                                        |                    |                         |                                          |                                            |
| Is a list of nominated minibus drivers and training maintained?                                                                                                                                                                        |   |   | N/A – No vehicles used by the school.                                  |                    |                         |                                          |                                            |
| Do drivers have the appropriate licence for the vehicle?                                                                                                                                                                               |   |   |                                                                        |                    |                         |                                          |                                            |

| Question                                                                                                           | Y | N | Comments                                                                                  | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Are all vehicles used on site being inspected and serviced regularly and according to manufacturers' instructions? |   |   |                                                                                           |                    |                         |                                          |                                            |
| Are vehicles used on site fitted with appropriate warning devices for use when moving around the site?             |   |   |                                                                                           |                    |                         |                                          |                                            |
| Have driving licences been checked to identify any penalties which might affect insurance cover?                   |   |   |                                                                                           |                    |                         |                                          |                                            |
| Are all inspection, MOT and servicing records in place and up to date?                                             |   |   |                                                                                           |                    |                         |                                          |                                            |
| <b>Roofs, ceilings and walls</b>                                                                                   |   |   |                                                                                           |                    |                         |                                          |                                            |
| Are roofs inspected regularly and repaired where necessary?                                                        | Y |   | Flat roof fully accessible with boundary and no fragile surfaces. Access stairs in place. |                    |                         |                                          |                                            |
| Are any fragile roof surfaces identified by signage?                                                               |   |   | N/A                                                                                       |                    |                         |                                          |                                            |
| Are lightning conductors serviced annually?                                                                        | Y |   | Lat undertaken 05.05.23.                                                                  |                    |                         |                                          |                                            |
| Are gutters, roof outlets, rain pipes etc. inspected every 6 months, or more frequently as required?               | Y |   |                                                                                           |                    |                         |                                          |                                            |
| Are external walls, ceilings, partitions and cladding inspected for damage regularly and repaired where necessary? | Y |   |                                                                                           |                    |                         |                                          |                                            |
| Are internal and external finishes, including tiling, masonry and paintwork, inspected annually?                   | Y |   |                                                                                           |                    |                         |                                          |                                            |

| Question                                                                                                    | Y | N | Comments                                                                                                     | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Security</b>                                                                                             |   |   |                                                                                                              |                    |                         |                                          |                                            |
| Are external lights checked weekly, and any faults reported?                                                | Y |   | Undertaken monthly by the Equans PM.                                                                         |                    |                         |                                          |                                            |
| Are gates and perimeter fencing of adequate height and well maintained?                                     | Y |   |                                                                                                              |                    |                         |                                          |                                            |
| Is access to low roofs adequately restricted?                                                               |   |   | N/A                                                                                                          |                    |                         |                                          |                                            |
| If used, are anti-climb paint and anti-scale devices clearly signed?                                        |   |   | N/A                                                                                                          |                    |                         |                                          |                                            |
| Is there a signing-in system and visitors' book in the school reception area?                               | Y |   |                                                                                                              |                    |                         |                                          |                                            |
| Are all staff and visitors issued with identity badges?                                                     | Y |   | Issued at time of audit.                                                                                     |                    |                         |                                          |                                            |
| Is the number of entrance points onto the school site kept to a minimum and are they adequately controlled? | Y |   |                                                                                                              |                    |                         |                                          |                                            |
| Are doors giving direct access to pupils kept secure against unauthorized persons?                          | Y |   | All doors kept locked due to the nature of the teaching activities. Keys kept with individual staff members. |                    |                         |                                          |                                            |
| Are electronic keypads checked weekly and entry codes changed regularly?                                    |   |   | N/A                                                                                                          |                    |                         |                                          |                                            |
| Have risk assessments been carried out in relation to the potential for intruders coming onto the site?     | Y |   |                                                                                                              |                    |                         |                                          |                                            |
| Are the names and contact details of key holders kept up to date?                                           | Y |   | Use 3 <sup>rd</sup> party called ASM (key holding company).                                                  |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                             | Y | N | Comments                                                                            | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Lettings</b>                                                                                                                                                                                                      |   |   |                                                                                     |                    |                         |                                          |                                            |
| If parts of the premises are used by another organisation, have responsibilities for health and safety been clearly defined?                                                                                         |   |   | N/A – No lettings currently permitted.                                              |                    |                         |                                          |                                            |
| Is a lettings policy in place and up-to-date?<br>Does this specify responsibilities of hirers and any specific restrictions on use of the facilities.                                                                |   |   |                                                                                     |                    |                         |                                          |                                            |
| Are key risks and emergency procedures clearly communicated to hirers?                                                                                                                                               |   |   |                                                                                     |                    |                         |                                          |                                            |
| Are there formal arrangements in place to notify other users and occupants of the site of new health and safety issues?                                                                                              |   |   |                                                                                     |                    |                         |                                          |                                            |
| <b>Contractors</b>                                                                                                                                                                                                   |   |   |                                                                                     |                    |                         |                                          |                                            |
| Are there suitable arrangements in place for the control of contractors on site?                                                                                                                                     | Y |   | Managed by Equans.<br>Arrangements for Sub-Contractor Procurement Process observed. |                    |                         |                                          |                                            |
| When awarding contracts directly, is health and safety, including compliance with Construction Design and Management Regulations 2015 (CDM2015) included in specifications and contract conditions?                  | Y |   |                                                                                     |                    |                         |                                          |                                            |
| Have staff involved in engaging contractors and managing building related projects (e.g. Business Managers and Premises Managers) received basic CDM2015 training, so that they understand their duties as a client? | Y |   |                                                                                     |                    |                         |                                          |                                            |
| Are appropriate competency checks undertaken prior to engaging a contractor directly?                                                                                                                                | Y |   |                                                                                     |                    |                         |                                          |                                            |

| Question                                                                                                                                | Y | N | Comments                  | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
|-----------------------------------------------------------------------------------------------------------------------------------------|---|---|---------------------------|--------------------|-------------------------|------------------------------------------|--------------------------------------------|
| Are control measures in place to ensure separation between students and contractors as far as possible?                                 | Y |   |                           |                    |                         |                                          |                                            |
| When large vehicles and machinery will be moving on the site are risk assessments carried out and control measures put in place?        | Y |   |                           |                    |                         |                                          |                                            |
| <b>Floors and corridors</b>                                                                                                             |   |   |                           |                    |                         |                                          |                                            |
| Are floor surfaces and coverings kept clean, in good condition, non-slippery and free of trip hazards?                                  | Y |   |                           |                    |                         |                                          |                                            |
| Are corridors, gangways and other internal pedestrian routes kept clear of obstructions?                                                | Y |   |                           |                    |                         |                                          |                                            |
| Are any sudden changes in floor level highlighted?                                                                                      | Y |   |                           |                    |                         |                                          |                                            |
| Are there procedures in place to deal with spillages?                                                                                   | Y |   |                           |                    |                         |                                          |                                            |
| <b>Staircases and ramps</b>                                                                                                             |   |   |                           |                    |                         |                                          |                                            |
| Are stairs even, unworn and adequately lit?                                                                                             | Y |   |                           |                    |                         |                                          |                                            |
| Do the staircases have handrails? Are handrails in good condition?                                                                      | Y |   |                           |                    |                         |                                          |                                            |
| Are ramps of a suitable gradient and non-slippery?                                                                                      | Y |   |                           |                    |                         |                                          |                                            |
| <b>Electrical equipment</b>                                                                                                             |   |   |                           |                    |                         |                                          |                                            |
| Do all items of frequently used or high-risk portable electrical equipment undergo portable appliance testing (PAT) on an annual basis? | Y |   | Last undertaken 23.10.23. |                    |                         |                                          |                                            |

| Question                                                                                                                                                 | Y | N | Comments                                                            | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Have all infrequently used and low risk items of portable electrical equipment been tested within the last 5 years?                                      | Y |   | Undertaken annually for all appliances – managed by Equans.         |                    |                         |                                          |                                            |
| Do all portable appliances have an up-to-date portable appliance testing (PAT) sticker or alternative method of confirming that testing has taken place? | Y |   |                                                                     |                    |                         |                                          |                                            |
| Has all fixed electrical equipment and wiring been inspected within the last 5 years?                                                                    | Y |   | Last undertaken 12.04.22.                                           |                    |                         |                                          |                                            |
| Are inspection records for all items of electrical equipment available and up to date?                                                                   | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are electrical leads kept tidy and secure, or are there any trailing electrical leads?                                                                   | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are sockets used for no more than one plug each?                                                                                                         | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are staff checking that appliances, plugs and sockets are safe before they use them?                                                                     | Y |   |                                                                     |                    |                         |                                          |                                            |
| Is all non-essential electrical equipment turned off at the end of each school day?                                                                      | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are the locations of emergency shut off switches for electricity marked up on an accessible plan? Do relevant staff know their locations?                | Y |   |                                                                     |                    |                         |                                          |                                            |
| <b>Oil and gas</b>                                                                                                                                       |   |   |                                                                     |                    |                         |                                          |                                            |
| Are boiler rooms kept free of combustible materials?                                                                                                     | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are all gas appliances, including gas boilers, inspected and safety tested annually by gas safety registered contractor?                                 | Y |   | Last undertaken 17.08.23 (Boilers) & 26.09.23 (Catering Equipment). |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                                             | Y | N | Comments | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Does gas pipework receive a pressure test every year?                                                                                                                                                                                | Y |   |          |                    |                         |                                          |                                            |
| Are gas cylinders stored appropriately? (Secured upright, separated from flammables, location marked on a plan in the fire risk assessment)<br>Are numbers of gas cylinders on the site minimised and their contents/size minimised? |   |   | N/A      |                    |                         |                                          |                                            |
| Is the gas supply turned off in labs, workshops and kitchens when not in use?                                                                                                                                                        | Y |   |          |                    |                         |                                          |                                            |
| Are any pressure vessels, such as gas cylinders, and any liquefied petroleum gas (LPG) tanks inspected annually?                                                                                                                     |   |   | N/A      |                    |                         |                                          |                                            |
| Is the area around LPG tanks kept clear of weeds and debris, and is the LPG tank surrounded by fencing or barriers?                                                                                                                  |   |   | N/A      |                    |                         |                                          |                                            |
| Are oil boilers serviced every 6 months by a registered contractor?                                                                                                                                                                  |   |   | N/A      |                    |                         |                                          |                                            |
| Does oil line pipework receive a pressure test every five years?                                                                                                                                                                     |   |   | N/A      |                    |                         |                                          |                                            |
| Is the area around oil storage tanks kept clear of weeds and debris, and are the tanks surrounded by fencing or barriers?                                                                                                            |   |   | N/A      |                    |                         |                                          |                                            |
| Are oil storage tanks checked monthly for leaks?                                                                                                                                                                                     |   |   | N/A      |                    |                         |                                          |                                            |
| Are the locations of emergency shut off valves for gas and oil marked up on an accessible plan? Do relevant staff know their locations?                                                                                              | Y |   |          |                    |                         |                                          |                                            |



| Question                                                                                                                                                                                                                                                    | Y | N | Comments                                                                                                              | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Toilets and bathrooms</b>                                                                                                                                                                                                                                |   |   |                                                                                                                       |                    |                         |                                          |                                            |
| Are the toilet facilities adequate for the number of staff and pupils, well-supplied and hygienically maintained?                                                                                                                                           | Y |   |                                                                                                                       |                    |                         |                                          |                                            |
| Are regular checks of toilet facilities carried out during the day?                                                                                                                                                                                         | Y |   |                                                                                                                       |                    |                         |                                          |                                            |
| Are tiles and seals in good condition?                                                                                                                                                                                                                      | Y |   |                                                                                                                       |                    |                         |                                          |                                            |
| Are floors clean and dry?                                                                                                                                                                                                                                   | Y |   |                                                                                                                       |                    |                         |                                          |                                            |
| Are extractor fans clean and working?                                                                                                                                                                                                                       | Y |   |                                                                                                                       |                    |                         |                                          |                                            |
| Is drinking water available from a clean, well-maintained source?                                                                                                                                                                                           | Y |   |                                                                                                                       |                    |                         |                                          |                                            |
| <b>Plumbing and water</b>                                                                                                                                                                                                                                   |   |   |                                                                                                                       |                    |                         |                                          |                                            |
| Has a water management risk assessment been conducted for the prevention of legionella?                                                                                                                                                                     | Y |   | Last completed – 15.10.2020.                                                                                          |                    |                         |                                          |                                            |
| Is there a procedure in place to mitigate the risks of legionella, based on the findings of the risk assessment?                                                                                                                                            | Y |   |                                                                                                                       |                    |                         |                                          |                                            |
| Are all checks and maintenance work being documented in the water log book?<br><i>Please note the evidence seen e.g. records of dates of regular temperature measurements and/or flushing of systems/running of taps, as recommended in the assessment.</i> | Y |   | Equans undertake flushing and water temperature checks. H2O carryout water quality testing and shower head descaling. |                    |                         |                                          |                                            |

| Question                                                                                                                                                             | Y | N | Comments             | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Have any recommendations for improvements (e.g. changes to plumbing, etc.) in the water risk assessment been actioned?                                               | Y |   |                      |                    |                         |                                          |                                            |
| If there have been subsequent changes to the hot and cold-water systems since this assessment, has this assessment been reviewed?                                    | Y |   |                      |                    |                         |                                          |                                            |
| Is there a regular (e.g. every two years) water management/legionella inspection and review of the risk assessment carried out by a competent specialist contractor? | Y |   |                      |                    |                         |                                          |                                            |
| Are the elements of the hot and cold-water systems inspected and serviced regularly?                                                                                 | Y |   |                      |                    |                         |                                          |                                            |
| Are waste pipes and above ground drainage systems checked regularly for blockages?                                                                                   | Y |   |                      |                    |                         |                                          |                                            |
| Are sewerage pumps and chambers inspected and serviced in accordance with manufacturers' instructions?                                                               |   |   | N/A                  |                    |                         |                                          |                                            |
| Are records maintained and available for the checks carried out on the water and sewage systems?                                                                     |   |   | N/A                  |                    |                         |                                          |                                            |
| Are the locations of emergency shut off valves for the water supply marked up on an accessible plan?                                                                 | Y |   |                      |                    |                         |                                          |                                            |
| <b>Fire safety</b>                                                                                                                                                   |   |   |                      |                    |                         |                                          |                                            |
| Has a fire risk assessment by a competent risk assessor been carried out within 12 months for secondary schools or 2 years for primary schools.                      | Y |   | Undertaken 29.03.23. |                    |                         |                                          |                                            |
| Has the capacity for communal areas (e.g. main hall) been calculated as part of this assessment?                                                                     |   |   | N/A                  |                    |                         |                                          |                                            |

| Question                                                                                                                                                     | Y | N | Comments                                                            | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Have all actions from the fire risk assessment been carried out?                                                                                             | Y |   |                                                                     |                    |                         |                                          |                                            |
| If changes have been made to the building or occupancy, has the fire risk assessment been reviewed?                                                          |   |   | N/A                                                                 |                    |                         |                                          |                                            |
| Is an up-to-date school evacuation plan in place?                                                                                                            | Y |   |                                                                     |                    |                         |                                          |                                            |
| 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? |   |   | No current requirements although provisions are in place if needed. |                    |                         |                                          |                                            |
| Have all staff, pupils and visitors been given instructions about fire evacuation and assembly procedures?                                                   | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are up to date evacuation signs and notices clearly displayed in every room?                                                                                 | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are all emergency exits and routes clearly signed, available for immediate use and unobstructed?                                                             | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are the fire assembly points kept free from obstruction?                                                                                                     | Y |   |                                                                     |                    |                         |                                          |                                            |
| 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?      | Y |   |                                                                     |                    |                         |                                          |                                            |
| Do any electronic locking devices used on fire escape routes unlock automatically on operation of fire alarm or loss of power?                               | Y |   |                                                                     |                    |                         |                                          |                                            |
| Are fire drills conducted termly and recorded?                                                                                                               | Y |   | Conducted termly. Last one undertaken on the 08.03.24.              |                    |                         |                                          |                                            |

| Question                                                                                                                             | Y | N | Comments                         | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Have any issues identified during fire drills been resolved?                                                                         | Y |   |                                  |                    |                         |                                          |                                            |
| Is the fire alarm system audible throughout the building?                                                                            | Y |   |                                  |                    |                         |                                          |                                            |
| Does the fire alarm system have a battery back up?                                                                                   | Y |   |                                  |                    |                         |                                          |                                            |
| Is a test of the fire alarm, including testing call points in rotation, carried out weekly, and are these tests recorded?            | Y |   |                                  |                    |                         |                                          |                                            |
| Has the fire alarm system been serviced by a competent engineer within the last year?                                                | Y |   |                                  |                    |                         |                                          |                                            |
| Is the fire-fighting equipment checked weekly in-house and inspected by a contractor on an annual basis? Are records of checks kept? | Y |   |                                  |                    |                         |                                          |                                            |
| Are fire extinguishers accessible and clearly signed?                                                                                |   |   | Last tested 28.07.23.            |                    |                         |                                          |                                            |
| Is the emergency lighting tested, and faults recorded on a monthly basis?                                                            | Y |   | Last annual inspection 24.01.24. |                    |                         |                                          |                                            |
| Are all stairwells and under-stairs areas kept clear of combustible materials?                                                       | Y |   |                                  |                    |                         |                                          |                                            |
| Are highly combustible materials stored and secured in their correct locations?                                                      | Y |   |                                  |                    |                         |                                          |                                            |
| Are corridors, staircases and the areas near doors in classrooms kept free from paper and other combustible materials?               | Y |   |                                  |                    |                         |                                          |                                            |

| Question                                                                                                                                                          | Y | N | Comments                                                                                                                                                                                                                                      | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>First aid and medication</b>                                                                                                                                   |   |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Are first aid containers checked regularly, re-stocked where necessary and stored in an appropriate place?                                                        | Y |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Is there an adequate number of first aiders on site, and are they appropriately qualified? Is their training up to date?                                          | Y |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Are the names of first aiders and the locations of first aid supplies clearly displayed or other arrangements in place so that first aid can be quickly obtained? | Y |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Are staff and pupils aware of the procedure for summoning first aid assistance?                                                                                   | Y |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Are pupils with medical needs and allergies clearly identified?                                                                                                   | Y |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Is an annual review of care plans undertaken for those with more complex needs?                                                                                   | Y |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Is there a procedure for the administration of medication?                                                                                                        | Y |   |                                                                                                                                                                                                                                               |                    |                         |                                          |                                            |
| Is the medicine cabinet kept locked and in a secure place?                                                                                                        | Y |   | Kept in main office. Managed by Lead Safe Guarding. Emergency asthma pumps in place and are accessible to staff All staff received training in administration of the pumps. Details of Children's allergies and meds displayed in staff room. |                    |                         |                                          |                                            |

| Question                                                                                                                                                  | Y | N | Comments                                                           | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Are all medicines in their original container and labelled with the details of the pupil they are meant for?                                              | Y |   |                                                                    |                    |                         |                                          |                                            |
| Is the medicine cabinet regularly emptied of old or unwanted stock?                                                                                       | Y |   |                                                                    |                    |                         |                                          |                                            |
| Are records being kept of the administration of first aid and medicines?                                                                                  | Y |   |                                                                    |                    |                         |                                          |                                            |
| Are appropriate infection control procedures in place?                                                                                                    | Y |   |                                                                    |                    |                         |                                          |                                            |
| Are all staff informed of infection control measures periodically, and new staff upon induction?                                                          | Y |   |                                                                    |                    |                         |                                          |                                            |
| <b>Lighting, heating and ventilation</b>                                                                                                                  |   |   |                                                                    |                    |                         |                                          |                                            |
| Are lighting levels adequate inside and outside the building?                                                                                             | Y |   |                                                                    |                    |                         |                                          |                                            |
| Is emergency lighting available on escape routes, and is it serviced every 6 months by a contractor?                                                      | Y |   | Undertaken annually.                                               |                    |                         |                                          |                                            |
| Is ventilation (natural or powered) adequate?                                                                                                             | Y |   |                                                                    |                    |                         |                                          |                                            |
| Are extractor fans clean and working?                                                                                                                     | Y |   |                                                                    |                    |                         |                                          |                                            |
| Have ventilation systems, including local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems), been serviced within the last year? | Y |   | Fume cupboard in science classroom last inspected on the 05.01.24. |                    |                         |                                          |                                            |
| Have air conditioning systems been serviced within the last year?                                                                                         | Y |   | Last undertaken 04.04.23.                                          |                    |                         |                                          |                                            |

| Question                                                                                                                                                             | Y | N | Comments                  | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Windows</b>                                                                                                                                                       |   |   |                           |                    |                         |                                          |                                            |
| Are windows, including window locks, checked for damage weekly?                                                                                                      | Y |   |                           |                    |                         |                                          |                                            |
| Have window restrictors been fitted and are they in good working order?                                                                                              | Y |   |                           |                    |                         |                                          |                                            |
| If open windows pose an injury risk, are risk assessments and control measures in place?                                                                             |   |   | N/A                       |                    |                         |                                          |                                            |
| Is glazing inspected regularly and reinforced or protected in higher risk areas?                                                                                     | Y |   |                           |                    |                         |                                          |                                            |
| Has a glazing risk assessment been conducted?                                                                                                                        | Y |   |                           |                    |                         |                                          |                                            |
| <b>Doors</b>                                                                                                                                                         |   |   |                           |                    |                         |                                          |                                            |
| Are doors, including door locks and viewing panels, checked for damage regularly?                                                                                    | Y |   |                           |                    |                         |                                          |                                            |
| 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)? |   |   | N/A                       |                    |                         |                                          |                                            |
| Have electronic powered gates or doors been serviced by a contractor within the last year?                                                                           | Y |   |                           |                    |                         |                                          |                                            |
| Do electronic powered gates and doors receive more regular safety checks by school staff? Are records kept on a suitable check list/risk assessment                  | Y |   | Last undertaken 15.02.24. |                    |                         |                                          |                                            |

| Question                                                                                                                                                     | Y | N | Comments | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Classrooms, staffrooms and changing rooms</b>                                                                                                             |   |   |          |                    |                         |                                          |                                            |
| Has all school furniture been checked for damage?                                                                                                            | Y |   |          |                    |                         |                                          |                                            |
| Do cupboard doors close properly and have steps been taken to prevent the risk of head injury from open cupboard doors?                                      | Y |   |          |                    |                         |                                          |                                            |
| Are overhead projectors secure and positioned to avoid forcing pupils and staff to look directly into the beam?                                              | Y |   |          |                    |                         |                                          |                                            |
| Are there steps or a platform available to access high shelving?                                                                                             | Y |   |          |                    |                         |                                          |                                            |
| Is furniture located in a safe place, without presenting a trip hazard or blocking access?                                                                   | Y |   |          |                    |                         |                                          |                                            |
| Is specialist equipment and machinery properly fitted, regularly inspected and serviced?                                                                     | Y |   |          |                    |                         |                                          |                                            |
| Is there sufficient protective equipment and clothing for staff and pupils (where applicable), and is it kept in good condition and replaced when necessary? | Y |   |          |                    |                         |                                          |                                            |
| Are there areas in classrooms, staffrooms and changing rooms for the safe storage of personal belongings (e.g. bags and coats)?                              | Y |   |          |                    |                         |                                          |                                            |
| Are coat racks secure and positioned so that they do not present a fire hazard?                                                                              | Y |   |          |                    |                         |                                          |                                            |
| Are hot surfaces, such as radiators and hot water pipes, covered or protected to prevent the risk of burns?                                                  | Y |   |          |                    |                         |                                          |                                            |



| Question                                                                                                                                             | Y | N | Comments                                                         | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Kitchen and catering</b>                                                                                                                          |   |   |                                                                  |                    |                         |                                          |                                            |
| Is the kitchen kept clean, in good condition and free from infestation?                                                                              | Y |   | Managed by Caterlink – 5 star rating.                            |                    |                         |                                          |                                            |
| Have any outstanding items from the local authority environmental health officer's report for the school kitchen been dealt with?                    | Y |   |                                                                  |                    |                         |                                          |                                            |
| Do catering providers have a food safety management system compliant with the hazard analysis and critical control point (HACPP) system?             | Y |   |                                                                  |                    |                         |                                          |                                            |
| Is the food operator aware of all food-related allergies, and is information readily available about the allergens present in food served in school? | Y |   |                                                                  |                    |                         |                                          |                                            |
| Is kitchen equipment, including ventilation systems, regularly checked and cleaned?                                                                  | Y |   | 14.04.23 – Ductwork cleaned<br>27.10.23 – Deep Clean of kitchen. |                    |                         |                                          |                                            |
| Has catering equipment been serviced within the last year?                                                                                           | Y |   |                                                                  |                    |                         |                                          |                                            |
| Are fridges and freezers clean and at the correct temperature?                                                                                       | Y |   |                                                                  |                    |                         |                                          |                                            |
| <b>Hazardous substances, including asbestos</b>                                                                                                      |   |   |                                                                  |                    |                         |                                          |                                            |
| Is there an inventory of chemicals (e.g. cleaning and maintenance products), and has it been reviewed within the last year?                          | Y |   |                                                                  |                    |                         |                                          |                                            |
| Has a control of substances hazardous to health (COSHH) risk assessment been conducted of all substances identified as presenting a significant      | Y |   | COSHH – inventory kept along with individual product             |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                              | Y   | N | Comments                                                                                                                                                                                                                                                                                  | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| risk (for example, swimming pool chemicals, laboratory chemicals and cleaning materials)?                                                                                                                             |     |   | assessments (manged by Equans).                                                                                                                                                                                                                                                           |                    |                         |                                          |                                            |
| Are there warning notices about dangerous chemicals?                                                                                                                                                                  | Y   |   |                                                                                                                                                                                                                                                                                           |                    |                         |                                          |                                            |
| Are all hazardous substances stored appropriately and out of the reach of children, in clearly-labelled containers (e.g. irritant, flammable)?                                                                        | Y   |   |                                                                                                                                                                                                                                                                                           |                    |                         |                                          |                                            |
| Is there a procedure in place for dealing with spillages or accidents involving hazardous substances?                                                                                                                 | Y   |   |                                                                                                                                                                                                                                                                                           |                    |                         |                                          |                                            |
| Is hazardous waste collected by a specialist contractor in accordance with current regulations?                                                                                                                       | Y   |   |                                                                                                                                                                                                                                                                                           |                    |                         |                                          |                                            |
| Has a radon sump been installed, and is it checked regularly?                                                                                                                                                         | N/A |   | <i>The London Borough of Islington is <b>not</b> a radon affected area e.g. only basements where an individual will be working for more than 50 hours a year need monitoring. Only if the monitoring indicates a high level (unlikely in Islington) would a radon sump be applicable.</i> |                    |                         |                                          |                                            |
| <i>The six sections below are about asbestos and apply to any school where some, or all, of the premises were built before 2000</i>                                                                                   |     |   |                                                                                                                                                                                                                                                                                           |                    |                         |                                          |                                            |
| Is there an up-to-date, accessible and clear register of asbestos containing materials (ACMs) that are present within the school premises (the register should be based on results of an asbestos management survey)? |     |   | N/A – school opened August 2012.                                                                                                                                                                                                                                                          |                    |                         |                                          |                                            |
| Is a site-specific asbestos management plan readily available and kept up to date?                                                                                                                                    |     |   |                                                                                                                                                                                                                                                                                           |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                                                                                                                  | Y | N | Comments             | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Have persons with responsibility for managing asbestos in the school (typically headteacher, school business manager and premises manager) received formal training appropriate to their duties or refresher training within the last three years). Please note evidence e.g. training certificate dates. |   |   |                      |                    |                         |                                          |                                            |
| Are all the asbestos management plan actions (e.g. regular inspections) up-to-date?<br><br><i>Please record the dates of the two most recent inspections.</i>                                                                                                                                             |   |   |                      |                    |                         |                                          |                                            |
| Do the school's procedures ensure contractors are informed about the presence of asbestos before any work is undertaken.                                                                                                                                                                                  |   |   |                      |                    |                         |                                          |                                            |
| Has the location of known ACM remaining on the site been communicated effectively to staff and contractors?                                                                                                                                                                                               |   |   |                      |                    |                         |                                          |                                            |
| <b>Lifts and hoists</b>                                                                                                                                                                                                                                                                                   |   |   |                      |                    |                         |                                          |                                            |
| Are building lifts and hoists for moving and carrying people checked and serviced regularly, and are checks and services recorded?                                                                                                                                                                        | Y |   |                      |                    |                         |                                          |                                            |
| Are statutory inspections of passenger lifts and hoists carried out every six months?                                                                                                                                                                                                                     | Y |   | Undertaken 09.10.23. |                    |                         |                                          |                                            |
| Have any goods lifts or hoists been serviced within the last year?                                                                                                                                                                                                                                        | Y |   | Undertaken 13.02.24. |                    |                         |                                          |                                            |
| Are statutory inspections of goods lifts and hoists carried out every year?                                                                                                                                                                                                                               | Y |   |                      |                    |                         |                                          |                                            |
| Are maximum loads marked clearly on hoisting and lifting equipment?                                                                                                                                                                                                                                       | Y |   |                      |                    |                         |                                          |                                            |

| Question                                                                                                    | Y | N | Comments | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Is a procedure in place for responding to passenger alarms?                                                 | Y |   |          |                    |                         |                                          |                                            |
| Are commissioning, testing and inspection certificates held on site for all lifting and hoisting equipment? | Y |   |          |                    |                         |                                          |                                            |
| <b>Swimming pool</b>                                                                                        |   |   |          |                    |                         |                                          |                                            |
| Has a swimming pool risk assessment been carried out and all identified actions addressed?                  |   |   | N/A      |                    |                         |                                          |                                            |
| Is there a written operating procedure and emergency action plan for the swimming pool?                     |   |   |          |                    |                         |                                          |                                            |
| Are staff who operate and maintain the swimming pool appropriately qualified?                               |   |   |          |                    |                         |                                          |                                            |
| Do staff who teach swimming hold an appropriate qualification?                                              |   |   |          |                    |                         |                                          |                                            |
| Have swimming staff received rescue training, or is a lifeguard present?                                    |   |   |          |                    |                         |                                          |                                            |
| Is the pool area secure when unsupervised to prevent unauthorised access?                                   |   |   |          |                    |                         |                                          |                                            |
| Have risk assessments been conducted and qualifications verified for any external lettings of the pool?     |   |   |          |                    |                         |                                          |                                            |
| Is a regular microbiological water test conducted of the swimming pool water?                               |   |   |          |                    |                         |                                          |                                            |
| <b>Tools and equipment</b>                                                                                  |   |   |          |                    |                         |                                          |                                            |
| Have task-specific work at height risk assessments been conducted?                                          | Y |   |          |                    |                         |                                          |                                            |

| Question                                                                                                                                                                          | Y | N | Comments                                                       | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Are all ladders and other working at height equipment suitable (e.g. to professional, rather than domestic standards and of the correct height, type etc) and in good condition?  | Y |   |                                                                |                    |                         |                                          |                                            |
| Is a ladder register and checklist in place and reviewed regularly?                                                                                                               | Y |   |                                                                |                    |                         |                                          |                                            |
| Have all staff using ladders or other Work at Height (WaH) equipment, such as scaffolding towers, received appropriate training?                                                  | Y |   | WAH training delivered by the PM to Equan & teaching staff.    |                    |                         |                                          |                                            |
| 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? | Y |   | PASMA training undertaken by all those required to use towers. |                    |                         |                                          |                                            |
| Are suitable and sufficient risk assessments available for activities involving tools.                                                                                            | Y |   |                                                                |                    |                         |                                          |                                            |
| Are tools and equipment kept secure and out of the reach of pupils and unauthorised adults?                                                                                       | Y |   |                                                                |                    |                         |                                          |                                            |
| Are operating instructions available for work equipment?                                                                                                                          | Y |   |                                                                |                    |                         |                                          |                                            |
| Where there is significant use of power tools or machinery, is a register of equipment in place which identifies any significant safety issues?                                   | Y |   |                                                                |                    |                         |                                          |                                            |
| Is a preventative maintenance and servicing schedule in place for all tools and equipment, including workshop machinery?                                                          | Y |   |                                                                |                    |                         |                                          |                                            |
| Is there sufficient equipment to assist staff with manual handling tasks (e.g. trolleys)?                                                                                         | Y |   | Trolleys located in boiler room.                               |                    |                         |                                          |                                            |
| Is any damaged or faulty item of access equipment clearly labelled and removed as soon as possible to prevent use?                                                                | Y |   |                                                                |                    |                         |                                          |                                            |

| Question                                                                                                                          | Y | N | Comments                                                                                                                                                                                                                    | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Staff training and welfare</b>                                                                                                 |   |   |                                                                                                                                                                                                                             |                    |                         |                                          |                                            |
| Have all staff received an effective and documented health and safety induction, and have their training needs been assessed?     | Y |   | Staff induction is based around the staff handbook. Currently looking to review to make improvements to provide a more thorough and consistent approach.                                                                    |                    |                         |                                          |                                            |
| Have staff with emergency response roles (e.g. fire warden) received training?                                                    | Y |   |                                                                                                                                                                                                                             |                    |                         |                                          |                                            |
| Is all health and safety training recorded?                                                                                       | Y |   | Use the National College training portal – also used to monitor what training has been completed. Also use the IHASCO CPD program with timetabled training relating to behaviour, teaching and learning, safe guarding etc. |                    |                         |                                          |                                            |
| Are all staff aware of the health and safety issues particular to their role?                                                     | Y |   | Part of induction.                                                                                                                                                                                                          |                    |                         |                                          |                                            |
| Have staff who need it been provided with appropriate protective clothing, and have they been shown how to use and look after it? | Y |   |                                                                                                                                                                                                                             |                    |                         |                                          |                                            |
| Have all display screen equipment users been identified, provided with suitable training and their workstations assessed?         | Y |   | Part of IHASCO online training program.                                                                                                                                                                                     |                    |                         |                                          |                                            |
| Have any additional measures been put in place for the safety of disabled or pregnant people on site?                             | Y |   | Individual assessment program in place – none required at present.                                                                                                                                                          |                    |                         |                                          |                                            |

| Question                                                                                                                                                                                                                                                                     | Y | N | Comments                                                                                                                      | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------|------------------------------------------|--------------------------------------------|
| Have health and safety implications for lone working been considered?                                                                                                                                                                                                        |   |   | Possible teaching in community building and homes. Individual assessment undertaken on each occasion this is required.        |                    |                         |                                          |                                            |
| Are risk assessments and control measures in place for personal security and lone working?                                                                                                                                                                                   | Y |   | As above.                                                                                                                     |                    |                         |                                          |                                            |
| Is a "no smoking" sign displayed?                                                                                                                                                                                                                                            | Y |   |                                                                                                                               |                    |                         |                                          |                                            |
| Are staff, including union health and safety representatives, consulted on health and safety arrangements?                                                                                                                                                                   | Y |   | Staff meetings; morning and afternoon briefing, departmental meeting, and reflective practice lead by the mental health team. |                    |                         |                                          |                                            |
| <b>Trips and visits</b>                                                                                                                                                                                                                                                      |   |   |                                                                                                                               |                    |                         |                                          |                                            |
| Is a member of staff designated as an educational visits coordinator (EVC) and have they received training?                                                                                                                                                                  | Y |   |                                                                                                                               |                    |                         |                                          |                                            |
| Does the school comply with DfE guidance in relation to trips and visits?                                                                                                                                                                                                    | Y |   |                                                                                                                               |                    |                         |                                          |                                            |
| Are risk assessments completed for all proposed trips and visits and inputted on EVOLVE? If EVOLVE is not used, can the school demonstrate that their system is effective?<br>Are all staff accompanying the trip/visit fully aware of the contents of the risk assessments? | Y |   |                                                                                                                               |                    |                         |                                          |                                            |

| Question                                                                                                                                                                | Y | N | Comments                                                                                                                          | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| <b>Work experience</b>                                                                                                                                                  |   |   |                                                                                                                                   |                    |                         |                                          |                                            |
| Work experience placements for students at the school (secondary only) – are risk assessments in place for each placement, with records stored centrally?               | Y |   | Pupils are one to one supported. Pre meeting with provider to discuss needs, review job and premises and produce risk assessment. |                    |                         |                                          |                                            |
| When work experience placements are offered by the school, are those taking up the placement vetted appropriately, and a risk assessment carried out?                   |   |   |                                                                                                                                   |                    |                         |                                          |                                            |
| <b>Manual handling</b>                                                                                                                                                  |   |   |                                                                                                                                   |                    |                         |                                          |                                            |
| Are all relevant staff trained and competent?                                                                                                                           | Y |   | Training delivered to Equan & teaching staff by the PM.                                                                           |                    |                         |                                          |                                            |
| Are risk assessments carried out in relation to manual handling tasks?                                                                                                  | Y |   |                                                                                                                                   |                    |                         |                                          |                                            |
| <b>Crisis and emergency management</b>                                                                                                                                  |   |   |                                                                                                                                   |                    |                         |                                          |                                            |
| Is a there a crisis management team, and have they created a recovery plan to be followed in the event of a serious accident or incident?                               | Y |   | Business continuity plan in place.                                                                                                |                    |                         |                                          |                                            |
| Are procedures in place for handling emergency situations and for communicating these to all staff?                                                                     | Y |   |                                                                                                                                   |                    |                         |                                          |                                            |
| 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? | Y |   |                                                                                                                                   |                    |                         |                                          |                                            |



| Question                                                                                                                                                                                     | Y | N | Comments | Action to be taken | Action Priority (H/M/L) | Action Owner (to be completed by school) | Date Completed (to be completed by school) |
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| Are these plans and procedures tested through an annual emergency exercise?                                                                                                                  | Y |   |          |                    |                         |                                          |                                            |
| Are these plans and procedures reviewed after the annual emergency exercise?                                                                                                                 | Y |   |          |                    |                         |                                          |                                            |
| <b>Radiation – secondary schools only</b>                                                                                                                                                    |   |   |          |                    |                         |                                          |                                            |
| Does the school hold any sources of ionising radiation?                                                                                                                                      |   |   | N/A      |                    |                         |                                          |                                            |
| Has the school appointed a Radiation Protection Adviser (RPA)?                                                                                                                               |   |   |          |                    |                         |                                          |                                            |
| Has the RPA agreed the schools standard operating procedures?                                                                                                                                |   |   |          |                    |                         |                                          |                                            |
| Has the school appointed a science teacher as a Radiation Protection Supervisor (Schools) and ensured they have received suitable training/refresher in the last 5 years e.g. from CLEAPSS?  |   |   |          |                    |                         |                                          |                                            |
| Have all science staff involved in the use of sources (e.g. teachers and technicians) received training/refresher training from the Radiation Protection Supervisor within the last 5 years. |   |   |          |                    |                         |                                          |                                            |
| Is a recorded check in place to ensure that all radioactive sources kept are suitable for use within the education sector?                                                                   |   |   |          |                    |                         |                                          |                                            |
| Has the school got satisfactory storage arrangements for radioactive sources?                                                                                                                |   |   |          |                    |                         |                                          |                                            |
| Does the school hold a radioactive source history, for each source including the results of regular inspections and leak tests?                                                              |   |   |          |                    |                         |                                          |                                            |

| Question                                                                                      | Y | N | Comments | Action to be taken | Action Priority<br>(H/M/L) | Action Owner<br>(to be completed by school) | Date Completed<br>(to be completed by school) |
|-----------------------------------------------------------------------------------------------|---|---|----------|--------------------|----------------------------|---------------------------------------------|-----------------------------------------------|
| Is there a list of authorised staff to use and handle sources                                 |   |   |          |                    |                            |                                             |                                               |
| Is there an up to date log book recording staff withdrawing and returning radioactive sources |   |   |          |                    |                            |                                             |                                               |