

**Health and Safety Services
Customer and Workforce Services**

**Whitley Academy
Health and safety audit executive summary**

May 2013

Auditor Jane Kelly, Senior Health and Safety Advisor



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Circulation:

Mrs L Allen
Principal

Mr Stephenson
Chair of Governors

Mr D Singh
Health and Safety Manager

Mrs R Prince
Business Manager

Introduction

Whitley Academy (formerly Whitley Abbey Business and Enterprise College) occupies a large multi-storey building which was originally constructed in the 1950's, the academy was rebuilt in 2000.

Mrs Allen is the Principal and as such is the responsible person for health and safety at the academy; the Principal delegates much of the day to day management to Didar Singh, Health and Safety Manager and Rachel Prince, Business Manager.

Jane Kelly undertook the health and safety audit over two days in May 2013.

Scope

This audit was undertaken to establish the effectiveness of the academy's health and safety management and statutory compliance with health and safety legislation. Audit findings were established based on evidence provided during face to face interviews with Didar Singh, Health and Safety Manager and Science Technician, Rachel Prince, Business Manager; Mick Sheriff, Senior Site Services Officer; Nigel Sandoe, Head of Faculty for Design and Technology, Baldeep Degun, Head of Food Technology; Louise Brown, Head of Girls Physical Education; Joanne Bradshaw, Head of Art; Cathy Black, Catering and Cleaning Manager; BobbyJane Boyne, Office Manager and First Aider and by undertaking a desktop review of local policies, procedures and associated documentation.

Executive Summary

Whitley Academy is demonstrating an excellent standard of health and safety management.

Strong leadership from the Principal, Health and Safety Manager and Senior Management Team is evident and health and safety is managed proactively with systems embedded into the academy's day to day operation. The principles of sensible risk management have been adopted and it is apparent that staff have a sound understanding of the risk assessment process. A positive health and safety culture appears to exist and all staff interviewed were aware of their health and safety responsibilities. The governing body take an active role in the academy's health and safety management.

Whitley Academy is commended for their proactive and positive approach to health and safety management and their continued commitment to maintain the high standards achieved.

The audit identified areas of good practice and compliance in:

o Health and safety policy and consultation

A health and safety policy is in place and has been ratified by the Principal and Governing Body with evidence of regular review. An established health and safety committee monitors and reviews health and safety arrangements, minutes were available with actions allocated and progressed. Both the Health and Safety Manager and Senior Site Services Officer produce detailed reports each term, which are discussed at the committee.

o Training

Staff receive relevant health and safety training; a training matrix is in place to record training, which is maintained by the Health and Safety Manager. New/supply staff, work experience students and placements receive a comprehensive health and safety induction; dedicated staff handbooks have been produced.

- **Communication**

Staff have access to health and safety information in dedicated folders held by the Health and Safety Manager, on notice boards and via a shared drive and folders within curriculum areas. Heads of department formally share health and safety information with their staff.

- **Fire and emergency evacuation**

A fire risk assessment has been completed with actions being progressed and signed off. A comprehensive fire and emergency plan is in place, documented with staff interviewed knowledgeable of arrangements. Appropriate staff have received fire marshal training and regular fire drills are undertaken to test arrangements. Statutory fire related checks are being completed with records available.

- **Workplace environment**

The academy environment is in a good condition with adequate clean and accessible welfare facilities provided. Termly site inspections are completed and documented with actions assigned and closed off. Staff report defects direct to site team; this appears to work well. Statutory inspections are undertaken with documented records available. There are no particular noise issues on site. All low level glazing appears to conform to relevant safety standards.

- **Asbestos management**

A local asbestos management plan is documented and implemented; regular inspections of identified and visible asbestos containing materials are undertaken, recorded with actions taken as required. A management survey of the site was available.

- **Water hygiene management**

A water hygiene survey and risk assessment has been undertaken by Hertel. A monitoring contract is in place with monthly quality and temperature checks recorded. Flushing of water systems of unused outlets and during holiday periods is undertaken by the site team with records available to evidence.

- **Electricity**

The inspection of fixed hard wiring and installations and portable appliance testing has been completed with certification available.

- **Risk assessment**

Key risk assessments have been completed for staff and curriculum activities with control measures implemented. It was evidenced through interviews that staff are actively involved in the risk assessment process with documents readily accessible and evidence of communication. There are a number of risk assessments currently in place, which assess each risk individually. A majority of these assessments could be amalgamated, some consolidation is advised.

The business manager is a trained display screen equipment assessor and has carried out assessments for key staff, records were available.

- **Moving and handling and working at height activities**

Risk assessments and local procedures are in place for relevant staff activities; staff were knowledgeable of arrangements in place. Appropriate training has been completed by key staff with training records available. The principals of avoiding moving and handling and working at height have been applied. Relevant equipment has been provided to assist in moving and handling and working at height tasks. Steps and ladders are stored appropriately with staff undertaking pre use checks; a formal annual inspection is undertaken through Warwickshire Council.

- **Control of substances hazardous to health (CoSHH)**

Where possible hazardous substances have been replaced with non-hazardous alternatives. Substances appeared to be stored appropriately and used in a controlled manner. The control of hazardous substances within design and technology and science is well managed with substance registers, hazcards and assessments in place. Radiation sources are appropriately controlled with a designated radiation protection officer appointed. Staff interviewed had good awareness of the academy's procedures for the management of hazardous substances.

Management of contractors

The Business Manager, Health and Safety Manager and Senior Site Services Officer have a sound understanding of responsibilities held.

Local arrangements for the management of contractors are in place, implemented and evidenced. Recent and current contractor works appear to have been well managed with evidence of competent contractors being engaged. The academy have robust procedures in place to monitor contractors whilst on site, this was evidenced.

- **Incident reporting and provision of first aid**

A first aid risk assessment has been completed with actions being progressed. It appears that adequate first aid provisions are in place. There are documented local procedures for the management of first aid and incident reporting. Staff interviewed were aware of the requirement to report incidents and who to report to.

- **Educational visits**

The academy has a local educational visits policy in place and is following the Outdoor Education Advisors Panel national guidance. The "EVOLVE" system is used for the recording and authorisation of trips. The academy have a trained educational visits co-ordinator.

- **Prevention of work related violence and lone working**

Site security measures appear robust and well managed; the site is protected by perimeter fencing and the building has access control. Although there have been no significant issues of violence and aggression identified, a local procedure is in place for dealing with violence and aggression.

Consideration has been given to staff with roles that require them to work alone with risk assessments in place; site staff have radios and mobile phones along with back up from an emergency response service if required.

- **Stress management and staff welfare**

Staff wellbeing is considered with local procedures for stress management and staff well being in place. There was a clear understanding of the need to undertake additional risk assessments for new and expectant mothers and for young or inexperienced workers should they be on site.

- **Provision and use of work equipment**

Design and technology equipment has been inspected in line with specified standards with records available. Local checks of equipment in both design and technology and science faculties are undertaken with good records available. It is advised that all equipment should be guarded, serviced and maintained in line with CLEAPPs guidance. There is a clear control of use of design and technology equipment with only competent trained staff authorised to use and each piece of equipment has an emergency stop facility.

- **Lifting equipment**

Thorough examination and inspection of lifts have been completed with records available.

- **Traffic management/driving**

The interface between vehicles and pedestrian on site appears to be well managed; a traffic management risk assessment has been completed.

Staff who drive the mini bus have received defensive driving training that is updated at the prescribed frequencies and have 6-monthly licence checks undertaken. Appropriate vehicle checks are undertaken and recorded.

Licence and mot checks have been completed annually for staff that drive for work purposes; the academy insurance policy covers staff for business use.

The audit did not identify any significant areas of concern

This executive summary should be read in conjunction with the accompanying health and safety action plan and audit scoring criteria document.

Further information is available upon request; the completed health and safety audit question set and accompanying comments will be held on record for 9 months following the release of the audit report.

Please contact Jane Kelly, telephone number – 024 7683 2957