



**Nottinghamshire
County Council**



Health and Safety Self-Assessment Form

Head Teacher Signature:	Duncan White
Date Adopted:	October 2020
Review Date:	October 2023

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School Health and Safety Self-Assessment

Summary

Occupational Health and Safety (OH&S) is a vital function in schools. Schools are increasingly concerned with achieving and demonstrating sound OH&S performance by controlling their risks consistent with their policies and objectives.

As the expectations on schools become increasingly stringent they need to find ways to undertake reviews to assess their own performance. To be effective, reviews need to be conducted within a structured management system that is integrated within the school. The form sets out to ensure:

- Excellence in provision
- Reinforce roles and responsibilities
- Raising standards and skills
- Increasing efficiency
- Clear communication and consultation

The above issues translate readily to ensure health, safety and welfare are given the attention required, not only to meet legal and regulatory requirements but to create best practice.

The purpose of this self-assessment form is to help schools measure compliance to legal obligations and verify that internally devised safety systems are in place and operating effectively.

Management

1. Health and safety Policy

Responsible person: D White				
Details		Yes	No	Evidence / Comments
A	A Health and Safety Policy has been produced and this is signed by the Head teacher and Chair of Governors.	<input type="checkbox"/>		Annually updated
B	The Health and Safety Policy has been reviewed within the last 12 months.	<input type="checkbox"/>		Yes - https://www.holly.notts.sch.uk/key-documents/policies/
C	The Health and Safety Policy has been brought to the attention of all staff and signed for receipt.	<input type="checkbox"/>		Staff induction process
D	Management and employee health and safety responsibilities have been identified in the policy.	<input type="checkbox"/>		
E	A Governor has been designated to have specific responsibility for health and safety.	<input type="checkbox"/>		N Smith

F	A member of the staff has been designated to have overall 'day to day' responsibility for the management of health and safety.	<input type="checkbox"/>		J Latham D White
G	The above member of staff has been provided with health and safety management training (IOSH Approved).	<input type="checkbox"/>		October 2019
H	A copy of the NCC Corporate Health and Safety Policy Statement is prominently displayed.	<input type="checkbox"/>		Staffroom
I	The statutory 'Health and Safety Law Poster' is displayed and the spaces for local arrangements have been completed.	<input type="checkbox"/>		Staffroom

2. Risk Assessment

Responsible person: D White				
Details		Yes	No	Evidence / Comments
A	Responsibilities for carrying out risk assessments are detailed within the Health and Safety Policy.	<input type="checkbox"/>		
B	Those responsible for carrying out risk assessments have received specific risk assessment training.	<input type="checkbox"/>		
C	Risk assessments have been carried out and recorded for the significant risks.	<input type="checkbox"/>		
D	Risk assessments have been signed and dated upon completion by the persons responsible for risk assessment.	<input type="checkbox"/>		

3. Monitoring and Review of Health and Safety Standards

Responsible person: D White / J Latham				
Details		Yes	No	Evidence / Comments
A	Regular health and safety monitoring is carried out by the member of staff with 'day to day' health and safety management responsibilities to ensure that health and safety standards are maintained, and a plan of action compiled	<input type="checkbox"/>		Daily, weekly, monthly and termly
B	Periodic health and safety monitoring is carried out by the Governor with health and safety responsibilities to ensure that health and safety standards are maintained, and planned actions completed on a termly basis.	<input type="checkbox"/>		N Smith regular visits
C	Staff carry out health and safety monitoring of their areas and activities to ensure that health and safety	<input type="checkbox"/>		Leadership

	arrangements are complied with and reported to SMT.	<input type="checkbox"/>		
D	The Site Manager carries out regular health and safety inspections of shared areas paying particular attention to the identification of slip, trip and fall hazards.	<input type="checkbox"/>		Daily walkaround
E	A system is in place for reporting health and safety defects and initiating remedial action.	<input type="checkbox"/>		Report HT and Office manager.
F	Health and safety is a standing item on the agenda of Staff and Full Governing Body meetings.	<input type="checkbox"/>		Headteacher report to Governor's
G	The Head teacher completes a Health and Safety review report for discussion review at the Full Governing Body meeting.	<input type="checkbox"/>		Headteacher report to Governor's

4. Critical Incidents

Responsible person: D White				
Details		Yes	No	Evidence / Comments
A	Arrangements for dealing with likely critical incidents (e.g. major injuries on/off site, pupil missing, fire, flood, gas leak, power/water/heating failures) have been drawn up in the School Emergency Plan'.	<input type="checkbox"/>		
B	Key personnel are nominated to perform specific roles during incidents and receive instruction and training for this role.	<input type="checkbox"/>		
C	A contact list of key personnel is kept up to date	<input type="checkbox"/>		Scholar pack system (Cloud based)
D	The Emergency plan is tested, and any resultant problems actioned.	<input type="checkbox"/>		
E	Schools to consider the practicalities of 'lockdown' procedures and test.	<input type="checkbox"/>		

5. First Aid and Infection Control

Responsible person: J Steel				
Details		Yes	No	Evidence / Comments
A	First Aid Risk assessment is completed and sufficient first aid boxes, stocked with the recommended contents are sited around the school.	<input type="checkbox"/>		
B	A person is nominated to check the contents of first aid boxes regularly (termly).	<input type="checkbox"/>		
C	Sufficient staff are trained in first aid to ensure coverage for all school activities	<input type="checkbox"/>		

	Inc. paediatric first aiders if deemed necessary.	<input type="checkbox"/>		
D	The certificates for all first aid staff are dated within the last 3 years.	<input type="checkbox"/>		
E	Suitable equipment is provided for cleaning and disposal of bodily fluids.	<input type="checkbox"/>		
F	Guidance on infection control in schools and nurseries' is available and reviewed on a 12-monthly basis	<input type="checkbox"/>		
G	Staff are aware of the precautions given in the guidance to prevent the transmission of infection	<input type="checkbox"/>		
H	Where necessary, suitable equipment is provided for the safe disposal of discarded syringes/sharps found on site.	<input type="checkbox"/>		

6. Accident Reporting

Responsible person: J Steel / D White				
	Details	Yes	No	Evidence / Comments
A	Minor injuries to pupils are recorded locally.	<input type="checkbox"/>		Accident Log
B	Significant injuries to pupils and all injuries to staff and others on site are recorded on the Wellworker accident reporting system.	<input type="checkbox"/>		J Steel responsible
C	A member of staff has been nominated to report RIDDOR injuries via the WELLWORKER SYSTEM.	<input type="checkbox"/>		JS DW CH
D	The above member of staff is aware of what must be reported under the RIDDOR Regulations. (See HSE website 'Riddor')	<input type="checkbox"/>		

7. Employee Induction Procedures

Responsible person: D White				
	Details	Yes	No	Evidence / Comments
A	A health and safety induction is provided for all new employees which covers; Health and Safety Policy Safe working procedures Evacuation procedures Emergency procedures First aid and injury reporting Any other specific information required to ensure their health and safety.	<input type="checkbox"/>		
B	Records of the health and safety induction are maintained.	<input type="checkbox"/>		

8. Learning and Development

Responsible person: D White				
Details		Yes	No	Evidence / Comments
A	A core competency framework has been implemented to identify the minimum health and safety learning and development requirements for both managers and staff.	<input type="checkbox"/>		Notts County Council
B	All employees have readily available access to the learning and development programme.	<input type="checkbox"/>		
C	There is a clearly defined procedure for identifying refresher training, i.e. first aid, DBS etc.	<input type="checkbox"/>		
D	Staff attendance on training courses are recorded and documented.	<input type="checkbox"/>		
E	Head Teacher /Business Manager has attended the IOSH training course.	<input type="checkbox"/>	<input type="checkbox"/>	See 1. G
F	Site Manager has attended the IOSH training course.	<input type="checkbox"/>	<input type="checkbox"/>	See 1. G

Premises

9. Construction Work and Contractors

Responsible person: D White				
	Details	Yes	No	Evidence / Comments
A	The school is aware that 'The Construction (Design and Management) Regulations apply to construction projects that involves more than 500 person hours or takes longer than 30 days and these require notification to the HSE. (Specialist advice should be sought in these cases).	<input type="checkbox"/>		D White
B	The school has procedures for works involving breaking into the structure of buildings built prior to Y2000 requiring that Asbestos refurbishment and demolition surveys are carried out for any voids that are being worked on e.g. above ceilings, wall cavities etc.	<input type="checkbox"/>		
C	Major works are project managed by competent construction specialists.	<input type="checkbox"/>		
D	For minor works organised directly by the school the health and safety competence of contractors is assessed prior to contracts being placed.	<input type="checkbox"/>		D White / JL
E	A member of staff is nominated to liaise with the contractor before work starts to identify and agree the risk control measures necessary to protect pupils and staff.	<input type="checkbox"/>		JL
F	The nominated member of staff monitors generally the activities of contractors to ensure the agreed risk control measures are implemented and are adequate.	<input type="checkbox"/>		JL
G	Effective segregation is maintained between contractors and school activities.	<input type="checkbox"/>		JL
H	Notification of Building Works and AF forms are completed for works undertaken on the school site, and forwarded to hands@nottscc.gov.uk and asbestos@nottscc.gov.uk .	<input type="checkbox"/>		D White completes
I	Landlords consent has been considered/applied for with the local authority were appropriate.	<input type="checkbox"/>		D White
J	A site induction containing safety and welfare information is provided to all contractors before any works commence. i.e. emergency procedures, welfare facilities, times of work/locations during the school day, first aid provision and the location of any asbestos using SR77 form.	<input type="checkbox"/>		JL – induction form

K	Exchange of information is taking place between school and contractor e.g. risk assessments, safe systems of work, method statements.	<input type="checkbox"/>		Contractors to liaise with school
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10. Asbestos

Responsible person: JL/ DW				
Details		Yes	No	Evidence / Comments
A	An asbestos survey has been carried out and a copy of the report is readily available.	<input type="checkbox"/>		1/6/20 2020
B	All remedial work recommended in the asbestos survey has been completed.	<input type="checkbox"/>		N/A
C	A Local Asbestos Management Plan (LAMP) has been drawn up to ensure any asbestos containing materials left in situ are not disturbed.	<input type="checkbox"/>		1/6/20
D	A member of staff has been nominated to implement the asbestos management plan.	<input type="checkbox"/>		JL / DW
E	The above member of staff has received asbestos awareness training.	<input type="checkbox"/>		03/20 JL
F	The condition of asbestos containing materials is monitored and records kept (see LAMP).	<input type="checkbox"/>		
G	A system is in place to ensure that contractors are made aware of the presence of asbestos containing materials (see LAMP).	<input type="checkbox"/>		See 9. J
H	Contractors are routinely monitored during their work to ensure that asbestos containing materials are not disturbed.	<input type="checkbox"/>		See 9. F

11. Fire Safety

Responsible person: JL /DW				
Details		Yes	No	Evidence / Comments
A	A member of staff has been nominated as the responsible person to manage fire prevention and protection arrangements.	<input type="checkbox"/>		
B	A fire risk assessment has been carried out and the significant findings recorded, remedial actions carried out and the fire risk assessment reviewed on an annual basis. See Schools Portal for an example fire risk assessment.	<input type="checkbox"/>		May 2020
C	Testing conducted and recorded within the Fire Log Book.	<input type="checkbox"/>		Weekly Monthly
D	Fire procedure notices are displayed throughout the school.	<input type="checkbox"/>		

E	Staff receive Fire Safety Awareness Training and practical training with fire extinguishers on a three yearly basis.	<input type="checkbox"/>		October 2020 Whole staff training
F	All staff understand the fire safety procedures of the school and key personnel are trained in their roles within the fire safety arrangements.	<input type="checkbox"/>		

12. Legionella

Responsible person: Brought in service – Second Element				
Details		Yes	No	Evidence / Comments
A	Water hygiene specialists have assessed the legionella risks from the hot and cold water services on the site and a copy of the report is held at the school.	<input type="checkbox"/>		
B	Remedial work identified in the above report has been completed.	<input type="checkbox"/>		All actioned as per recommendations (2019 report)
C	Testing is conducted and recorded within the Log Book.	<input type="checkbox"/>		
D	A member of staff has been nominated to oversee Legionella management within the school and has received adequate training for this role.	<input type="checkbox"/>		

13. Electrical Safety

Responsible person: DW / JL				
Details		Yes	No	Evidence / Comments
A	The fixed electrical installation has been inspected and tested within the last 5 years and any remedial work/Category 1&2 actions are resolved.	<input type="checkbox"/>		July 2020
B	Formal visual inspections/tests of portable electric equipment are carried out by a competent person at least annually and records kept.	<input type="checkbox"/>		March 2020
C	Only competent staff carry out work on fixed and portable electrical equipment, e.g. plug fitting, cable renewal, ICT equipment, upgrades etc.	<input type="checkbox"/>		

14. Boiler Room

Responsible person: DW / JL				
Details		Yes	No	Evidence / Comments
A	The boilers are serviced on a regular basis by a competent contractor.	<input type="checkbox"/>		Annually
B	Boiler rooms are not used for the storage of combustible materials.	<input type="checkbox"/>		

C	Pressure vessels associated with the boiler that create a capacity of more than 250bar-litres are examined by a competent person in accordance with a written scheme.	<input type="checkbox"/>		
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15. Cleaning Substances

Responsible person: JL				
Details		Yes	No	Evidence / Comments
A	The use of high hazard cleaning substances etc is avoided i.e. those marked with 'corrosive', 'toxic or 'highly flammable' warning labels and only non-hazardous or low hazard substances marked with 'irritant' or 'harmful' warning labels are used.	<input type="checkbox"/>		
B	All cleaning substances are stored securely when not in use in a locked storage area.	<input type="checkbox"/>		
C	All cleaning substances are properly labelled.	<input type="checkbox"/>		
D	The COSHH risk assessments are up to date and readily available to staff.	<input type="checkbox"/>		
E	Cleaning staff have been instructed in the safe use of the cleaning substances in accordance with manufacturers' instructions.	<input type="checkbox"/>		
F	Personal Protective equipment as specified in the manufacturers' instructions is provided and used.	<input type="checkbox"/>		
G	The person responsible for cleaning substances has had COSHH awareness training.	<input type="checkbox"/>		Feb 2020

Curriculum

16. Educational Visits

Responsible person: C Howard				
Details		Yes	No	Evidence / Comments
A	Risk assessments for all educational visits are carried out in accordance with the County Council Policy for Safety in Outdoor Education and recorded on the EVOLVE system.	<input type="checkbox"/>		
B	There is a fully trained off site visits coordinator in place at the school.	<input type="checkbox"/>		C Howard D White

17. Swimming

Responsible person: D White				
Details		Yes	No	Evidence / Comments
A	All swimming activities are supervised by qualified staff/lifeguards as set out in the publication 'HSG179 – Managing Health and Safety in Swimming Pools' (HSE).	<input type="checkbox"/>		

18. Physical Education

Responsible person: Ashley Mac				
Details		Yes	No	Evidence / Comments
A	Risk assessments for physical education have been carried out and general rules drawn up to minimise risks.	<input type="checkbox"/>		
B	Gymnasium apparatus is thoroughly examined annually by a specialist contractor and records kept.	<input type="checkbox"/>		Play safe
C	Apparatus and equipment are visually inspected weekly and records kept.	<input type="checkbox"/>		All staff daily when used

Risk Areas

19. Work at Height

Responsible person: JL				
Details		Yes	No	Evidence / Comments
A	Work at height is avoided wherever possible.	<input type="checkbox"/>		Not used
B	Where the above is not possible specific risk assessments have been carried out and the measures to prevent falls have been implemented and recorded e.g. for tasks such as changing light tubes, putting up displays, removing balls from roofs, clearing gutters etc.	<input type="checkbox"/>		
C	Ladders and stepladders are subject to detailed inspections every term and records are kept	<input type="checkbox"/>		
D	Person/s responsible for working at height have received awareness training.	<input type="checkbox"/>		Oct 2020

20. Moving and Handling Items of Equipment

Responsible person: JL				
Details		Yes	No	Evidence / Comments
A	The significant moving and handling tasks in the school have been assessed and measures implemented to reduce this risks.	<input type="checkbox"/>		
B	Staff whose work involves significant moving and handling have been trained in the techniques and procedures which minimise the risk of injury.	<input type="checkbox"/>		March 2020

Confirmation

Name:	Duncan White
Job Title:	Headteacher
Signed:	D W
Date:	28/7/20

This record should be kept for 3 years. It is recommended that the assessment should be reviewed yearly at a different part of the school year to the safety system review as its purpose is to verify whether the system is in place and working effectively.