



HEALTH AND SAFETY COMPLIANCE AUDIT

SITE: Haydon Wick Primary School Swindon

DATE DOCUMENT COMPLETED: 11 December 2014

AUDITEE: Derrick Millington

POSITION: Caretaker

AUDITOR: Kevin Young

POSITION: Estates manager

HEALTH AND SAFETY COMPLIANCE AUDIT

1. Fire Management, Security, First Aid & Emergency Planning

	GREEN	AMBER	RED	COMMENTS
FIRE RISK ASSESMENT	Available & in-date (annual review)			Last reviewed June 13 when HW joined WHF
Emergency Plan	Suitable and sufficient emergency escape plan in-place			All emergency data is stored in the fire bag there are written procedures and plans in place in every room
Is Fire Fighting Appliances	Correctly located & annual service in-date Visual inspected monthly in-house			All extinguishers are subject to documented monthly visual checks by caretaker, last done 3/11/14. All extinguishers subject to annual service by Prestige Fire last service 20 Oct 14
Push Button Fire Alarms	Minimum of annual testing and servicing by a competent contractor			Last 6 monthly service carried out by OSE July 14
	Evidence of weekly test in-house from a separate call point			Last weekly test carried out by caretaker Derrick Millington on 20/10/14
Automatic Fire Detection	Appropriately placed for its type and serviced/tested annually with records kept			Last 6 monthly service carried out by OSE 20/10/14
Fire Drills	Carried out at least every 6 months and			Fire drills take place 4 x per year last Drill

	documented with appropriate actions			17/11/14
Fire Marshalls	Appropriate number of trained persons in place			Training carried out by Estates manager Oct 14
Fire awareness training	Staff trained annually			Training carried out by Estates manager Oct 14

	GREEN	AMBER	RED	COMMENTS
Fire Escape Routes/Final exit doors/assembly points	<ol style="list-style-type: none"> 1. Escape routes appropriate and clear 2. Final Escape doors easily operable and leading to a place of safety 3. Assembly point appropriately located a safe distance away from the building 			Monthly documented checks carried out on all final exit doors monthly by Caretaker Derrick Millington last check 12/11/14
Internal Fire Doors	Closed or held open by appropriate hold opening device linked to fire alarm with appropriate signage in place			Inspected by Caretaker Derrick Millington 3/11/14
Emergency lighting	<ol style="list-style-type: none"> 1. Emergency lights correctly located 2. Serviced at least annually 3. Tested in house monthly (Documented) 			2 x yearly by OSE last check 20/10/14, monthly documented checks carried out by Caretaker Derrick Millington last check 14/11/14
Bomb Threat	Documented bomb threat emergency plan in place			Arrangements in place for use of suitable WHF site
Security	Suitable and sufficient security arrangements in place			CCTV coverage, security fencing around school regular monitoring carried out by Caretaker Derrick Millington
First Aid	<ol style="list-style-type: none"> 1. Appropriate number of first aiders in place 2. Appropriate first aid equipment & facilities in place with adequate 			Numerous first aiders have been trained FFAW, basic first aid and paediatric

	signage			

LEGIONELLA

	GREEN	AMBER	RED	
Risk Assessment	Suitable and sufficient Legionella risk assessment carried out by a competent person/any significant actions arising appropriately complied with			L8 by Clarity May 2014
Designated trained person	Person trained and designated to carry out regular inspections and water temperature checks in line with CoP Record of training/instruction available			Site caretaker Derrick Millington trained may 2014
Annual Servicing & in house tests/checks	Below list complied with where necessary: IN HOUSE 1 Monthly temp checks on taps 2 Regular flush out dead legs 3 Flush out infrequently used 4 outlets (showers etc)			Last 6 monthly check was by Clarity May 14 Last monthly check carried out by Caretaker Derrick Millington of hot/cold temperatures 3/11/14

	4 Gullies are flushed regularly			
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ASBESTOS

	GREEN	AMBER	RED	COMMENTS
Asbestos Survey/register	Available and understood			Survey carried out by CASA environmental services 21 March 14
Asbestos Management Plan	Suitable and sufficient Asbestos management Plan in place – understood by person in control (Duty holder) of the premises.			Estates manager has undergone training on 5 July 13 and is the duty holder. Management plan is subject to an annual review by Estates manager in May of each year.
Control of Contractors	Documented evidence that contractors are given adequate information on the location of any ACM's they might disturb			Declaration in Contractors signing in book as required
Appointed Person	An appointed person is in place for management of asbestos and has received adequate instruction/training			Estates manager Kevin Young
Cascade of information	Evidence that relevant information is			Admin staff have been trained on the

	cascaded to all staff as appropriate			internal procedures other staff informed as necessary at staff meetings
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ELECTRICITY AT WORK

	GREEN	AMBER	RED	COMMENTS
5 Yearly Fixed Wire testing	Documented evidence this has been completed by a competent contractor within last 5 years			Last test carried and inspection carried out by SBC March 13
	If applicable, Code 1 & 2 remedial works are completed			All code 1 & 2 works has been completed from last inspection
PAT testing	Evidence that PAT regime is in-place and has been carried out on all portable electrical appliances within the last 12 – 36 months dependant on the equipment – in line with HSE Guidance on PAT and in turn the Electrical at work Regulations 1989			Caretaker checks 8 items monthly as part of premises H&S checks/documented, last PAT test carried out Jan 13
Lightning protection (if applicable)	Lightning protection in place and adequately maintained in-line with the manufactures instructions (every 11 months)			N/A

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MAINTAINANCE OF SPECIFIC INSTALLATIONS

Gas Boilers	GREEN	AMBER	RED	COMMENTS
Gas Boilers	1. Boiler serviced with last 12 months 2. Appropriate fire fighting equipment available and sounders 3. Boiler room clear of combustible material and no evidence of inappropriate use of room			Boilers were last serviced Sept 14 by Octagon Heating services a dry powder extinguisher is available and heat detector in boiler house Boiler room is clear of combustible materials
Gas Soundness	Serviced/tested with 2 year period			Last gas soundness test was carried out Sept 14 with boiler service by Octagon heating services
Lift Maintenance	Service records available and in date			N/A
Catering Equipment	Pressure vessels i.e cappuccino coffee machines, high pressure steam ovens, steam pressure jet washers subject to annual servicing			N/A
	Gas catering equipment subject to servicing in accordance with manufactures instructions			N/A
	Canopy cleaned in accordance with			N/A

	condition of use (i.e Moderate use – 6 – 12 hours/day – 6 monthly Light use – 2 – 6 hours/day – 12 monthly			
Display energy certification	Where the building has a total useful floor area of more than 1,000m ² , the DEC is valid for 12 months. The accompanying advisory report is valid for seven years. Where the building has a total useful floor area of between 500m ² and 1000m ² , the DEC and advisory report are valid for 10 years			In place with advisory Oct each year and prominently displayed

WORK AND PLAY EQUIPMENT

	GREEN	AMBER	RED	COMMENTS
Gymnasium Equipment maintenance/inspection	All equipment maintained and inspected in line with manufacturer's instructions			Inspected visually by staff before use and annual service by Gymnasium Searchfield last serviced Nov 2014
Mobile access equipment (cherry picker/scaffold/towers/ladders)	Are visually inspected before use, and documented inspection forms are maintained			Inspected visually by staff before use risk assessment available

ACTIONS/RECOMMENDATION FOR IMPROVEMENT

Non-Compliance	Action Required	By Whom	By When

Red = Mandatory Breach of legislation/Non Compliance presenting a significant risk

Amber = recommendation for improvement