

Broadbottom Primary Health and Safety Audit Review 1, 7th November 2022

RECOMMENDATIONS

Action	Ref	Details	Action Required	Deadline	Review 1 notes 7.11.2022
1	1.7	Policy	Ensure there is a means for staff to sign they have seen and understood the health and safety policy for records.		This has now been actioned by the School.
2	4.4	Risk assessment findings	As with the policy where risk assessments are brought to the attention of staff there will be a means of recording that this information has been given. I.e. part of inset days etc. I also attach a generic caretaker risk assessment doc with this report. Steve can adapt this to his duties.		All on internal and public drives, accessible to all. There is now a new Site manager so I would advise reviewing the Site managers risk assessment to ensure it is still appropriate for this role. I will attach a generic template to the email with this report.
3	4.7	COSHH risk assessments	COSHH risk assessments need to be completed on the assessment form. Some information can be transferred from data sheets but it needs to show how exactly the chemical is applied in school i.e. how, when or how many times per day and where and what surfaces.		Sean is getting to grips with organising the paperwork so will have a look at what is in place for COSHH and he will look to completing any outstanding assessments.
4	7.2	Fire risk Assessment	All actions have been resolved; I would recommend that these be recorded on the assessment to show when and by who they were completed to prove this is complete.		Actioned
5	9.9	LOLER lift inspection and maintenance	It seems that the lift has only had one completed in the last 12 months rather than 2 as required by the LOLER regs, please check records, as this lifts people it should have 2 inspections per year.		This needs to be confirmed. However, I understand that it is not in use now as there is no one in school who needs to use it. If it were to be used in the future then the six monthly checks would need to be reinstated.

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6	9.21	Tree Risk Assessments	Steve is hoping the contractor who has recently carried out some tree work on school site will complete this. If not then the company I have listed here have worked in TMBC schools.	<p><i>Lally Tree Management</i> 36 Goldsworthy Rd Urmston, Manchester M41 8US United Kingdom</p> <p>Mon-Fri 9am - 5pm Phone: 07305740120 matt@lallytreemanagement.co.uk.</p> <p>The Head has contacted Lally to arrange the survey.</p>
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