



CAST Academy H&S Self Evaluation and Review

For more information about this review please contact
admin@plymouthcast.org.uk

Section 1 - Introduction

1. The review is designed to measure the extent to which your academy's health and safety management arrangements comply with legislation, Approved Codes of Practice (ACoP) and established best practice, and to identify any gaps with these standards. The remedial actions required to rectify these non-compliances will be listed in a prioritised action plan. The purpose is to assist the Headteacher/Principal and Employing Body in discharging their duty to monitor health and safety performance within the establishment and to ensure that a process of continual improvement is achieved. The review includes:
 - identifying the good practice and control measures already in place; and
 - providing an action plan where issues have been identified
2. This document is designed to assist you with planning for the process by providing you with the information in advance to allow you to prepare for the visit.
3. The key points are presented in Section Two in a tabular format:
 - column one is the question number
 - column two shows the question priority level (see paragraph 5 below)
 - column three shows the question that will be asked, as well as the answer options that can be selected
 - column four shows the documentary evidence to be checked during the visit. You are advised to gather this information in advance to save your time
 - the fifth column outlines the performance standard. These standards are the arrangements that should be in place in order to achieve a positive answer
 - finally, the last column indicates further sources of information and guidance that you may find of use
4. After the visit and within 14 working days, you will receive a report that will provide:
 - an overall percentage score (displayed on the title page)
 - a record of evidence of good practice found during the visit
 - a prioritised action plan for any issues identified
5. The questions that will be asked are categorised according to three priority levels - red, amber and blue. These priority levels determine the weighting of the question scores and also set the target date for any remedial action.

Colour	Represents	Recommended target date for remedial actions
Red	A major legal non-compliance where enforcement action and/or likelihood of a serious injury or significant loss is high	4 weeks of receipt of the final report
Amber	A legal non-compliance	3 months of receipt of the final report
Blue	A non-compliance with an organisational policy, a British / European Standard or established best practice	Action within 6 months of receipt of the final report

Section 2 - Questions to be Asked in the Review

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources
1.. Policy						
1.1	Red	<div>Does the academy have a current Health and Safety Policy?</div> <div><div>Yes</div><div>No</div><div>N/A</div></div>	Health and Safety Policy.	The academy has a health and safety policy which has been drawn to the attention of all relevant staff.	The academy must have a health and safety policy which must be drawn to the attention of all relevant staff. Staff responsibilities and practical arrangements for health and safety must be clearly established.	Model Health and Safety Policy for Academies.

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
2. Planning														
2.1	Amber	<div>Are adequate arrangements in place for the management and coordination of risk assessments?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Model risk assessments, completed as necessary.	The academy has arrangements in place to record the significant findings of its risk assessments.	The significant hazards contained within the academy must be risk assessed and control measures introduced where appropriate. The significant findings of this process should be recorded.	HSA0047 Risk Assessment Guidance Note; model risk assessments.
Yes														
Yes - Qualified														
No														
N/A														
2.2	Amber	<div>Are appropriate emergency planning arrangements in place?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Academy's Emergency Management Plan; Emergency Evacuation Plan.	<div>The academy has written arrangements for dealing with both off-site and on-site emergencies.</div> <div>These include emergency accommodation and communication arrangements following an emergency evacuation. Staff have been briefed accordingly.</div>	<div>In addition to the Emergency Evacuation Plan, management arrangements must be in place for dealing with the wider implications of both off-site and on-site emergencies. This should include a consideration of emergency accommodation and communication arrangements following an emergency evacuation. Staff should be briefed in these arrangements.</div>	HSA0017 Emergencies Guidance Note; Academy Emergency Management Plan.
Yes														
Yes - Qualified														
No														
N/A														
2.3	Amber	<div>Is an appropriate level of First Aid cover provided?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended RAA22 or equivalent (RAA09); First Aid training records.	<div>An appropriate degree of First Aid cover has been identified via a risk assessment process. Paediatric First Aid cover is available when children under 5 years old are on site or on school off site visits.</div>	<div>The level of first aid cover should be established by undertaking a risk assessment taking into account the nature of the site, staff and pupil numbers, the activities undertaken as well as the proximity to the emergency services. A Paediatric First Aider is required on site when children of under 5 years old are present. Staff should be briefed in arrangements accordingly.</div>	HSA0019 First Aid Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
3. Organising														
3.1	Amber	<div>Are appropriate arrangements in place for consulting with staff?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Staff consultation records; staff meeting minutes; arrangements for Union Safety Representatives.	<div>Staff are consulted on health and safety issues at a local level. Where present, both Union Safety Representatives and Representatives of Employee Safety have been provided with appropriate time and facilities. The Health and Safety Law poster is displayed.</div>	<div>Legislation requires that staff be consulted on health and safety issues. Regular staff meetings should be held, and staff consulted when undertaking risk assessment/policy review. Where present, both Union Safety Representatives and Representatives of Employee Safety must be provided with appropriate time and facilities. The Health and Safety Law poster should be displayed in a prominent position with all the contacts completed.</div>	HSA0008 Consultation and Communication Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
3.2	Amber	<div>Is there a process for identifying employee health and safety training needs?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Documentation identifying training needs; supervision/appraisal records.	<div>Arrangements are in place to give new staff members induction training. A system is in place to identify staff training needs beyond this level. Governors are suitably trained.</div>	<div>There should be a process to identify any health and safety training required in addition to the basic induction. Staff need to be trained in accordance with the activities that they undertake. Care must be taken to account for any non-teaching staff such as caretakers, caterers and cleaners. This training must be updated accordingly before new roles are taken on. Governors should be suitably trained.</div>	HSA0055 Training Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
4. Monitoring														
4.1	Red	<div>Are accidents reported as required by the law?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Staff interview; review local accident records.	All accidents are recorded locally. Arrangements are in place to meet the requirements of the RIDDOR regulations. Procedures have been made known to staff.	All accidents should be recorded locally. In addition, fatalities, specified injuries, reportable diseases and accidents to employees at work which have occasioned more than 7 days' incapacity must be reported to the HSE in accordance with the RIDDOR regulations. Procedures must be made known to staff.	HSA0001 Accident Information Guidance Note.		
Yes														
No														
N/A														
4.2	Amber	<div>Are adequate arrangements in place to monitor health and safety performance?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended risk assessment records; governors' minutes; workplace inspection records; external inspection records; accident records review and investigations; training records.	Practical measures by the governing body are in place to monitor compliance with and the suitability of the agreed arrangements for health and safety as described in the academy's Health and Safety Policy.	Practical measures should be put in place to monitor compliance with the arrangements for health and safety as described in the academy's Health and Safety Policy. These monitoring procedures should verify that agreed risk control measures and safety arrangements are being carried out as intended and are appropriate for the academy.	HSA0005 Audit and Monitoring Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
5. Review														
5.1	Amber	<div>Is there a clearly documented arrangement for the review of policy and risk assessment documents?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Academy Health & Safety Policy; risk assessment records; governors minutes; observation/inspection.	Both policies and risk assessments are subject to regular review. Remedial actions from risk assessments, inspections or formal maintenance reports are actioned accordingly.	Both policies and risk assessments should be subject to regular review to ensure their ongoing relevance and suitability. Remedial actions arising from risk assessments, inspections, formal maintenance reports should be actioned accordingly.	Model Health and Safety Policy; HSA0047 Risk Assessment Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
5.2	Blue	<div>Have remedial actions arising from the last Health and Safety Review been implemented?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Completed action plans.	Remedial actions arising from previous Health and Safety Management Reviews have been implemented.	Remedial actions arising from previous Health and Safety Management Reviews should be considered by the Headteacher and the Employing Body and implemented within the recommended timescales.	HSA0005 Audit and Monitoring Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
6.. Work at Height														
6.1	Red	Have work at height tasks been risk assessed? <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Amended RAA04; amended RAA22; staff interview; observation/inspection.	Risk assessments have been undertaken to establish appropriate safe working methods for work at height tasks. The significant findings of this process are recorded and staff have been given adequate instruction and training.	Risk assessments must be undertaken to establish appropriate safe working methods. The significant findings of this process must be recorded and staff given adequate instruction and training.	HSA0060 Working at Height Guidance Note; HSA0006 Caretaking, Cleaning and Maintenance Guidance Note.		
Yes														
No														
N/A														
6.2	Amber	Are arrangements in place to maintain access equipment (ladders, scaffold towers, etc) in a safe condition? <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Inspection records; inspection/observation.	Access equipment on the site is regularly inspected to ensure its safe condition.	Access equipment on the site should be regularly inspected to ensure its safe condition. Items failing an inspection must be immediately placed beyond use, repaired or replaced.	HSA0060 Working at Height Guidance Note; HSA0006 Caretaking, Cleaning and Maintenance Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
6.3	Red	Have fall protection systems been subject to a 6 monthly statutory inspection? <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Statutory inspection records.	Work restraint and fall arrest systems are inspected on a 6 monthly basis to ensure their structural integrity.	Where fall protection systems such as work restraint or fall arrest systems have been provided, then these systems must be inspected on a 6 monthly basis to ensure their structural integrity.	HSA0060 Working at Height Guidance Note; HSA0006 Caretaking, Cleaning and Maintenance Guidance Note.		
Yes														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources	
7. Manual Handling							
7.1	Amber	Where necessary, have risk assessments been undertaken for significant manual handling tasks?	Manual handling risk assessments; amended RAA04; amended RAA22; training records.	Risk assessments have been undertaken to establish appropriate controls for manual handling	Where significant manual handling tasks cannot be eliminated, a risk assessment must be undertaken to establish	HSA0034 Manual Handling Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
		N/A					
7.2	Red	Where necessary, have risk assessments been undertaken for the moving and handling of people?	Completed handling plans; amended RAA15; amended RAA16; training records.	Moving and Handling Plans are in place for individuals who require one. Staff have been trained accordingly.	Where the moving and handling of individuals cannot be eliminated, a specific risk assessment must be undertaken for that individual	HSA0035 Moving and Handling People Guidance Note.	
		Yes					
		No					
		N/A					

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
8. Driving														
8.1	Red	<div>Does the academy have a list of nominated drivers who are licenced to drive minibuses?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Training records; approved driver lists; staff interview.	Arrangements are in place to ensure that only staff with the correct licence drive minibuses.	<div>The academy must ensure that only those people with the correct licence drive minibuses and that the licence held matches the size and weight of the minibus being driven.</div>	HSA0056 Transport Guidance Note.		
Yes														
No														
N/A														
8.2	Blue	<div>Have drivers' licences, insurance and MOT test records been checked for work-related journeys?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Self-declaration sheets; evidence of document checks; by staff interview	<div>Checks are undertaken to ensure that the correct documentation is in place for work related car journeys undertaken by staff and volunteers.</div>	<div>Where staff or volunteers drive as part of their work activities, particularly if they transport pupils, reasonable checks should be undertaken to ensure that the correct documentation such as licence, insurance and MOT testing is in place and up to date.</div>	HSA0056 Transport Guidance Note
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
9. Staff Risks														
9.1	Amber	<div>Have risk assessments been undertaken for identified Display Screen Equipment (DSE) users' workstations?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		DSE risk assessments; verification via scrutiny of OSHENS system; insepction/observation.	Workstation assessments have been completed for staff identified as DSE users.	Workstation assessments must be completed for staff identified as DSE users. This process should be recorded and remedial actions should be undertaken accordingly. This should include training and information about workstation set up for the DSE user.	HSA0012 Display Screen Equipment Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
9.2	Amber	<div>Have stress risk assessments been undertaken when required?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended RAA25; staff interview.	Individual stress risk assessments have been undertaken. Actions have been identified to reduce work related stressors.	Individual stress risk assessments should be undertaken with the employee concerned if the individual is experiencing, or is suspected to be experiencing, work related stress. Agreed actions should be identified to reduce work related stressors.	HSA0052 Stress Guidance Note
Yes														
Yes - Qualified														
No														
N/A														
9.3	Amber	<div>Has a risk assessment been undertaken for new or expectant mothers?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended RAA18.	<div>Risk assessments have been undertaken for new or expectant mothers. Appropriate control measures have been introduced that will be reviewed throughout the term of the pregnancy.</div>	<div>When necessary, new or expectant mothers who undertake work tasks that present a significant risk of harm or injury to the mother or child should be risk assessed and appropriate control measures introduced. The significant findings of this process must be recorded, reviewed throughout the term of the pregnancy and agreed with the individual concerned.</div>	HSA0024 Health Issues for Employees Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

9.4	Amber	<div>Where appropriate, has a lone working risk assessment been undertaken?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Lone working risk assessment record; amended RAA22 or an equivalent; written lone working procedures; staff interview; observation/inspection.	Lone working activities that present a significant risk of harm have been risk assessed and appropriate control measures introduced.	Lone working activities either, on or off site, that present a significant risk of harm or injury should be risk assessed and appropriate control measures introduced. The significant findings of this process must be recorded and staff briefed in the agreed procedures.	HSA0031 Lone Working Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
9.5	Amber	<div>Has a risk assessment been undertaken for any significant hazards within work experience placements at the Academy?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended RAA28; amended work experience risk assessments.	<div>A risk assessment has been completed and returned to the placement organiser for any significant hazards encountered during work experience placements at the Academy. Control measures have been identified and findings made available to the young persons' parents/guardian.</div>	<div>When work experience placements for young people are hosted by the academy, a risk assessment must be undertaken for any significant hazards and appropriate control measures introduced. Risk assessment findings should be recorded and made available to the young person's parents/guardian.</div>	HSA0059 Work Experience Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
9.6	Blue	<div>Has appropriate training been provided for physical intervention?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Training records.	<div>Where the need has been identified, staff have undertaken training in avoiding and defusing aggression and violence in children. This training included physical intervention techniques.</div>	<div>Where the need is identified, staff should have undertaken training in avoiding and defusing aggression and violence in children. This training should include physical intervention techniques.</div>	Babcock LDP's PIPS training; Team Teach.
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
10.. Pupil Risks														
10.1	Amber	<div>Does the academy have policy arrangements for the management of outdoor education and off-site visits?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Health & Safety policy.	The academy has clear policy arrangements for the management of outdoor education and off-site visits.	The academy should have clear policy arrangements for the management of outdoor education and off-site visits.	Model Academy H&S Policy; Outdoor Education, Visits and Off-Site Activities Health & Safety Policy 2014
Yes														
Yes - Qualified														
No														
N/A														
10.2	Blue	<div>Is there a trained Educational Visit Co-ordinator?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Training records; Academy Health & Safety policy.	Arrangements for outdoor education and off-site visits are overseen by an identified Educational Visit Co-ordinator who has undertaken training for this role.	Whilst not a statutory requirement, arrangements for outdoor education and off-site visits should be overseen by a trained Educational Visit Co-ordinator who should be conversant with Evolve or an alternative system.	Outdoor Education, Visits and Off-Site Activities Health & Safety Policy 2014
Yes														
Yes - Qualified														
No														
N/A														
10.3	Amber	<div>Have risk assessments been undertaken for significant hazards within outdoor education and off site visits?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Scrutiny of Evolve system or alternative; risk assessment records.	Risk assessments have been undertaken for the significant hazards encountered in outdoor education activities. Arrangements for endorsing higher risk activities are in place.	Risk assessments must be undertaken where outdoor education activities or off-site visits present significant hazards in order to identify suitable control measures. The significant findings of this process must be recorded and staff briefed accordingly.	Outdoor Education, Visits and Off-Site Activities Health & Safety Policy 2014
Yes														
Yes - Qualified														
No														
N/A														
10.4	Blue	<div>Has the support of the Babcock LDP Outdoor Education Adviser or an alternative been purchased for the endorsement of high risk activities?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Scrutiny of Evolve system; staff interview.	The support of the Babcock LDP Outdoor Education Adviser or an alternative has been purchased for the endorsement of high risk activities.	The support of the Babcock LDP Outdoor Education Adviser or an alternative should be purchased for the endorsement of high risk activities. Without such support, the school will need to ensure that there is sufficient internal competence to approve high risk activities.	Outdoor Education, Visits and Off-Site Activities Health & Safety Policy 2014
Yes														
Yes - Qualified														
No														
N/A														

10.5	Amber	<p>Are appropriate arrangements in place for the management of outdoor play equipment?</p> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Risk assessment records; independent inspection reports; observation/inspection.	Outdoor play equipment appears compliant with the BS1176 standard. Local control measures and arrangements for its use have been identified and the equipment is subject to regular inspection which includes an annual independent inspection.	Outdoor play equipment should conform to the BS1176 standard and, where appropriate, have an impact attenuating surface. A risk assessment should be undertaken to identify local control measures such as local rules and supervision levels. There should be a process of inspection to ensure its safe condition that includes an annual independent inspection.	HSA0043 Playground Safety Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
10.6	Amber	<p>Are procedures in place for the administration of medicines?</p> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Medication policy; parental permission forms; records of administration; training records; staff interview.	Clear procedures for the administration of medicines are in place. Staff have been trained accordingly. Arrangements are in place for the secure storage of medicines.	Clear procedures for the administration of medicines must be in place. Staff must be trained in these procedures accordingly. Parental permission and administration of medication must be recorded. Appropriate arrangements must be in place for the secure storage of medicines.	HSA0032 Medication Guidance Note; model medication policy.
Yes														
Yes - Qualified														
No														
N/A														
10.7	Amber	<p>Are scalding risks suitably controlled?</p> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Staff interview; observation/inspection.	Scalding risks to children have been minimised by having Thermostatic Mixing Valves on all hot water outlets accessed by pupils.	Scalding risks to children should be minimised by having Thermostatic Mixing Valves on all hot water outlets intended to be used by children.	HSA0044 Premises Health, Safety & Welfare Issues Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
10.8	Amber	<p>Have the significant hazards within the primary curriculum been risk assessed?</p> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended RAA21 or RAA22; staff interview.	Curriculum activities that entail a significant risk of harm or injury have been risk assessed and appropriate control measures introduced.	Where they exist, curriculum activities that entail a significant risk of harm or injury should be risk assessed and appropriate control measures introduced.	HSA0046 Primary Academy Curriculum Activities Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
11.. Fire Safety														
11.1	Red	<div>Is a suitable and sufficient fire risk assessment in place?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		<div>Amended RAA08; Emergency Evacuation Plan; Personal Emergency Evacuation Plans;</div> <div>observation/inspection.</div>	<div>An appropriate fire risk assessment has been undertaken for the premises which identifies control measures.</div>	<div>The Headteacher must ensure that a fire risk assessment is in place for the premises. This must be undertaken by a competent person with sufficient knowledge and understanding of the issues involved.</div>	<div>HSA0018 Fire Safety Guidance Note.</div>		
Yes														
No														
N/A														
11.2	Red	<div>Is there an Emergency Evacuation Plan?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		<div>Emergency Evacuation Plan; Personal Emergency Evacuation Plans.</div>	<div>There is an Emergency Evacuation Plan for the building which outlines the actions to be taken in the event of fire or similar emergency. Personal Emergency Evacuation Plans have been drawn up where needed.</div>	<div>The fire risk assessment process should lead to the creation of an Emergency Evacuation Plan for the building which outlines the actions to be taken in the event of fire or similar emergency. Where an individual's disability limits their ability to follow this plan, then an individual Personal Emergency Evacuation Plan will need to be created accordingly.</div>	<div>HSA0018 Fire Safety Guidance Note.</div>		
Yes														
No														
N/A														
11.3	Amber	<div>Is the fire log book kept up to date?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		<div>Fire log book; maintenance records.</div>	<div>The fire log book has been kept up to date in all areas.</div>	<div>The fire log book should be kept up to date. This should include both internal and external records of maintenance and testing of the fire alarm and the emergency lighting systems. It should include records of fire drills as well as annual service records of fire fighting equipment. Weekly and monthly checks on sprinkler systems should also be included.</div>	<div>HSA0018 Fire Safety Guidance Note.</div>
Yes														
Yes - Qualified														
No														
N/A														

11.4	Amber	<p>Is an appropriate level of fire safety training in place?</p> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		<p>Fire risk assessment; training records; staff interview.</p>	<p>The fire risk assessment considers staff training needs. All staff have received fire awareness training and have been briefed in the particular procedures listed in the Emergency Evacuation Plan. Where required, designated staff have received training in the safe use of extinguishers.</p>	<p>The fire risk assessment should identify staff training needs. However, as a minimum, all staff should receive fire awareness training and be briefed in the particular procedures listed in the Emergency Evacuation Plan. Where work tasks involve the use of ignition sources, then appropriate extinguisher training should be undertaken by these members of staff.</p>	<p>HSA0018 Fire Safety Guidance Note; HSA0055 Training Guidance Note.</p>
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
12.. Asbestos														
12.1	Red	<div>Is there an Asbestos Management Plan?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Asbestos Management Plan; contractor communications; signing in books; contractor job sheet or equivalent.	There is an Asbestos Management Plan and actions have been completed.	There must be an Asbestos Management Plan which describes the arrangements for the management of asbestos-containing materials on the site. Any actions arising should be completed.	HSA0004 Asbestos Guidance Note; HSA0009 Contractors - Selection and Control of Guidance Note.		
Yes														
No														
N/A														
12.2	Red	<div>Is the Asbestos Register on site and shown to all contractors?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Asbestos Management Plan; Asbestos Register; signing-in sheets.	An Asbestos Register is available on site and is shown to contractors. Contractors sign to confirm receipt of this information.	An Asbestos Register must be on site and shown to all contractors to make them aware of the location of the known asbestos-containing materials. Contractors should sign to confirm receipt of this information.	HSA0004 Asbestos Guidance Note.		
Yes														
No														
N/A														
12.3	Amber	<div>Are appropriate arrangement in place to monitor the condition of known asbestos on site?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Asbestos Management Plan; observation/inspection; Connect 2 records; staff interview.	The Asbestos Management Plan describes arrangements for the inspection of known asbestos-containing materials identified in the Register.	The Asbestos Management Plan must describe arrangements for the inspection of known asbestos-containing materials identified in the Register. Records of these checks should be kept and any deterioration in condition should prompt a review of the Asbestos Management Plan's action plan.	HSA0004 Asbestos Guidance Note; HSA0009 - Contractors Selection and Control of Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
12.4	Amber	<div>Are there adequate arrangements to control buildings and maintenance works?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Contractor communications; signing-in book; completed contractor job sheet or equivalent.	The Asbestos Managment Plan describes arrangements for the control of works that could disturb the fabric of the building.	The Asbestos Managment Plan must describe arrangements for the control of works that could disturb the fabric of the building. A Refurbishment and Demolition Survey must be undertaken if required.	HSA0004 Asbestos Guidance Note; HSA0009 Contractors - Selection and Control of Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

12.5	Amber	Have staff had adequate training to fulfil their duties as outline in the Asbestos Management Plan?	Asbestos Management Plan; training records.	Those identified with responsibilities in relation to asbestos have undertaken training for this role. All staff have been briefed about the controls for asbestos in the academy.	Those identified with responsibilities in relation to asbestos must have sufficient training and instruction to discharge these duties. All staff should be briefed about the controls for asbestos in their workplace.	HSA0004 Asbestos Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
		N/A					

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources	
13.. Work Environment							
13.1	Red	Where necessary has vehicle/pedestrian conflict been subject to risk assessment?	Amended RAA22; observation/inspection.	A risk assessment has been undertaken on vehicle/pedestrian conflict on the site and appropriate control measures introduced.	Where necessary, a risk assessment should be undertaken on vehicle/pedestrian conflict on the site in order to establish appropriate controls. Pedestrian routes should be clearly marked and where possible vehicles and pedestrians separated.	HSA0056 Transport Guidance Note.	
		Yes					
		No					
		N/A					
13.2	Amber	Are slip and trip hazards risk assessed and suitably controlled?	Amended RAA22; observation/inspection.	A risk assessment has been undertaken on slip and trip hazards and appropriate control measures introduced.	A risk assessment should be undertaken on slip and trip hazards to identify control measures to reduce the risk.	HSA0044 Premises Health, Safety & Welfare Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
13.3	Amber	Has a glazing survey and risk assessment been undertaken?	Glazing survey and risk assessment records; observation/inspection	A glazing survey and risk assessment has been undertaken and any high risk areas have been made safe.	A glazing survey and risk assessment should be undertaken and any high risk areas made safe.	HSA0044 Premises Health, Safety & Welfare Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
13.4	Amber	Have tree inspections been undertaken?	Tree survey records; observation/inspection.	Trees on site are subject to a process of inspection and remedial actions arising from these inspections have been undertaken.	Formal and routine inspections should be undertaken and records of these inspections should be kept by the establishment. Remedial actions should be undertaken within the timescales specified.	HSA0044 Premises Health, Safety & Welfare Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
13.5	Amber	Have radon levels been measured within the last 10 years?	Records of readings.	Where required, radon levels have been tested. This testing is reviewed every 10 years.	Where the academy is in a radon affected area, radon levels should be tested to ensure that they do not exceed the 400Bq limit in any area. This testing should be reviewed every 10 years.	HSA0044 Premises Health, Safety & Welfare Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
13.6	Red	Has the effectiveness of radon mitigation controls been assessed every 2	Records of readings held by the academy; by	Radon levels have been measured on a 2 yearly	Where radon mitigation controls have been put in	HSA0044 Premises Health, Safety	

		years?	observation/inspection	basis to ensure that the mitigation controls remain effective.	place, radon levels should be measured on a 2 yearly basis to	& Welfare Guidance Note.
		Yes				
		No				
		N/A		Levels do not exceed the 400 Bq limit.	ensure that the mitigation controls are still effective. Controls should be reviewed if measured levels approach or exceed the 400 Bq limit.	

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
14.. Security														
14.1	Amber	<div>Is security provision sufficient for the level of risk?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended RAA22; staff interview; observation/inspection.	Security controls have been established through a process of risk assessment. The significant findings of this process have been recorded and staff briefed accordingly.	Procedures for the control of security risks should be established through a process of risk assessment. It should consider issues such as access control, dealing with violence and aggression, vandalism and arson. This process should identify control measures that are proportionate to the level of risk present. The significant findings of this process must be recorded and staff briefed accordingly.	HSA0050 Security Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
14.2	Red	<div>Is access to high areas or fragile roofs suitably controlled?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Amended RAA22; observation/inspection.	Staff and contractors have been made aware of the hazard presented by fragile roofs. Where the academy suspects that trespassers are putting themselves at risk, reasonable steps have been taken to discourage access and to give adequate forewarning of the risk.	Staff and contractors must be made aware of any specific hazard posed by fragile roofs. If there are grounds for suspecting that young people are putting themselves at risk, adequate forewarning must be in place and reasonable steps must be taken to discourage access to the area.	HSA0044 Premises Health, Safety & Welfare Guidance Note.		
Yes														
No														
N/A														
14.3	Red	<div>Is access to ponds or other water areas suitably controlled?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Amended RAA22/RAA21; observation/inspection.	The academy has taken measures to prevent children from accessing pond areas without adequate supervision.	Measures should be taken to prevent children from accessing pond areas by securing the perimeter with a suitable barrier.	HSA0044 Premises Health, Safety & Welfare Guidance Note.		
Yes														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources
15.. Gas, Oil & Electricity						
15.1	Red	<div>Have gas appliances and pipework been inspected and maintained to ensure their safe condition?</div> <div><div>Yes</div><div>No</div><div>N/A</div></div>	Annual maintenance records.	A maintenance contract is in place for the maintenance and servicing of all gas appliances and their associated pipework. Records show that this is undertaken by someone on the Gas Safe Register Scheme. Records are kept on site.	An appropriate maintenance contract must be put in place for the maintenance and servicing of all gas appliances and their associated pipework. This work must be undertaken by someone on the Gas Safe Register Scheme and records kept on site. The frequency of these checks should be in accordance with manufacturer's instructions but no less than annually.	HSA0020 Gas Safety Guidance Note.
15.2	Red	<div>Have gas tightness tests been undertaken on pipe work?</div> <div><div>Yes</div><div>No</div><div>N/A</div></div>	Gas tightness test records.	A contract is in place with a Gas Safe registered contractor to undertake a gas tightness test on gas pipework. Records are available on site.	A gas tightness test should be undertaken on gas pipe work and records maintained on site. Remedial actions must be undertaken accordingly. This work must be undertaken by a Gas Safe registered engineer and should be undertaken no less than every 5 years.	HSA0020 Gas Safety Guidance Note.
15.3	Red	<div>Is the electrical installation subject to a process of 5 yearly inspection?</div> <div><div>Yes</div><div>No</div><div>N/A</div></div>	5 yearly electrical safety reports; evidence of remedial actions undertaken.	The electrical installation has been inspected in the last 5 years. Records are available on site and any Code 1 and 2 issues arising have been addressed.	The electrical installation should be subject to a process of 5 yearly inspection. Records must be available on site and any Code 1 and 2 issues arising from this process must be actioned accordingly.	HSA0016 Electrical Safety Guidance Note.

15.4	Amber	<div>Are all portable electrical appliances maintained in safe condition?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Inspection and tests records; observation/inspection.	Arrangements are in place to ensure that portable appliances are maintained in a safe condition. The frequency of these checks are within the parameters outlined in HSA0016 Electrical Safety Guidance Note.	All portable electrical appliances should be subject to a regime of inspection and, when appropriate, testing. The frequency of this process should be based upon risk and within the parameters outlined in the table included in HSA0016 Electrical Safety Guidance Note.	HSA0016 Electrical Safety Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
15.5	Amber	<div>Have oil fired heating systems, together with their associated pipe work and storage tanks been maintained?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Annual maintenance records.	Oil fired appliances have been maintained on an annual basis by an Oftec registered engineer. Records are available on site.	Annual maintenance and inspection should be undertaken for oil fired heating plant and its associated pipe work and storage tanks. This work should be undertaken by an Oftec registered engineer.	HSA0044 Premises Health, Safety & Welfare Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
15.6	Red	<div>Is the location of the gas emergency isolation valve known and is it accessible at all times?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Observation/inspection; annual maintenance records.	Staff are aware of the location of the gas emergency isolation valve/s which are accessible at all times.	As part of emergency procedures staff should be aware of the location of the gas emergency isolation valve. This isolation valve/s must be accessible at all times. If security vandalism necessitates that it is locked away then clear procedures must be in place to allow access to the required key.	HSA0020 Gas Safety Guidance Note.		
Yes														
No														
N/A														

15.7	Red	<div>Have LPG bulk storage tanks been installed and maintained appropriately?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Observation/inspection; maintenance/inspection records.	<div>LPG bulk tanks are located in a secure compound away from drains or culverts with no combustible material within 3m. Warning signs are displayed and access to regulators is secured. Where necessary, tanks have been protected against vehicular impact.</div>	<div>LPG bulk tanks must be located in a secure compound away from drains or culverts with no combustible material within 3m - including the fence. Warning signs should be clearly displayed on the compound perimeter. Access to regulators must be secured. Where necessary, tanks must be protected against vehicular impact.</div>	HSA0020 Gas Safety Guidance Note.
Yes												
No												
N/A												
15.8	Red	<div>Have LPG bottles been installed and maintained appropriately?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Observation/inspection; maintenance/inspection records.	<div>LPG bottles and associated regulators are secured against theft and vehicular impact in a ventilated enclosure away from combustible materials and drains/culverts. Warning signs are displayed.</div>	<div>LPG bottles and associated regulators must be secured against theft and vehicular impact in a ventilated enclosure away from combustible materials and drains/culverts. Warning signs must be clearly displayed on the enclosure.</div>	HSA0020 Gas Safety Guidance Note.
Yes												
No												
N/A												

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources	
16.. Water Hygiene							
16.1	Amber	Is there a Legionella risk assessment in place?	Legionella risk assessment.	A Legionella risk assessment is in place. The recommendations have been implemented as described.	A Legionella risk assessment should be in place. The recommendations from these assessments should be implemented as described and within the timescales specified.	HSA0028 Legionella Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
		N/A					
16.2	Amber	Is there a Water Hygiene Management Plan?	Water Hygiene Management Plan; Legionella risk assessment; water hygiene log book; Leg2 reports.	There is a Water Hygiene Management Plan.	There must be a Water Hygiene Management Plan which describes the arrangements for the management of water hygiene on the site.	HSA0028 Legionella Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
		N/A					
16.3	Red	Have the recommendations from the Legionella risk assessment been implemented?	Completed Legionella risk assessment action plan; flushing records; temperature testing records; sterilisation records; Leg 1 and Leg 2 reports.	The recommendations from the Legionella risk assessment are being implemented as described.	The recommendations from the Legionella risk assessment must be implemented as described and within the timescales specified.	HSA0028 Legionella Guidance Note.	
		Yes					
		No					
		N/A					
16.4	Amber	Have staff been trained sufficiently to discharge their duties in relation to the management of water hygiene?	Water Hygiene Management Plan; training records.	Those identified with responsibilities in relation to water hygiene have been trained accordingly. The person delegated the task of managing water hygiene has attended the relevant management training.	Those identified with responsibilities in relation to water hygiene must have sufficient training and instruction to discharge these duties. The person delegated the task of managing water hygiene should have attended appropriate training.	HSA0028 Legionella Guidance Note.	
		Yes					
		Yes - Qualified					
		No					
		N/A					

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources
17.. Work Equipment						
17.1	Red	<div>Is work equipment maintained in a safe condition and, where needed, are dangerous parts of equipment suitable guarded?</div> <div><div>Yes</div><div>No</div><div>N/A</div></div>	Maintenance records; observation/inspection; staff interview.	Work equipment is being maintained in a safe condition. Where a maintenance log has been provided, these records are being kept up to date. Where required, guarding is in place.	Work equipment must be maintained in a safe and efficient state. Manufacturers' guidance for maintenance should be followed. Although there is not a specific duty to record this, where a maintenance log is provided, this must be kept up to date. Where required, guarding should be in place.	HSA0058 Work Equipment Guidance Note; manufacturers' guidance.
17.2	Amber	<div>Have relevant staff been briefed in the safe use of work equipment?</div> <div><div>Yes</div><div>Yes - Qualified</div><div>No</div><div>N/A</div></div>	Written instructions; observation/inspection; staff interview.	Items of work equipment are appropriate for the tasks in hand and are used as the manufacturer intended. Staff have received appropriate information, instruction and training in the safe working method for the equipment.	Items of work equipment must be appropriate for the tasks in hand and must be used as the manufacturer intended. Safe working procedures should be informed by manufacturers' instructions or guidance. All relevant parties should be given appropriate information, instruction and training to allow them to use the equipment safely.	HSA0058 Work Equipment Guidance Note.
17.3	Red	<div>Where necessary, has all statutory inspection and testing been undertaken on items of lifting equipment?</div> <div><div>Yes</div><div>No</div><div>N/A</div></div>	Thorough Examination records; inspection records.	Lifting equipment has been subject to a Through Examination as required. Records of tests are kept on site.	Lifting equipment for the lifting of objects must be subject to a Through Examination (TE) by a competent engineer every 12 months. Equipment used for lifting people, as well as all associated slings, hangers, etc, must have a TE every six months.	HSA0030 Lifting Equipment Guidance Note.
17.4	Red	<div>Where necessary, has all statutory inspection and testing been undertaken</div>	Written Schemes of Examination.	The academy's insurer has been notified of	Legislation requires that certain pressure	HSA0045 Pressure Systems

		on pressure vessels?		the presence of pressure systems in the establishment. Where required, inspections are being undertaken according to a Written Scheme of Examination.	vessels must be subject to a Written Scheme of Examination by a competent person. Where required, a suitable contract should be put in place.	Guidance Note.
		Yes				
		No				
		N/A				

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
18.. Hazardous Chemicals														
18.1	Amber	<div>Have risk assessments been undertaken for all hazardous substances?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		COSHH risk assessments; correct PPE.	<div>The use of hazardous substances has been risk assessed and appropriate control measures identified. The significant findings of this process have been recorded and staff briefed accordingly.</div>	<div>The risks posed by substances identified as hazardous must be risk assessed and appropriate control measures identified. These assessments should be informed by the Material Safety Data Sheets and user instructions displayed on the packaging. The significant findings of this process must be recorded and staff briefed accordingly.</div>	HSA0010 COSHH Guidance Note; Material Safety Data Sheets.
Yes														
Yes - Qualified														
No														
N/A														
18.2	Amber	<div>Has the academy been informed by contractors about hazardous chemicals that they store on the site?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Staff interview; observation/inspection	<div>The academy has been informed about any hazardous substances stored on site for use by contractors. Arrangements have been agreed to ensure that no unacceptable risks are presented to staff or pupils.</div>	<div>Where a contractor stores hazardous chemicals on site for their own use (e.g. a cleaning contractor), it is for that contractor to risk assess these chemicals for use by their staff. The academy should be informed about what is being stored on its site.</div>	HSA0009 Contractors - Selection and Control of Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources
19.. Control of Contractors						
19.1	Amber	Are adequate arrangements in place to ensure that contractors are competent?	Completed Client Responsibilities Checklist or equivalent; contractor selection	Arrangements are in place to ensure that contractors are competent and have public	When engaging the services of any contractor (whether related to construction or not) then efforts must	HSA0007 CDM Guidance Note; HSA0009 Selection & Control of Contractors
		Yes				
		Yes - Qualified				
		No				
		N/A				
			arrangements; by staff	liability insurance cover that is	be made to ensure that all contractors	Guidance Note.
			interview.	consistent with the Academy's policy.	are competent and have public liability insurance cover in line with the Academy's policy. The extent of these checks should be in proportion to the risks and the scale of the work to be undertaken.	
19.2	Amber	Has the academy ensured that a Principal Designer and Principal Contractor have been appointed in writing for construction work where it is acting as the Client?	Letters of appointment or related documents; completed F10 forms.	Where it is acting as the Client for construction work, the academy has appointed in writing a Principal Designer and Principal	Where it is acting as the Client for construction work, the academy must appoint in writing a Principal Designer and Principal Contractor where there are more	HSA0007 CDM Guidance Note; HSA0009 Selection & Control of Contractors Guidance Note.
		Yes				
		Yes - Qualified				
		No				
		N/A				
			Contractor. Construction projects have been notified	than one contractors working on the project. Where		
			where required.	required, larger construction projects must be notified to the Health & Safety Executive.		
19.3	Amber	Is the academy cooperating and communicating with contractors?	Completed Client Responsibilities Checklist or equivalent; minutes of	Where it is acting as the Client, arrangements are in place to communicate	When it is acting as the Client, the school must communicate information to	HSA0007 CDM Guidance Note; HSA0009 Selection & Control of
		Yes				
		Yes - Qualified				
		No				
		N/A				
			meetings.	with contractors about hazards within the site.	contractors about hazards within the site such as asbestos or buried services. The (Principal) Contractor can then use this information to plan any proposed works safely.	Contractors Guidance Note.
19.4	Amber	Has the academy ensured that a Construction Phase	Construction Phase Health &	Where it is acting as the Client in	Where it is acting as the Client in	HSA0007 CDM Guidance Note;

		<p>Health & Safety Plan is in place for all construction work where it is acting as the Client?</p> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Safety Plan or related documents.	construction work, the academy has ensured that a Construction Phase Health & Safety Plan has been provided for the project.	construction work, the academy has a legal duty to ensure that the Contractor/Principal Contractor has provided a Construction Phase Health & Safety Plan for the project. This will explain how health and safety risks will be managed. This plan should be proportionate to the scale of the work and associated risks. The academy must not allow work to start on site until plan is provided.	HSA0009 Selection & Control of Contractors Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														
19.5	Amber	<p>Has a final Health & Safety File been provided at the completion of construction projects?</p> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Health & Safety File or related documents	<p>Health & Safety File/s have been provided for the school at the completion of construction projects. These are kept on site for future reference.</p>	<p>At the end any construction project, the Principal Designer should give you a Health & Safety File. This is a record of useful information which will help in the management risks during any future maintenance, repair, or even demolition work. The file should be kept and made available to anyone who works on the building in the future.</p>	<p>HSA0007 CDM Guidance Note; HSA0009 Selection & Control of Contractors Guidance Note.</p>
Yes														
Yes - Qualified														
No														
N/A														

Question	Priority	Question	Evidence Checks	Compliance	Partial / Non-Compliance	Information Sources								
20.. Swimming Pool Safety														
20.1	Amber	<div>Has the swimming pool and its associated plant, chemicals and activities been risk assessed?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		Amended RAA26 or equivalent.	<div>The significant hazards relating to the swimming pool plant, chemicals and activities have been risk assessed and appropriate control measures identified. The significant findings have been recorded and staff briefed accordingly.</div>	<div>The significant hazards relating to the swimming pool and its associated plant, chemicals and activities must be risk assessed in order to identify appropriate control measures. The significant findings of this process must be recorded and staff briefed accordingly.</div>	HSA0053 Swimming Pool Guidance Note; HSA0010 COSHH Guidance Note
Yes														
Yes - Qualified														
No														
N/A														
20.2	Red	<div>Is there a Pool Safety Operating Procedure (PSOP)?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		No		N/A		Completed PSOP; by staff interview.	<div>There is a Pool Safety Operating Procedure for the swimming pool which addresses normal use and emergency procedures. Staff have been briefed in these arrangements.</div>	<div>A Pool Safety Operating Procedure should be established. This should cover all pool use by any users (including hirers). Pool rules for normal operating conditions and emergency procedures must be included. Staff must be briefed in these procedures.</div>	HSA0053 Swimming Pool Guidance Note; model Pool Safety Operating Procedure.		
Yes														
No														
N/A														
20.3	Amber	<div>Is pool plant and equipment being maintained?</div> <table><tr><td>Yes</td><td></td></tr><tr><td>Yes - Qualified</td><td></td></tr><tr><td>No</td><td></td></tr><tr><td>N/A</td><td></td></tr></table>	Yes		Yes - Qualified		No		N/A		<div>Maintenance and inspection records; annual electrical inspection certificate; by observation/inspection; by staff interview.</div>	<div>Pool pump, filters and related plant are maintained in a safe condition by a competent contractor. Records of maintenance include the commissioning and decommissioning process. The electrical installation is inspected annually.</div>	<div>Maintenance of the pool pump, filters and related plant should only be undertaken by a competent person. Specifically, the electrical installation of the pool and area and associated plant should be inspected annually. Records should be kept, including those for the commissioning and decommissioning process.</div>	HSA0016 Electrical Safety Guidance Note; HSA0053 Swimming Pool Guidance Note.
Yes														
Yes - Qualified														
No														
N/A														

20.4	Amber	Is the water log book kept up to date?	Water testing records; by observation/inspection; by staff interview.	Water testing is undertaken at least daily. Results and corrective actions are being recorded in a log book which is accessible to pool users. At least two staff members have been trained to ensure adequate cover.	At least daily water testing must be undertaken to maintain the pool in a hygienic condition. Results and corrective actions should be recorded in a log book which should be accessible for teaching staff or other pool users to inspect. At least two staff members should be trained in swimming pool operations and water treatment to ensure adequate cover.	HSA0053 Swimming Pool Guidance Note
		Yes				
		Yes - Qualified				
		No				
		N/A				