



Health and Safety Audit

17th October 2019

Royal Free Hospital Children's School
Floor 6, West B,
Pond Street,
London
NW3 2QG

Portia Lamb, Senior Health & Safety Advisor

A. Introduction

An audit of the school's Health and Safety Management System (HSMS) was carried out on the **17th October 2019**. I would like to thank all the staff who participated for their time and cooperation. Those who contributed appeared to demonstrate a genuine interest and positive attitude towards health and safety matters.

The purpose of the audit was to highlight areas of good practice and identify areas where improvements may be required to ensure the health and safety of people and property, in compliance with both legal requirements and London Borough of Camden (LBC) standards. The school is located on the sixth floor of The Royal Free Hospital and also has 2 other sites Hive and Queen Margaret House. Arrangements for all three sites was discussed during this audit. This report highlights those areas observed at the time of the visit and may not be exhaustive, or cover all potential hazards and risks that may arise within the establishment.

The audit included:

- Interviews with School Management and key site representatives
 - Alex Yates (Headteacher),
 - Victoria Hanton (Designated Safeguarding Lead)
 - Sue Caesar (School Manager)
 - Jemma Michelson (Primary Specialist/Home Tutors)
- A review of relevant documentation i.e. policies, training records and maintenance records
- A site tour of the school accompanied by the Designated Safeguarding Lead (DSL).

B. Executive Summary

A summary of the main findings have been outlined below in order to assist the school in continuing to build on its existing good practice and improve record keeping. The school showed a proactive attitude towards making improvements for a robust and effective management of health & safety.

A number of specific issues were noted and the senior management is advised to take prompt action to address the following items, in particular:

- Review H&S Policy and incorporate arrangements for remote sites
- Clarify and agree key H&S arrangements and expectations for remote sites

The overall compliance rating is **OUTSTANDING**.

This rating indicates there is a robust system of control in place to meet overall health and safety objectives. However, there is a small number of minor gaps found and some "fine tuning" is required.

This standard is to be maintained and reviewed as necessary to reflect changes in legislation and best practise.

Full details of all recommendations are provided in the enclosed action plans on page 9.

C. Findings and recommendations

1. Health and Safety Policy

The School has a current Health and Safety Policy dated January 2019 which is based on the LBC Model School H&S Policy. The H&S Policy is reviewed biannually, however some of the content was out of date e.g. details for Reportline still refer to Santia.

The policy does not refer to any Health and safety arrangements for the remote school sites i.e. The Hive and Queen Margaret House.

The policy is signed by the Chair of Governors and the Headteacher to demonstrate ownership and their continued commitment to effective H&S management.

It is important to ensure all staff have access to the policy and are made aware of the contents, especially new starts and volunteers, to ensure that safety management is integrated at all levels of the decision making processes.

Recommendation:

- *Review H&S Policy and ensure that it is current, refers to other school sites and reflects actual arrangements and controls in place.*

2. Structure & Responsibilities

The Headteacher has overall responsibility for managing health and safety in the school. The day to day H&S responsibility have been delegated to the Designated Safeguarding Lead (DSL) but will soon be handed over to the School Manager (SM). The staff demonstrated a clear understanding and ownership of their health and safety responsibilities.

The Governing Body has an overarching responsibility for providing effective policy and arrangements for H&S. A Health and Safety Governor has been appointed; this is a good, proactive step and ensures that the Governing Body has oversight of the school's health and safety priorities and can set clear health and safety plans and objectives.

3. Hazard identification, risk assessment and risk control

The Headteacher has overall responsibility for ensuring suitable risk assessments have been developed that cover all school activities and key risks. The DSL has carried out a comprehensive suite of risk assessments covering general and specific school activities across all three (3) sites. It was evident that relevant staff groups were involved in the risk assessment process. This is good practise as it ensures that risk assessments are of a high standard and deemed "suitable and sufficient".

Individual pupil risk assessments are carried out for Outreach tutors and 1:1 teaching. Educational trip risk assessments are carried by Head teacher who is the Educational Visits Coordinator (EVC).

Recommendation:

- *Good Practise to ensure that all risk assessments include name of assessor(s) and date assessment was carried out*

4. Training, awareness and competence

The school provides Induction training for staff and newly appointed staff. Health and safety information is incorporated into the induction process such as fire safety instructions, first aid and infection control.

The induction checklist is included to ensure all key areas have been covered. Asking staff to sign off the checklist on completion will help create a record of training.

The SM is booked to attend the “Managing Health and Safety in Schools” course which provides up to date Camden guidance and policy for executing their H&S duties.

A Training Needs Analysis (TNA) to be undertaken to identify any skills gap and determine type and scope of H&S training that may be required staff with specific H&S responsibilities.

Recommendation:

- *Develop a Training Needs Analysis to identify skills gap and determine type and scope of H&S training required.*
- *It is recommended for school leadership to attend the “Managing Health and Safety in Schools” course which provides up to date Camden guidance and policy for executing their H&S duties.*

5. Consultation and communication

Discussions on health and safety issues are raised during the morning staff briefings. The school team is small and this allows for good informal communication. Staff report any health and safety concerns or defects to the DSL or SM. The hospital’s maintenance team is responsive and repairs are carried out promptly. The hospital also have regular “safety huddles” to discuss H&S issues and communicate any upcoming changes.

The SM oversees all leasing activities and communications with the remote sites. A review of H&S arrangements should be carried out with the landlords and responsibilities and expectations clarified and agreed.

Centrally, LBC has a School’s Health and Safety Joint Consultative Committee (JCCs) which is a forum where employee representatives and management can discuss health and safety issues affecting schools.

Recommendation:

Consideration should be given to reviewing and clarifying H&S arrangements and expectations with landlords for the remote school sites.

6. Hazardous Substances (COSHH)

Generally, compliance with COSHH would not be considered a major issue in schools as most substances used are either intrinsically safe or very low risk. The chemicals and art supplies are stored safely and securely in a locked cupboard. However, there was a container of Hydrogen Peroxide in the cupboard at the time of the audit. This substance is no longer required and arrangements should be made for appropriate disposal.

As a basic requirement, the school must compile an inventory of all substances on site, including quantities held and basic precautions to be observed. Full COSHH assessments may be required where higher risk substances are held.

Recommendation:

- *Compile a COSHH inventory to include all substances*
- *Arrange for the safe disposal of the Hydrogen Peroxide container*

7. Manual Handling

The school policy states that staff are to avoid manual handling or lifting heavy items, where possible. Teaching staff undertake general manual handling, such as handling files and folders and boxes of papers etc. This is generally low risk and will not cause health problems if good technique and practice is followed.

An assessment of manual handling risk is included in the School room risk assessment for RFH, QMH and Hive. For heavier items and furniture is carried out by staff using handling equipment such as trolleys. Staff also use wheeled office chairs to transport some items however, this practise should be avoided as these chairs are not fit for this purpose.

For significant manual handling tasks, a specific manual handling risk assessments will be carried out.

A hydraulic table is available in the classroom. This had been purchased for a student in the past but was not currently in use. Periodic checks may be required if it were to be used again in future.

8. Working at Height

Working at height is carried out at low level where required. E.g. putting up displays. Working at height is included in the general risk assessment and appropriate control measures have been identified.

Appropriate access equipment has been provided i.e. 3x step ladders and a footstool. The ladders and step ladders are generally well managed and stored securely when not in use. It is best practise to monitor the condition of ladders at regular intervals e.g. termly. Consideration to be given to using the Camden ladder checklist to record these checks as the format prompts for better hazard and defect identification.

Recommendation:

- *Carry out termly ladder checks and record using Camden's Ladder checklist.*

9. Administration of Medicines

The school has a clear written policy for supporting pupils with medical conditions and a copy was provided for review. It is very comprehensive and provides suitable guidance for controlling the risk of accepting and administering medicines.

Pupils may require an individual healthcare plan (IHP) to be created in conjunction with parent/carer and healthcare professional. Individual medicines are suitably labelled with the pupils name and dose. The pupils are encouraged to administer their own medicine under supervision and are able to access this when required.

The SB is responsible for checking expiry dates and ensuring appropriate replacements are provided by parent/carer.

Staff receive the appropriate training by health professional to enable them to support pupils and administer medicines if required.

10. Fire Safety Management

All maintenance, testing and servicing of the Fire Alarm systems, emergency lighting and firefighting equipment are the responsibility of the hospital's Fire Safety Officer.

The school is included in the Fire Risk Assessment (FRA) process for the hospital. The Hive is a new remote hub and the FRA for this site was carried out on the 18 September 2018. DSL to confirm whether QMH has similar arrangements in place.

Comprehensive fire evacuation procedures are detailed in the fire plan. Appropriate fire notices are displayed prominently in each classroom. The school has not carried out a full evacuation drill but do a simulated "mock fire drill". These are recorded in the logbook with the most recent mock drill in April 2019. The remote sites have not had fire drills yet, however, teaching staff have been briefed by the DSL on the evacuation procedures for their building. DSL to ensure that remote sites coordinate with other building users and are included in fire drills for their respective sites, where possible.

Annual Fire Awareness training has been carried out for all staff in September 2019. Record of Fire Marshall training to be provided.

Currently, none of the staff or pupils require assistance to evacuate the building in an emergency.

Recommendation:

- *Ensure remote sites are also included in their local fire drills and dates recorded.*
- *Provide records of Fire marshal training for verification.*

11. First Aid

There are 2x staff members trained in First Aid at Work. Refresher first aid training will be monitored by the SM including booking of refresher courses when due.

The school has well-stocked First Aid boxes which are checked and restocked at half term. Teaching staff also carry a travel first aid kit when out on educational trips.

The teaching staff are responsible for cleaning up bodily fluid spillages in class. A body fluid spill kits and biological waste boxes have been provided for the clean-up and disposal of contaminated materials. The staff are expected to adhere to the Infection Control Protocol to mitigate the risk of infection

Recommendation:

- *Carry out a first aid assessment to determine adequacy of first aid cover and whether additional staff trained in Emergency first aid may be required.*

12. Electrical Safety

The testing of portable electrical appliances (PAT) has been carried out and is in date (Dec 2018). PAT testing is carried out annually. An up to date copy of the PAT testing was provided for review.

Fixed Wiring testing and emergency light testing is the responsibility of the hospital.

13. Accidents, Incident Reporting

The school does not appear to have reported a large number of incidents in the past. First aid incidents are reported to Camden and serious incidents are reported on Datix, the NHS reporting portal.

It is clarified during the audit that it is Camden Policy that all work-related incidents involving employees including must be reported to Reportline. This also includes all incidents of violence and aggression towards staff.

Recommendation:

Ensure all work related incidents involving employees including those of violence and aggression to be reported to Reportline.

14. General Condition

The school accommodation at the hospital are in very good repair, clean and subject to good housekeeping. There are adequate toilet and washroom facilities provided for both staff and pupils. Suitable hand rails and edge protection have been provided to passages and stairs. Consideration has been given to restricting access to potentially harmful installations.

15. Security

Access for pupils, staff and parents to the school is through an access restricted door. All persons entering the school are closely monitored and challenged. Visitors to the office are expected to sign in and out. Parents/carer check in with the school office when dropping off and collecting pupils.

All plant rooms and storage spaces were securely locked to restrict unauthorised access.

16. Work Equipment

The PUWER regulations places a duty on employers to keep employees safe when using work equipment. The school has compiled a comprehensive inventory of all school owned work equipment. The condition of the equipment is monitored by DSL and defects are reported to hospital maintenance team to arrange repairs, where necessary. Clarify whether similar arrangements are in place for remote sites.

17. Lone Working

Instances of lone working in the school are avoided, however, if lone working can't be avoided then permission is to be sought from Headteacher. Remote Tutors may home visits or conduct 1-2-1 teaching in public buildings. A Lone working risk assessment has been under taken and a robust lone working procedures have been implemented to mitigate the risk i.e. planning home visits, communication and checking in before and after visits with colleagues. Staff do not currently undergo any specific training on personal safety techniques.

It would be recommended that Personal Safety instructions be included in other existing training to further equip Remote Tutors when they are out in the field.

Recommendation:

Personal Safety instruction to be incorporated into existing training e.g. safeguarding or induction training

D. Action Plan

Based upon the matters observed during the audit, the School is advised to implement the enclosed action plan. This sets out actions to take which will assist in improving on the health and safety arrangements and address any areas which were found to be in need of attention on the day of the visit.

The recommendations aim to assist the School ensure that it fully complies with legal requirements, LBC policies and procedures, and to further help safeguard the health and safety of people and property.

Items on the action plan are marked with '**high**', '**medium**' and '**low**' priority statements and it would be advisable for senior management to address these in priority order (i.e. high to low), particularly noting the high risk issues detailed in the previous section.

Some recommendations will be 'quick wins', however, and could be signed off with minimal effort, irrespective of priority statement. The school is therefore advised not to wait to deal with all of the 'high' priorities before looking at the 'medium' and 'low' ones. The best way to deal with the recommendations is to read through them all and apply an intended completion date and responsible person against each.

The aim should be to resolve all as quickly as possible. Timescales set should be realistic to achieve, but also be based on the need to address the issues. Timescales of Immediate, 1 week, 2 weeks, 1 month and 3 months are common goals for high and medium priorities.

RECOMMENDATIONS AND ACTION PLAN

	Recommendations / Action Required	Rating	Action by	Comments	Date Action completed
1	Policy Review H&S Policy and ensure that it is current. Ensure that it makes reference to remote school sites and reflects actual H&S arrangements and control measures in place.	M			
2	Accident and Incident Reporting Ensure all work related incidents involving employees including those of violence and aggression to be reported to Reportline.	M			
3	Working at Height Carry out termly ladder checks and record using Camden's Ladder checklist.	M			
4	Remote Sites Consideration should be given to reviewing and clarifying H&S arrangements and expectations with landlords for the remote school sites.	M			
5	Lone Working Personal Safety instruction to be incorporated into existing training e.g. safeguarding or induction training	M			
6	Training <ul style="list-style-type: none"> Develop a Training Needs Analysis to identify skills gap and determine type and scope of H&S training required. It is recommended for School Manager attend the "Managing Health and Safety in Schools" course which provides up to date Camden guidance and policy for executing their H&S duties. 	L			
7	Risk Assessment Ensure that all risk assessments include name of assessor(s) and date of assessment	L			
8	COSHH <ul style="list-style-type: none"> Compile a COSHH inventory to include all substances (unless obviously intrinsically safe) Dispose of Hydrogen Peroxide using an appropriate waste disposal method. 	L			
9	Fire Safety <ul style="list-style-type: none"> Ensure remote sites are also included in their local fire drills and dates recorded. Provide records of Fire marshal training for verification. 	L			
10	First Aid	L			

	<ul style="list-style-type: none"> Carry out a first aid assessment to determine adequacy of first aid cover and whether additional staff trained in Emergency first aid may be required. 			
11	<p>DSE Office or other staff that regularly use a computer must complete a workstation assessment. Any issues identified within assessments should be addressed and reasonable adjustments made. Guidance documents and forms on how to complete a workstation self-assessments are available on MyDrive:</p>	L		

DRAFT