

ANNUAL HEALTH AND SAFETY AUDIT REVIEW

Newchurch Community Primary School

School Status:	Primary
Employer:	LA Maintained School – Warrington Borough Council
People Considered:	Pupils, Staff, Visitors and all other site users
Audit Review carried out by:	Julie Howard Resilience Adviser Health and Safety
Audit Review Date:	16 th February 2016
Date of review visit:	8 th March 2016
Attendees during visit:	Name: Julie Howard Title Resilience Adviser Health and Safety

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1. Management Summary

1.1 Background and Objectives

The audit review process was based upon the framework developed by the Health and Safety Executive (HSE) in their publication *Managing for Health and Safety* (HSG65). The structure of this report reflects the four elements within the HSE's framework as detailed below:

(i) Plan - The Councils Health, Safety and Welfare Policy statement is the Chief Executives corporate declaration of intent on behalf of Warrington Borough Councils plan for implementation and to decide how performance will be measured. Service Managers, Managers and Head Teachers are expected to ensure they effectively plan and implement the policy at an operational level which involves compliance with WBC documented arrangements and procedures to ensure Health, Safety and Welfare within their areas of responsibility are implemented, clearly understood, appropriately communicated to all employees and interested parties.

(ii) Do - *Managing for Health and Safety* recognises that the Council needs to create “a robust framework for management activity and to detail the responsibilities and relationships that will deliver improved performance.” In creating this safety culture the HSE guidance points to the need for;

- Identify Risk Profile – Identify risks and how this will be managed and prioritised. Involving employees in the process.
- Organise Activities to Deliver Plan – Worker involvement ensures clear communication is in place. Adequate resources are to be provided to implement and manage controls identified.
- Implement your Plan - Identify and put in place preventative and protective measures. Provide and maintain the correct tools and equipment to carry out work. Train and instruct to ensure employees are competent to carry out work tasks. Supervise to ensure arrangements are followed.

(iii) Check - This aspect of the audit review focuses upon the documented risk assessments and accompanying precautions. The coverage and currency of the risk assessments is audited followed by a review into whether there is a plan to implement any identified further control measures. It also reviews safe systems of work, methods of work and organisational arrangements for the management of first aid, fire precautions, control of substances hazardous to health

(COSHH), display screen assessments (DSE) etc. The Council must establish systems for measuring and monitoring Health and Safety performance and these systems are usually described as active monitoring before an accident or incident, such as workplace inspections and reactive monitoring after an accident or incident, such as analysing accident forms. The results from this monitoring can be used to develop key performance indicators.

(iv) Act – Reviewing performance by monitoring accident and ill-health trends, revisit plans, policy documents and risk assessments to identify where updating may be required. You need to take actions on lessons learned, including audit and inspection reports.

1.2 Objectives

Following the Risk and Resilience Team 2012–2015 indepth audit process within all schools, the aim of this annual desktop review was to gain an overview of the management arrangements in place for Health and Safety within Newchurch Community Primary School.

The audit was limited to key areas of Health and Safety in order to gain an overview of the effectiveness and validity of the safety management system within the School. It is important to realise that the audit review provides opinion on the responses and evidence provided by the school during the desktop review and the observations and the impressions gained during the review visit to school. Every effort was made to ensure all statements and information offered in this review are given in good faith relating to the information and documentation provided by the school during the audit process.

The audit review covered policy and organisation, accidents and first aid, workplace health, safety & welfare, legionella, asbestos, cleaning and chemicals, fire, risk assessments, manual handling, display screen equipment, outside areas, stress, control of contractors, lifting operations and lifting equipment regulations, provision and use of work equipment regulations and active / reactive monitoring. The aim of the audit review was to gain an overview of arrangements in place and to inform more in-depth audits where necessary. The scope of the audit was limited; therefore assurances and opinion stated within this review should not be taken as identifying all areas of possible non-conformances for statutory requirements.

1.2.1 The control objectives: To assess the degree to which the organisation has its Health and Safety risks under control by testing the structure of its Health and Safety management system against recognised best practice e.g. HSE guidance and the principles of total quality management

and HSG (65), the audit process was aligned to elements of ROSPA QSA (Royal Society for the Prevention of Accidents quality safety assurance) and OSHAS 18001 and will enable WBC to: -

- Review the organisations Policy;
- Assist in discharging it's legal and moral obligations with regard to Health and Safety at work;
- Assess its Health and Safety performance against the general duties of the *Health and Safety at Work Act: 1974* and the *Management of Health and Safety at Work Regulations: 1999*;
- Provide a framework for progressive improvements in Health and Safety management and its performance.

1.2.2 Sample testing was undertaken to verify the operational effectiveness of the health and safety management control systems and this was undertaken by means of a desk top audit review on the 16th February 2016 followed by a visit on the 8th March 2016. The audit provides clear corrective action as necessary with the findings and recommendations.

The audit review will give two overall assurance statements, the first for 'Key areas of Risk' which include Policy and Organisation, Legionella, Asbestos, Control of Contractors, Fire and Risk Assessment and the second for the 'Remaining areas of Risk' which include Accidents and First Aid, Manual Handling, Stress, DSE, Outside Areas, Cleaning and Chemicals, PUWER, LOLER, Workplace Health, Safety and Welfare, Active and Re-Active Monitoring.

2. Overall Health and Safety Audit Opinion for Newchurch Community Primary School

2.1 We contribute to the overall governance of the Council by providing an opinion on the adequacy and effectiveness of internal Health and Safety management controls in relation to the areas under review and to encourage consistent safe, compliant standards across all Warrington family of schools. Our Assurance Statement reflects our opinion and is selected from the range of statements contained in Appendix A.

2.2 It should be noted that the overall legal responsibility and accountability for ensuring health and safety compliance lies with the employer.

- The local authority is the employer, and therefore responsible in terms of health and safety compliance in relation to: Local Authority Maintained Schools, Voluntary Controlled Schools, Local Authority Maintained Nursery Schools and Pupil Referral Units.

The day-to-day running of the school including responsibility for the health and safety of staff and pupils is delegated to the head teacher and school management team who have a key role in making sure risks are managed effectively on site.

2.3 Assurance Statements

The following 2 assurance statements set out the findings from the audit review for the 'key areas of risk' and the 'remaining areas of risk'.

Key Areas of Risk

The Assurance Statement for the Health, Safety & Welfare Performance relating to: -
Policy and Organisation, Legionella, Asbestos, Control of Contractors, Fire and Risk Assessment

The overall audit review opinion for **(Newchurch Community Primary School)** is;

High Assurance (for the areas audited)

All key control measures for the management of health, safety & welfare are being applied consistently and effectively. This means that all the key areas of risks in the audit scope are being properly managed (no recommendations made)

There is a total of **0** recommendations within the report categorised as follows; **0** critical, **0** high **0** medium and **0** low recommendations made.

Remaining areas of Risk

Assurance Statement for Health, Safety & Welfare Performance relating to Accidents and First Aid, Manual Handling, Stress, DSE, Cleaning and Chemicals, Outside Areas, PUWER, LOLER, Workplace HSW, Measuring Performance and Active Monitoring.

The overall audit review opinion for **(Newchurch Community Primary School)** is;

High Assurance (for the areas audited)

All key control measures for the management of health, safety & welfare are being applied consistently and effectively. This means that all the key risks in the audit scope are being properly managed (no critical or high, 5 or under medium & under 5 low recommendations made)

There are a total of **0** recommendations within the report, categorised as follows; **0** critical **0** high **0** medium and **0** low recommendations made.

2.4 The Health and Safety desktop audit review was conducted on 16th February 2016 by Julie Howard (Resilience Adviser Health and Safety). This was followed up by an audit review visit to the school on the 8th March 2016 in attendance was Julie Howard (Resilience Adviser Health and Safety).

Newchurch Community Primary School attained a High Assurance opinion for the 'Key areas of Risk' and High Assurance for the 'Remaining areas of Risk' audited. There was evidence to support that further Health and Safety work needs to be undertaken which is detailed in the action plan within the associated Desktop Review Audit Tracker. It would also be prudent to consider that the audit review was limited and did not fully test the Health and Safety management system.

2.5 There was clear evidence to support that Health and Safety management is being effectively managed with the commitment from the Head Teacher, Caretaker and staff towards health and safety compliance. The evidence demonstrated that Health and Safety forms an integral part of the daily management within the school and is taken seriously.

3. Rationale Supporting the Overall Health and Safety Audit Review Opinion for Newchurch Community Primary School.

Areas completed in red, identify where recommendations have been made in the action plan tracker.

DOCUMENTATION AND SAFETY MEASURES ASSESSMENT	Are Measures In Place?
<u>1. POLICY AND ORGANISATION</u>	
• The school have adopted WBC Health and Safety Policy	Yes
• The school have produced a statement of intent detailing how the policy is to be implemented in School.	Yes
• The statement of intent has been signed and dated by the Head Teacher Mrs Sara Lawrenson and Patrick Elyse on the 21 st September 2015.	Yes
• The Safety responsibilities of staff are detailed in the policy	Yes
• All staff have been made aware of the Health, Safety and Welfare Policy during a morning briefing on the 7 th October 2015.	Yes
• The HSE Law poster on display and correctly completed.	Yes
• Health and safety is reported to Governors, via the Head Teacher's termly report and discussed at the Buildings Committee and Full Governor meetings	Yes
• The Committee assist in the monitoring of accident and incident trends, risk assessment, safe systems of work, site inspections and training.	Yes
• Patrick Elyse is the current nominated Governor for Health and Safety	Yes
• Health and Safety objectives have been identified within the School Development Plan / Action Plan	Yes
• Health and Safety is an agenda item at Staff and Senior Leadership Team meetings	Yes
• The Committee assist in the monitoring of safe systems of work, risk assessments, workplace inspections, employee training and accident/incident trends.	Yes
• Health and Safety is communicated to staff, visitors, pupils and contractors	Yes
• Health and Safety is communicated within school by the induction process, notice board, health and safety file, H & S Policy, staff handbook, email, meetings, briefings and via the risk assessments, school policies and procedures.	Yes
• External organisations have been identified as using the School Site, information regarding the emergency procedures and relevant risk assessment have been shared between the parties.	Yes
• All new starters go through the health and safety induction process.	Yes
• Health and safety training needs have been assessed for staff and the school have a training matrix which identified the training dates and dates when refresher training has been identified.	Yes
• The Head Teacher/other designated person have attended IOSH Managing Safety or HABC Level 3 Health and Safety training in the Workplace. The school informed the Risk and Resilience Team that a course has been booked, due to attend on the 22nd March and 24th April 2016.	Yes

<u>2. ACCIDENTS / FIRST AID</u>	
<ul style="list-style-type: none"> Accidents/ Incidents are monitored in school and the information is used to review systems and procedures. 	Yes
<ul style="list-style-type: none"> Accidents/ Incident investigations are carried out by Sara Lawrenson and training is due to be undertaken on 22nd March 2016. 	Yes
<ul style="list-style-type: none"> Following the review of systems and procedures the information is communicated with staff via briefings. 	Yes
<ul style="list-style-type: none"> Bev Heath and Sue Burrows are responsible for inputting accidents / incidents onto the electronic accident reporting system and have attended appropriate training 	Yes
<ul style="list-style-type: none"> The school has procedures/ Risk Assessments in place covering the risk of violence or threatening behavior to staff. 	Yes
<ul style="list-style-type: none"> The school has a First Aid needs risk assessment in place which identifies 5 FAW first aiders, 4 Pediatric first aiders and 5 emergency first aiders, including Mid-Day Assistants. 	Yes
<ul style="list-style-type: none"> Notices of current first aiders/emergency first aiders including contact details are displayed around the school 	Yes
<ul style="list-style-type: none"> The School have identified that Lisa Wilkinson-Gamble maintains/stocks the First Aid boxes around School 	Yes
<ul style="list-style-type: none"> The School has a defibrillator on site 	Yes
<ul style="list-style-type: none"> All staff are trained to use the defibrillator and the training is refreshed every year, training was last refreshed on the 11th January 2016. 	Yes
<u>3. WORKPLACE HEALTH, SAFETY & WELFARE</u>	
<ul style="list-style-type: none"> Sara Lawrenson is the Premise Manager and is adequately trained and aware of their responsibilities. 	Yes
<ul style="list-style-type: none"> Indoor and Outdoor inspections are carried out and documented on a daily/ weekly checklist. 	Yes
<ul style="list-style-type: none"> The Maintenance Officer/ Caretaker has attended the relevant training courses and is booked in to attend refresher training in the near future. 	Yes
<ul style="list-style-type: none"> Building and site inspections carried out by the Caretaker and documented on the daily checklist. 	Yes
<ul style="list-style-type: none"> Manchester Working are responsible for the servicing, maintenance and inspection of equipment on site. (The school have an SLA with Building Services) 	Yes
<ul style="list-style-type: none"> 5 yearly hard wiring survey was carried out and dated 2nd and 4th March 2016, recommendations have been identified and will be completed, signed off and monitored by the Buildings Committee 	Yes
<ul style="list-style-type: none"> Portable electrical appliances (PAT) inspected and dated April 2015 	Yes
<ul style="list-style-type: none"> Gas inspection carried out Gas Safety Certificate is available and dated May 2015 	Yes
<ul style="list-style-type: none"> Boiler serviced and dated May 2015 	Yes
<ul style="list-style-type: none"> Glazing survey is in the process of be carried out and on site March 2016 	Yes
<ul style="list-style-type: none"> Lightening Conductor inspected and dated 27th August 2015 	Yes
<ul style="list-style-type: none"> Waste bins are stored at least 8m away from the building and are kept secure 	Yes
<ul style="list-style-type: none"> Adequate Traffic Management systems are in place 	Yes

<p><u>4. LEGIONELLA</u></p> <ul style="list-style-type: none"> There are designated persons for managing legionella on site (Responsible person Sara Lawrenson, Deputy Mrs J Narraway /Tap turner Mr N. Owen). All responsible persons have undertaken legionella training within the last 3 years (28th April 2014) A current Legionella Risk Assessment is in place dated 20th February 2013. The risk assessment is scheduled to be reviewed on 21st December 2015. Recommendations from the risk assessment are actioned and signed off when completed. A Legionella Control Management Plan is in place and was last reviewed in November 2015. The monthly temperature monitoring in school is carried out by Manchester Working and all faults and actions are recorded Flushing of rarely used taps and toilets is undertaken and recorded by Mr Nick Owen 	<p></p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><u>5. ASBESTOS</u></p> <ul style="list-style-type: none"> An Asbestos Management Plan is in place and it was last reviewed on 9th February 2015 (AMP is reviewed on an annual basis) A current Asbestos management survey is available dated 2nd June 2015 An annual visual condition survey of asbestos identified in the premises has been carried out and recorded by the school on 2nd February 2016. The appropriate staff have received asbestos training dated 11th March 2014 for Nick Owen, the Deputy attended on the 16th March 2014 and the Head is due to attend training in July 2016. Staff are informed and kept aware of any asbestos risks identified in their workplace or any procedures for managing asbestos on the premise The asbestos file is on site and available for contractors to view and sign (as appropriate) 	<p></p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
<p><u>6. CLEANING/ CHEMICALS (COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)</u></p> <ul style="list-style-type: none"> Warrington Borough Council are responsible for carrying out the cleaning within the building and for providing all cleaning chemicals. Staff are aware of the risk assessments and are trained in using the chemicals safely Task based COSHH risk assessments have been completed for all hazardous chemicals, substances and products used on site and are reviewed annually A number of staff have been assigned to COSHH and have received appropriate training in the management of risks from hazardous substances An up to date inventory of all chemicals is available with associated Manufacturers Safety Data sheets All flammable substances stored away from sources of ignition and combustibles 	<p></p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

<u>7. FIRE</u>	
<ul style="list-style-type: none"> A fire risk assessment is available dated 8th December 2015 and any recommendations identified in the risk assessment have been actioned and signed off. 	Yes
<ul style="list-style-type: none"> The fire risk assessment has been shared / discussed with appropriate staff via email/ minutes/ briefings etc. 	Yes
<ul style="list-style-type: none"> An annual arson risk assessment has been completed and is dated 27th February 2015. 	Yes
<ul style="list-style-type: none"> All building users aware of evacuation procedures and what to do in the event of a fire. 	Yes
<ul style="list-style-type: none"> Evacuation procedures define arrangements for those persons with special needs (PEEP) 	Yes
<ul style="list-style-type: none"> The evacuation process has been practiced with staff and those with special needs. The last evacuation was 17th November 2015. 	Yes
<ul style="list-style-type: none"> There are written procedures for testing the alarms, other communication systems and testing the fire emergency evacuation procedure 	Yes
<ul style="list-style-type: none"> The school has a fire log book to record tests, false alarms, equipment checks, maintenance records etc. 	Yes
<ul style="list-style-type: none"> Fire fighting equipment is available and checked annually by Manchester Working Latest visit dated 14th October 2015 	Yes
<ul style="list-style-type: none"> Sara Lawrenson has attended fire warden on the 25th September 2012 and is due to attend fire marshall training on 29th February 2016. 	Yes
<ul style="list-style-type: none"> Emergency procedures take into consideration threats from bomb or gas explosions and were last reviewed 27th February 2015. 	Yes
<u>8. RISK ASSESSMENTS</u>	
<ul style="list-style-type: none"> Specific task based risk assessments have been undertaken and were last reviewed in September 2015. 	Yes
<ul style="list-style-type: none"> John Duckett has attended risk assessment training dated on the 28th January 2016. 	Yes
<ul style="list-style-type: none"> Staff are involved in the risk assessment process and are aware of the control measures required. 	Yes
<ul style="list-style-type: none"> The risk assessments are located on the schools shared drive and paper copies are in files in the Head Teachers office. 	Yes
<ul style="list-style-type: none"> The following Risk Assessments were provided as examples Ladder Use – September 2015 Manual Handling – January 2016 Classroom – September 2015 Playground – September 2015 	

<u>9. MANUAL HANDLING & WORKING AT HEIGHT</u>	
<ul style="list-style-type: none"> • Risk assessments are in place and include TILE (Task, Individual, Load, Environment) 	Yes
<ul style="list-style-type: none"> • Staff (including teaching assistants and midday assistants) have attended Manual Handling training dated 13th June 2013 	Yes
<ul style="list-style-type: none"> • Staff members who use ladders have had appropriate training within the last 3 years 	Yes
<ul style="list-style-type: none"> • Ladders are periodically inspected to ensure that they are in good working order. 	Yes
<u>10. DISPLAY SCREEN EQUIPMENT (DSE)</u>	
<ul style="list-style-type: none"> • Display Screen Equipment (DSE) assessments carried out on main users and dated December 2015 	Yes
<ul style="list-style-type: none"> • Sue Burrows and Bev Heath are responsible for carrying out DSE assessments and are due to attend DSE Assessor training on 23rd March 2016 	Yes
<ul style="list-style-type: none"> • DSE assessments are reviewed whenever there are any significant changes to workstations or relocations 	Yes
<ul style="list-style-type: none"> • Records of the DSE assessments are kept. 	Yes
<ul style="list-style-type: none"> • Please note that a new e-learning package regarding Display Screen Equipment will soon be available for all DSE users via my school (April 2016). 	
<u>11. OUTSIDE AREAS</u>	
<ul style="list-style-type: none"> • Outside play equipment (Trim trail) checked regularly by Nick Owen and annually by Crown Gymnastics Equipment the last visit was dated April 2015 	Yes
<ul style="list-style-type: none"> • Procedures in place for the use of outside play equipment and measures taken to prevent unauthorized use as appropriate 	Yes
<ul style="list-style-type: none"> • Grassed and hard play areas checked visually for rubbish, debris and gravel 	Yes
<ul style="list-style-type: none"> • Fencing secure and in good condition and regular checks to perimeter fencing and gates carried out by Nick Owen and documented on the daily checklist 	Yes
<ul style="list-style-type: none"> • Tree survey carried out by Warrington Borough Council as part of a SLA 	Yes
<ul style="list-style-type: none"> • Grounds Maintenance carried out by Warrington Borough Council 	Yes
<ul style="list-style-type: none"> • A Gritting plan is in place 	Yes
<ul style="list-style-type: none"> • Pond fenced and the gate kept secured 	Yes
<ul style="list-style-type: none"> • Pupils accompanied by staff when working in the pond area 	Yes
<ul style="list-style-type: none"> • The recycling bins are stored chained with brakes on / in a compound 	Yes





12. STRESS <ul style="list-style-type: none"> The School are aware of the WBC Stress management policy and have communicated this to staff via staff briefing and stress management questionnaire School has undertaken a stress risk assessment as necessary and shared this with all staff. Individual stress risk assessments have been completed for people that have returned to work following a stress related illness or suffering from stress. For information: please find link to guidance issued by the 4 main union leads NUT, Unison, GMB and Unite regarding the prevention of work-related mental health conditions by tackling stress, the guidance has a Teacher well-being 'ready reckoner' which can be used to give an indication of an individual's general level of stress. A request was made to share this document with all schools by Shaun Everett (NUT Trade Union Representative). 	
	Yes
	Yes
13. CONTROL OF CONTRACTORS <ul style="list-style-type: none"> There is a procedure in place for the formal assessment of contractors for H&S competency The Head Teacher and Office Manager are the responsible persons for selecting, controlling and monitoring of the work of contractors. Sue Burrows attended training on 8th December 2015 and Sara Lawrenson attended training on 11th February 2016 for client duties under CDM 2015 The school has evaluation sheets to check that contractors provide their safety policy method statements, risk assessments, safety plans, training records, Insurance and HSE prosecutions 	
	Yes
	Yes
	Yes
14. LOLER – LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS <p>We were informed that there is no lifting equipment in school that meets the requirements of the Lifting Operations and Lifting Equipment Regulations 1998.</p>	
	N/A
15. PUWER – PROVISION AND USE OF WORK EQUIPMENT REGULATIONS <ul style="list-style-type: none"> Risk assessment dated 1st March 2016 is in place for the use and control of equipment and machinery and is reviewed on an annual basis. Inspection maintenance procedures are in place and documented for equipment/ machinery Appropriate staff have received adequate information, instruction and training in the use of the equipment and refresher training is programmed in for 13th June 2016. Emergency procedures are in place for equipment 	
	Yes
	Yes
	N/A





16. ACTIVE & REACTIVE MONITORING	
<ul style="list-style-type: none"> Workplace inspections have been carried out and the last two inspections is dated 11th November 2015 and 7th March 2016 Class room checklists are carried out on an annual basis, maintenance interior checklists are carried out weekly and Health and safety Walks are carried out termly. Inspection checklist are used for the various inspections around school. Action plans are developed from the workplace inspections and are monitored and signed off by the Head Teacher when recommendations are completed. 	Yes
	Yes

Actions identified requiring attention	NO
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The accompanying Audit Review Action Plan Tracker provides a full breakdown of all the recommendations made during the 2015-2016 Audit

4. The number of recommendations made in each key control area for Newchurch Community Primary School is as follows:

Key Areas of Risk Health & Safety Management Area for Newchurch Community Primary School	Number of Recommended Improvement Actions by Risk Rating			
	 Critical	 High	 Medium	 Low
Policy and Organisation				
Risk Assessment				
Legionella				
Asbestos				
Control of Contractors				
Fire Safety				
Total	0	0	0	0
Total Number of Recommendations Made	0			

Remaining areas of Risk Health & Safety Management Area for Newchurch Community Primary School	Number of Recommended Improvement Actions by Risk Rating			
	 Critical	 High	 Medium	 Low
Accident and First Aid				
Workplace Health, Safety & Welfare				
Manual Handling				
Stress				
DSE				
Cleaning and Chemicals				
PUWER				
LOLER				
Outside Areas				
Active and Reactive Monitoring				
Total	0	0	0	0
Total Number of Recommendations Made	0			

5. ACTION PLAN for Newchurch Community Primary School

Please refer to the Newchurch Community Primary School audit review action plan tracker for comprehensive action plan.

6. (Appendix A)

Overall Health and Safety Audit Opinions / Recommendation Definitions:

Key areas of Risk (Policy and Organisation, Legionella, Asbestos, Control of Contractors, Fire and Risk Assessment)

High Assurance	All key control measures for the management of health, safety & welfare are being applied consistently and effectively. This means that all the key areas of risks in the audit scope are being properly managed (no recommendations made)
Substantial Assurance	Key controls exist for the management of health, safety & welfare but there is some inconsistency in their application. This means that a few of the key areas of risk may need attention (no critical, high or medium, recommendations made).
Limited Assurance	Some key controls do not exist for the management of health, safety & welfare and/or are not applied consistently or effectively. This means that a reasonable number of the key risks in the terms of reference need attention (No critical or high recommendations made)





Minimal Assurance	A significant number of key controls do not exist for the management of health, safety & welfare and/or there are major omissions in the application of key controls. This means that a significant number of key areas of risk are not being properly managed (critical and high recommendations made)
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Remaining areas of Risk (Accidents and First Aid, Manual Handling, Stress, DSE, Cleaning and Chemicals, PUWER and LOLER, Workplace HSW, Active and Reactive Monitoring, Audit and Review)

High Assurance	All key control measures for the management of health, safety & welfare are being applied consistently and effectively. This means that all the key risks in the audit scope are being properly managed (no critical or high, 5 or under medium & under 5 low recommendations made)
Substantial Assurance	Key controls exist for the management of health, safety & welfare but there is some inconsistency in their application. This means that a few of the key risks in the terms of reference may need attention (no critical or high between 6-10 medium and low recommendations made).
Limited Assurance	Some key controls do not exist for the management of health, safety & welfare and/or are not applied consistently or effectively. This means that a reasonable number of the key risks in the terms of reference need attention (No critical but high or over 10 medium recommendations made)
Minimal Assurance	A significant number of key controls do not exist for the management of health, safety & welfare and/or there are major omissions in the application of key controls. This means that a significant number of risks in the terms of reference are not being properly managed (critical and high recommendations made)

Recommendation Risk Ratings

We have four categories by which we classify our recommendations. They are defined as follows:

 Critical	A top priority due to the absence of or non-compliance with fundamental control processes, creating the risk that significant error or non-compliance with health & safety statutory duties could go undetected.
 High	An important issue, which is needed to bring the health & safety management system internal control measures up to an adequate standards or eliminate a serious level of non-compliance with an existing control process.
 Medium	An issue, which, if addressed, would contribute towards raising the standard of health & safety management internal controls to a level higher than adequate or help to reduce a less serious level of non-compliance with an existing control process.
 Low	A minor issue, which, if addressed, would contribute towards raising the standard of internal control or help to reduce a minor level of non-compliance with an existing control process.

7. Acknowledgements

We would like to thank the staff for their co-operation and time during the course of this audit.