

Because Health & Safety is our business



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INTRODUCTION

The following list is a guide to **some** of the work required to improve current Health and safety standards. It is intended to be used as an action list to enable remedial work to take place and should be used in conjunction with the Initial Audit report and completed Compliance Survey. To reflect the relative importance, and in appreciation of the fact that certain matters can take longer than others to resolve, a priority listing is indicated against each item.

Stallard Kane Associates Ltd will be happy to assist where necessary.

Sally Evans
Health and Safety Adviser

HAZARD IDENTIFIERS AND ACTION LIST

Definition of Priority

- “Immediate”** Recommendations are very serious matters which require immediate action.
- “Short”** Recommendations are serious matters to be addressed within one month of receiving this report
- “Medium”** Recommendations are to be addressed within three months of this report.
- “Long”** Recommendations are to be addressed within six months of this report.
- “Rec”** It is desirable for the specified improvement to be implemented as part of good management practice as and when resources become available

	Item of Concern	Priority	Actioned	Date	Initials
Safety Management					
1	Review the Health & Safety Policy 2017 and sign where identified and replace the existing copy of the Health & Safety Policy found in section 1 of the H&S manual.	Short	Actioned & Completed	Nov 2017	SH / SKA
2	Sign the revised enclosed Health & Safety Statement of Intent 2017 & replace the current statement on display.	Short	Actioned & Completed	Nov 2017	SH / SKA
3	Issue safety booklets to all new employees. Obtain signatures to state that they have read and understood the information provided in the booklet.	Short	Available for school if required		
Insurances					
4	Ensure Public and Employee liability Insurance is kept for 40 years.	Ongoing			

	Items of Concern	Priority	Actioned	Date	Initials
Environmental					
5	Revised / updated Environmental Policy Statement 2017 to be signed and displayed in a prominent position.	Short	Actioned & Completed	Nov 2017	SH / SKA
Accident Reporting					
6	Ensure that all over 3 day accidents are recorded and reviewed internally. Where over 7 days, records must be passed to SKA and reported to HSE under RIDDOR. Agreed to provide and send HSE RIDDOR Guidance.	Ongoing			
COSHH					
7	Ensure COSHH assessments are carried out for all substances used. See COSHH Assessment blank proforma on CD.	Long	Completed copies available. Shared with relevant staff		SH
Risk Assessment					
8	Continue to review all existing risk assessments on an annual basis creating new event specific risk assessments when required. SKA can provide example risk assessment templates if requested.	Ongoing	Policy updated. H&S memo to staff for info.		SH
9	On completion all risk assessments must be issued and explained to employees and a signature obtained to demonstrate compliance and understanding.	Ongoing	Completed RA's are shared although are not signed directly.		SH
Fire Safety					
10	Conduct a review of the fire risk assessment for the premises ensuring the Action Plan / Significant Findings is accurate and adequately reflects the work conducted by the School.	Short	Periodic review provided. Policy provided 2017. Update and briefing on fire issues and progress.		SH

	Items of Concern	Priority	Actioned	Date	Initials
Manual Handling					
11	Ensure that manual handling is included in the site specific risk assessments. School to consider refresher training for Caretaker and other appointed staff.	Short / Ongoing	Actioned & Completed	Ongoing	SH
Machinery & Equipment					
12	Undertake regular documented user checks on hand held equipment and tools ensuring any required maintenance is completed.	Medium	No changes since last visit.		
Sub-Contractors					
13	As a minimum always obtain a copy of a current Insurance Certificate prior to Sub-Contractors being allowed to work on behalf of the School.	Short / Ongoing	RAMS & PLI retained. H&S induction delivered on the school site.	Ongoing	SH
Safety Training					
14	H&S training to be considered for inclusion in the pre-assigned staff training days.	Rec.			
15	School to continue with the H&S Premise Checks, Daily & Weekly Checklist and input from the Governors who also assist with termly inspections of the school site.	Ongoing & Rec.			

Note that completion of any of the above requirements does not necessarily imply compliance with current Building, Local Authority, Fire, Environmental, Health and Safety or other Legislation. It is your duty to ensure that you comply with all aspects of current legislation.

