

Communities and Families Risk Assurance Programme

Health and Safety Action Plan - HSAAP4 Version 2.1 05/06/17

UNIT NAME	Oxgangs Primary School
Unit type	Primary School
Responsible officer	Liz Walshe
Audit carried out by	Dennis Raeburn & Nicola Fraser
Completion date	20/03/2018
Action plan to be completed by responsible officer and returned to: dennis.raeburn@edinburgh.gov.uk	

Validation Check	Evidence				Notes	Areas of Good Practice	Areas for Improvement	Recommendation	Management response	Action date	Status
	Yes	Partial	No	N/A							
A - Health and Safety											
1	Health and Safety Roles and Responsibilities										
1.1	H&S roles, responsibilities and accountabilities set out in the Council H&S Policy are understood for key roles, e.g. Head Teacher					Clear understanding demonstrated for key roles.	There is a good awareness of H&S roles and responsibilities.				
1.2	Roles and responsibilities are clearly set out in the unit, and understood					Roles and responsibilities are clearly set out in the 'School Handbook'.					
1.3	H&S responsibilities are included in personal objectives for key roles					This was verified for the Head Teacher and Business Manager.					
	Overall rating										
2	Health and Safety Training										
2.1	Induction H&S training is carried out for all staff					Induction training was viewed for two members of staff. Training dates were February 2017 and August 2017.					
2.2	All other H&S training needs have been identified, and implemented					H&S (Health and safety) training needs have been identified in the C&F Essential Learning Matrix. There is a good range of H&S training in place, however, not all training is up to date. The Head Teacher, Deputy Head Teacher and Business Manager have yet to attend the new (1 day) 'H&S for Schools' training and the Business Manager would also benefit from attending an additional risk assessment course.	H&S for Schools' training required for the Head Teacher, Deputy Head Teacher and the Business Manager. The Business Manager also requires additional risk assessment training.	Ensure that all H&S training for staff is carried out and is up to date. This should include 'H&S for Schools' training for the Head Teacher, Deputy Head Teacher and the Business Manager with additional risk assessment training for the Business Manager.			
2.3	Training has been provided to all relevant staff on dealing with violence and aggression					A sample was viewed for two members of staff for 'Managing Challenging Behaviour' training which was carried out on 30/09/17.					
	Overall rating										
3	Health and Safety Communications										
3.1	The Council H&S Policy and guidance is readily accessible to all staff and third parties					The H&S Policy is available on the staffroom notice board, on the Orb and in the School H&S file.	Good H&S communications are in place.				
3.2	The Council H&S Policy Statement is displayed					The Policy Statement is displayed on the staffroom notice board.					
3.3	HSE Health and Safety Law Poster is displayed					The Health and Safety Law Poster is displayed in the staffroom.					
3.4	Employers' Liability Certificate is displayed					The Employers' Liability Certificate is displayed within the School.					
3.5	H&S is discussed at Unit/ Head Teacher staff meetings					Minutes of Management meetings and staff meetings were viewed. H&S is a standing item on the agenda.					
3.6	H&S is discussed at Department staff meetings					The PE Teacher attends staff meetings and raises issues.					
3.7	H&S instructions are given to pupils					This was verified for a sample of pupils. The School 'Bingo Ball Chats' book was viewed. This contains the pupils' own views on general safety.					
	Overall rating										
4	Health and Safety Risk Assessments										
4.1	Adequate H&S risk assessments in place for all curricular activities, as applicable					A range of Gym/PE, Gymnastic and outdoor PE risk assessments were viewed. These are on the old risk assessment template and require to be updated (13/01/16) and reviewed to include more detail (this was discussed during the audit). A 'Staging for School Performances' risk assessment was viewed dated (13/12/17), this requires more detail in relation to the required manual handling controls. A range of Excursion risk assessments were viewed which were recorded on a mix of both the old and new risk assessment template. The School needs to ensure that when carrying out excursion assessments, only significant hazards are identified. In addition there is a need for consistency in relation to assessment templates used. The school has underfloor heating so there is no risk of burns from radiators.	Update and review of risk assessments with more detail is required on the new Council risk assessment template.	Ensure that risk assessments are reviewed and updated for all curricular activities and ensure that these are recorded on the new Council risk assessment template.			

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	Yes	Partial	No	N/A							
7	H&S Workplace Inspections / Housekeeping										
7.1	H&S Workplace Inspections are carried out at appropriate intervals				Health and safety inspections are carried out but these are not recorded on the appropriate Council template.		H&S workplace inspections are required to be recorded on the Workplace inspection template.	Ensure that H&S workplace inspections are carried out termly and recorded on the Workplace inspection template.			
7.2	There is a plan of Safety Inspections by Trade Union Safety Reps, and these are carried out according to the plan				There are no Trade Union safety representatives within the School.						
7.3	Satisfactory standard of housekeeping				Observation.						
7.4	Items stored at height are accessible, secure and safe				Observation.						
7.5	Suitable cleaning programme in place				There is a cleaning programme in place.						
7.6	Emergency cleaning arrangements in place e.g. to deal with Norovirus outbreak				The Norovirus toolkit was viewed.						
	Overall rating										
8	Stress / Employee Assistance Programme										
8.1	Roles and responsibilities set out in the Council Stress Policy and Toolkit are understood for key roles				Clear understanding demonstrated by Head Teacher and Business Manager.	Good management of stress is in place and awareness of the Employee Assistance Programme.					
8.2	Team stress risk assessments are carried out, as appropriate				In light of recent events i.e. (building defects), the Head Teacher is going to consider carrying out a Team stress risk assessment.						
8.3	Individual stress risk assessments are carried out for individuals, as appropriate				An individual stress risk assessment was viewed which was dated (08/03/17).						
8.4	Information on the EAP is readily available to staff, and staff are aware about the range of services (online, telephone and counselling services) plus EAP support for managers				A 'PAM' poster was viewed in both the staffroom and medical room.						
	Overall rating										
9	First-aid arrangements										
9.1	Adequate number of first-aiders				Two members of staff have Emergency First Aid at Work (EFAW) training (August 2016 and 25/02/16). Six other members of staff have Paediatric First Aid (0 to 8 years) training.	Good first aid arrangements are in place.					
9.2	First-aider training is up to date				The EFAW training dates are (August 2016 and 25/02/16).						
9.3	Information on first-aid arrangements is displayed				First aid arrangements are displayed in the staffroom.						
9.4	First-aid box(es) adequately stocked and checked on a regular basis				The First aid cupboard is stocked and checked on a regular basis.						
9.5	First-aid room is clean and tidy				Observation, refer to the HSE's First Aid guidance in relation to first aid room requirements. http://www.hse.gov.uk/pubns/priced/l74.pdf						
9.6	Staff awareness sessions on use of defibrillator										
9.7	Daily checks carried out on defibrillator										
9.8	Quarterly checks carried out on defibrillator										
	Overall rating										
10	Fire safety and emergency response arrangements (H&S)										
	Fire safety										
10.1	Fire risk assessment in place				There is a Fire risk assessment in place which is dated (12/09/16). The assessment requires to be reviewed and updated.		The Fire risk assessment requires to be reviewed and updated.	Ensure that the Fire risk assessment is reviewed and updated.			
10.2	Fire evacuation plan is in place				There is a Fire evacuation plan in place. The plan requires to be more site specific and include the nominated persons to co-ordinate emergency responses.		The Fire evacuation plan requires to be more site specific and include the nominated persons to co-ordinate emergency responses.	Ensure that the Fire evacuation plan is reviewed to be more site specific and include the nominated persons to co-ordinate emergency responses.			
10.3	Have Personal Emergency Evacuation Plans (PEEPs) been carried out where required				PEEPs viewed for two pupils.						
10.4	Adequate fire signage appropriately displayed including fire action notices, fire exits, assembly point, fire equipment				Observation.						
10.5	Planned fire evacuation drills are carried out and recorded				Fire drills are carried out and recorded termly (11/05/17, 07/09/17, 07/12/17 and there is a drill scheduled for 22/03/18).						
10.6	Nominated individual and deputy to co-ordinate emergency response (fire / other emergencies)				The Head Teacher is the nominated individual and in her absence this will be the nominated duty Senior Leadership Team (SLT) member.						
10.7	Adequate number of fire wardens				Class Teachers supervise pupils during evacuations and members of the SLT check designated areas. This information is not documented in the fire risk assessment or fire evacuation plan.		The fire warden arrangements require to be documented in the fire risk assessment and the fire evacuation plan.	Ensure that the fire warden arrangements are documented in the fire risk assessment and the fire evacuation plan.			

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10.8	Fire safety training is up to date					Fire extinguisher training was carried out for staff in June 2016. The Head Teacher, Deputy Head Teacher and Business Manager have yet to attend the new (1 day) 'H&S for Schools' training which incorporates fire safety management training.		The Head Teacher, Deputy Head Teacher and Business Manager have yet to attend the new (1 day) 'H&S for Schools' training course.	Ensure that all fire safety training is up to date for staff.			
10.9	All emergency escape routes, fire doors and assembly routes are free from obstruction					In general escape routes are clear with the exception of the open teaching space area in the corridor in which one set of table and chairs are too close to the emergency escape door.		The classroom furniture in the open teaching space area of the corridor needs to be re-arranged so as not to block the emergency escape route.	Ensure that all emergency escape routes and fire doors are free from obstruction at all times.			
10.10	Fire alarm call point is tested weekly (different call point each week)					Different call points are tested weekly.						
10.11	Fire extinguishers accessible, in good condition, inspected within last year					Fire extinguisher inspection carried out ('PFM' - 05/07/17).						
10.12	Sprinkler system inspected and tested											
10.13	Emergency lighting tested at appropriate frequency					Monthly testing (06/02/18 - Amey), annual testing (17/06/17 - Amey).						
10.14	Evacuation equipment checked e.g. Ski pads and evac chairs					Evac chairs - (15/11/17), next inspection - November 2018.						
	Overall rating											
	Emergency response											
10.15	Emergency procedure in place for lift breakdowns					There is an emergency procedure in place.	Good emergency response procedures in place.					
10.16	Information on emergency procedure for lifts is displayed (near the lift)					The emergency procedure is displayed adjacent to the lift.						
10.17	Emergency procedure is in place for swimming pool incidents, and has been communicated to all relevant staff staff											
10.18	Bomb threat procedures are in place with roles identified					One member of staff received bomb threat training in November 2016. All staff were briefed on the bomb threat procedures during an 'in service' day on 14/08/17.						
10.19	All emergency shut offs are clearly identified, accessible and functioning					The emergency shut offs are clearly identified and accessible.						
	Overall rating											
11	Reporting and Investigation of Incidents											
11.1	All incidents, accidents and work-related ill health cases reported					Incidents and accidents are reported on the Council's electronic SHE Assure system. There were only a few incidents reported in recent months.	Good incident management in place.					
11.2	All incidents, accidents and work-related ill health cases investigated and followed up					Incidents and accidents are investigated and followed up.						
11.3	Information on incident reporting is communicated to all staff					An email communication to staff was viewed.						
	Overall rating											
12	Escalation and monitoring of H&S risks and issues											
12.1	There is a risk notification procedure that sets a protocol in case of any serious or imminent H&S risk					There is a 'significant occurrence notification' procedure in place.						
12.2	The risk notification procedure has been communicated to staff and pupils					This was verified for the relevant staff.						
12.3	Implementation of H&S measures identified in H&S workplace inspections & audits is tracked to completion					Health and safety inspections are carried out but these are not recorded on the appropriate Council template. A H&S audit was carried out in September 2013 and most of the actions were closed out but not all.		Actions from audits and workplace inspections are required to be closed out.	Ensure that actions from audits and workplace inspections are tracked to completion.			
	Overall rating											
13	Control of Contractors											
13.1	All contractors and visitors are required to sign in and out					A contractors/visitors log book is in place.	Good control of contractor arrangements in place.					
13.2	All contractors and visitors are provided with H&S information, including emergency procedures					Visitor badges are issued which contain H&S information and emergency procedures.						
13.3	All work undertaken by contractors is authorised by relevant service (e.g. Property)					Amey helpdesk task numbers were viewed.						

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7	Condition Surveys										
7.1	Condition survey carried out covering: integrity of internal building fabric; services (heating, lighting and ventilation) and external building fabric.				A condition survey was not available.		Condition survey information should be available.	Ensure that a condition survey is available in accordance with the Scottish Government's Condition Core Facts reporting requirement.			
	Overall rating										
8	FM walk round inspections										
8.1	Regular walk round inspections carried out by SSO covering internal fabric of the building and services				Weekly site checks documentation was viewed.						
8.2	Regular walk round inspections carried out by SSO covering external fabric of the building				Regular walk round inspections being carried out but the documentation requires review in order to take into account hazards like sharps and vandalism etc.		The relevant documentation requires review in order to take into account hazards like sharps and vandalism etc.	Ensure that external walk round inspection documentation is reviewed to take into account hazards like sharps and vandalism etc.			
	Overall rating										
C - Facilities Management Health and Safety											
1	FM - Health and Safety Training										
1.1	All H&S training needs have been identified, and training implemented for FM staff				H&S training needs have been identified. A good range of H&S tool box talks are delivered annually. 2017 training records were not available for inspection as they had been archived. There was evidence of 10 tool box talks having been delivered for 2018.		2017 training records were not available for inspection as they had been archived.	Amey to confirm that all H&S training has been carried out and is up to date for FM staff (Janitor).			
	Overall rating										
2	FM - Health and Safety Risk Assessments										
2.1	Adequate H&S risk assessments in place for all FM activities				A comprehensive range of generic risk assessments is in place, however, the FM staff present during the audit did not have a clear understanding of Amey's risk assessment process and the relevant information (i.e. clarity in relation to control measures) required.		FM staff did not have a clear understanding of Amey's risk assessment process.	Ensure that FM staff have a clear understanding of Amey's risk assessment process and the relevant information (i.e. clarity in relation to control measures) required.			
2.2	COSHH assessments in place for FM activities with significant exposure to hazardous substances				COSHH assessments were in place. The sample viewed was dated 28/06/10, however, the FM staff present during the audit did not have a clear understanding of Amey's risk assessment process and the relevant information required.		FM staff did not have a clear understanding of Amey's risk assessment process.	Ensure that FM staff have a clear understanding of Amey's risk assessment process and the relevant information in relation to COSHH assessments.			
2.3	Manual handling assessments in place				Manual handling risk assessments were in place, however, the FM staff present during the audit did not have a clear understanding of Amey's risk assessment process and the relevant information required.		FM staff did not have a clear understanding of Amey's risk assessment process.	Ensure that FM staff have a clear understanding of Amey's risk assessment process and the relevant information in relation to manual handling assessments.			
2.4	Working at height assessment(s) in place (risk of falls from height)				Work at height risk assessments were in place, however, the FM staff present during the audit did not have a clear understanding of Amey's risk assessment process and the relevant information required.		FM staff did not have a clear understanding of Amey's risk assessment process.	Ensure that FM staff have a clear understanding of Amey's risk assessment process and the relevant information in relation to work at height assessments.			
2.5	Noise sources above 85dB(A) have been identified, and risk assessment(s) in place										
2.6	Expectant/ nursing mothers risk assessment in place, as appropriate										
	Overall rating										
3	FM H&S Control Measures										
3.1	Controls identified in risk assessments for all FM activities in place				The FM staff present during the audit did not have a clear understanding of Amey's risk assessment process and the relevant information (i.e. clarity in relation to control measures) required.		FM staff did not have a clear understanding of Amey's risk assessment process.	Ensure that FM staff have a clear understanding of the relevant control measures contained within the applicable risk assessments carried out.			
3.2	Personal protective equipment is provided. Records available				Staff are provided with safety footwear, trousers, Hi-Viz jackets. Records of issue were not available at the time of the audit.		Records of issue of personal protective equipment should be available for inspection.	Ensure that records of issue of personal protective equipment are available for inspection when required.			
3.3	All hazardous substances are clearly labelled and stored appropriately (locked cupboard)				All substances are clearly labelled and stored appropriately.						
3.4	Health surveillance is carried out, as appropriate										
3.5	Controls identified in manual handling assessments in place				There are controls in place for manual handling assessments, however, the FM staff present during the audit did not have a clear understanding of Amey's risk assessment process and the relevant information (i.e. clarity in relation to control measures) required.		FM staff did not have a clear understanding of Amey's risk assessment process.	Ensure that FM staff have a clear understanding of the relevant control measures in relation to manual handling assessments.			
3.6	Controls identified in working at height risk assessments in place				There are controls in place for work at height assessments, however, the FM staff present during the audit did not have a clear understanding of Amey's risk assessment process and the relevant information (i.e. clarity in relation to control measures) required.		FM staff did not have a clear understanding of Amey's risk assessment process.	Ensure that FM staff have a clear understanding of the relevant control measures in relation to work at height assessments.			

