

**Wokingham Borough Council**  
**Health and Safety Seeking Assurance Programme for Schools**

**Health and Safety Seeking Assurance Review**  
**Walter Infants School**

**The overall process**

Health and safety in a school is about taking a sensible and proportionate approach to ensure that the school environment and activities that take place provide for the health and safety of all concerned including the school workforce, pupils and visitors. School-wide measures should already be in place to deal with the real risks and the WBC self-assessment checklist acts as a useful tool to support the school leadership team in ensuring their arrangements for managing health and safety are suitable and effective.

The Authority's community schools, and voluntary controlled schools are expected to complete the self-assessment checklist at least once annually to inform themselves and the School Governors of how well they are managing health and safety. The self-assessment exercise can be carried out by the Headteacher or a member of the school team who has been designated by the Headteacher the health and safety lead, for example, the Bursar or Business Manager and the responsible person for maintaining the site/school facilities.

Undertaken on a biennial basis, the Seeking Assurance Programme is risk based; it complements the process described above and links into your own assessment of health and safety management locally. A meeting with a member of the local authorities corporate Health and Safety team will take place on your site for a discussion of your findings generally and to provide tailored advice where that would be helpful. In addition, a closer review will be undertaken in respect of a number of key topic areas that you have already covered, and which have been put forward by the Schools' Workforce and Health and Safety Committee, a joint local authority and schools' oversight and policy monitoring group.

Post visit, the Health and Safety Advisor's findings will be summarised in writing and where relevant, should be incorporated into your local health and safety action plan. Schools retain the ownership for completing the process and, where shortfalls are identified, for progressing the necessary actions within appropriate timescales.

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<b>Name of School:</b>	Walter Infants
<b>Name of Headteacher:</b>	Judy Hargreaves
<b>Name of Chair of Governor/Health and Safety Governor Representative:</b>	Stephanie Bell, Deputy Head Teacher, Deputy Designated Safeguarding Lead, Designated Mental Health & Wellbeing Lead, <b>H&amp;S Governor</b> , Evolve (DHT)
<b>Name of Health and Safety Co-ordinator</b>	Stephanie Bell, DHT
<b>Date of Review:</b>	17 <sup>th</sup> January 2024
<b>Names of those participating in the review:</b>	Judy Hargreaves, Head Teacher (HT) Stephanie Bell, H&S Governor, (DHT) Jimmy Fennell, Site Controller (SC) Anita Peugh, Acting School Business Manager (SBM)
<b>Name of Reviewer:</b>	Anna Norris
<b>No. of staff:</b>	54
<b>No. of pupils/students:</b>	298
<b>Accidents and Incidents recorded</b>	None that required reporting since September 2023
<b>Accident reported to WBC</b>	0 pupil incidents reported January to September 2022 0 incidents reported from September 2022 to end of December 2023
<b>Known or potential RIDDORS</b>	0
<p><b>Summary:</b> The school is single storey building, which is adjacent to another school (St Paul's) and nursery. The premises is surrounded by fencing and pedestrian access is controlled at the front by a controlled gate. The staff and three families access a car park via gates at the back of the school using a remote. Multiple mature trees on and surrounding site. Walter the dog, given to HT, attends site 2 days at a time. HT has been in role since 2015, SC has been in post 6 years. DHT started at school in 2017 in different role.</p>	
<p><b>Areas of Assurance</b></p> <ol style="list-style-type: none"> <li>1. Workplace Inspections and safe systems of work – section 2 and 4.1</li> <li>2. Asbestos - section 4.3</li> <li>3. Working at Height – section 3.5</li> <li>4. Accident and Incident Report (including RIDDOR notifications) – preliminary Qs and section 6.1</li> <li>5. Work-related ill-health and Health Surveillance – Sections 6.2 and 3.10</li> <li>6. Tree Management - Section 7 (additional)</li> </ol>	

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For further advice and guidance contact the WBC Corporate Health and Safety Team on:

[healthandsafety@wokingham.gov.uk](mailto:healthandsafety@wokingham.gov.uk)

Ref:	Information requested or inspection completed:
<b>Section 1 - Health and Safety Policy</b>	
1.2 1.4	<p><b>Is the Policy signed and dated by the Headteacher and Chair of Governors and up to date? Is the Policy publicised and brought to the attention of all staff?</b> <i>Via H &amp; S Safety Training annually in the spring term and on the shared drive as well as a printed copy in the staff room</i></p> <ul style="list-style-type: none"> <li>Observed H&amp;S Policy online dated 23.02.23, not signed, outlining roles for the H&amp;S Governor, Deputy HT, HT, SBM and SC.</li> <li>Observed signed copy of health and safety policy for 2023. Observed version waiting approval by Governors and dated February 2024, reported due to be reviewed before February half term.</li> </ul>
1.6	<p><b>Are there written policies, procedures or arrangements in place for all of the known significant health and safety risks within your school?</b> <i>Folder of printed copies and shared drive</i></p> <ul style="list-style-type: none"> <li>Reported all staff can access shared drive&gt; policies, during working hours.</li> </ul>
1.7	<p><b>Is there an up-to-date health and safety at work law poster on display at your school?</b> <i>Staff room and reception area</i></p> <ul style="list-style-type: none"> <li>Observed three health and safety at work law posters displayed in staff room, resources room and reception all containing generic WBC health and safety phone and email contact information. All posters versions recommended by HSE. No staff names were displayed on the reception poster for the health and safety representative contact details.</li> <li><b>Action: Recommend updating health and safety representative names to Judy Hargreaves and Stephanie Bell on Reception health and Safety at work law poster.</b></li> </ul>
<b>Section 2 - Information, Instruction, Training &amp; Supervision</b>	
<b>2.1</b>	<p><b>Has the Headteacher and other relevant members of the school's leadership team e.g. Deputy Head, School Business Manager attended the Council's H&amp;S Management for School Leaders training course and refresher training?</b> <i>Headteacher, Site Controller, Deputy Head (H and S Gov) to attend full training 12/03/2024 (WBC)</i></p> <ul style="list-style-type: none"> <li>Reported HT due to refresh training spring 2025.</li> <li>Reported DHT completed National College CPD accredited, health and safety management course and due to attend WBC health and safety management for school leaders in March 2024 with SBM.</li> <li>Reported SC attended health and safety training for site controller training in October 2023.</li> </ul>
<b>2.2</b>	<p><b>Are Department Heads, teachers etc. trained in the safety responsibilities relating to their job?</b> <i>All training completed by all staff (where relevant) by 9<sup>th</sup> January 2024</i></p>
<b>2.3</b>	<p><b>Does the school provide and record induction training in respect of health and safety for new employees (including an appropriate version for temporary workers) and refresh this training at specified intervals?</b> <i>We have full health and safety training each January with updates. The deputy head does an induction for all new staff and shares an information booklet including making new staff asbestos aware.</i></p>

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	<ul style="list-style-type: none"> <li>• Historically HT has delivered health and safety refresher training during spring inset using a PowerPoint. Reported no inset day in 2024 so all staff undertook e-learning via National College, with health and safety training certificates recorded by Zoey Leonard the School Administrator. Reported Lunchtime controller team also undertook training. Reported planning to alternate delivery of annual H&amp;S training going forward between face-to-face presentation from HT and e-learning.</li> <li>• Reported HT PowerPoint, not observed, used for Spring Inset H&amp;S training for all staff includes: <ul style="list-style-type: none"> <li>○ Manual handling (3.4.5) <i>E-learning via the National College</i></li> <li>○ Working at height (3.5.6) <i>National College: January 2024 (and every year in January)</i></li> <li>○ Asbestos location (4.3.4)</li> </ul> </li> </ul>
<p><b>2.4</b></p>	<p><b>Is sufficient job specific health and safety training provided to relevant employees including temporary workers?</b>  <i>Working at Height, Lifting and Carrying, Risk Assessment Awareness, Fire Warden Training, Fire Drills, Paediatric First Aid, First Aider at Work, Inhalers, Auto-Injectors, Epilepsy, Stress, Mental Health First Aiders, Teamteach (Safe handling)</i>  <b>3.3.5: COSHH training for staff</b></p> <ul style="list-style-type: none"> <li>• Confirmed all staff cover the following health and safety training: working at height, lifting and carrying, fire drills, asbestos awareness, slips, trips and falls.</li> <li>• Reported senior leadership undertake risk assessment awareness. HT and Mr Lee have completed risk assessor training with SBM to undertake.</li> <li>• Designated staff undertake fire warden training.</li> <li>• 17 staff undertake paediatric first aid training. Two office staff undertake first aid at work training.</li> <li>• First aiders and those working with affected children undertake auto injector and epilepsy training.</li> <li>• Mental health first aid undertaken by HT and DHT, with one staff member undertaking mental health awareness training.</li> <li>• Confirm team teach (safe handling) last completed by all staff in January 2023. School reviewing need for all staff to undertake training and planning for only senior leadership team to complete refresher training.</li> <li>• Reported HT &amp; DHT oversee identifying health and safety training needs.</li> </ul>
<p><b>2.5</b></p>	<p><b>Are there sufficient staff trained in how to undertake health and safety risk assessments and how many?</b>  <i>Headteacher</i>  <i>Deputy Headteacher (H &amp; S Gov)</i></p> <ul style="list-style-type: none"> <li>• Reported HT and Mr Lee have been trained as risk assessors. DHT has undertaken National college training.</li> <li>• Risk assessment updates are passed to SLT to cascade down to teams.</li> <li>• Reported all staff are trained in conducting dynamic risk assessments. Reported training was delivered face to face by HT January 23.</li> <li>• Risk assessment training is conducted in house and delivered by HT.</li> <li>• Staff conduct risk assessments for their own classroom and school visits.</li> <li>• Reported risk assessments are signed off by the HT or a member of SLT</li> <li>• H&amp;S Policy 02/23 identifies SC: <ul style="list-style-type: none"> <li>○ <i>“All hazards presented by <b>premises activities to be identified and the risks created fully assessed</b> and controlled in accordance with the school's procedures;</i></li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ <i>All hazards presented <b>by their activities are identified and the risks created are fully assessed</b> and controlled in accordance with the school's procedures;</i></li> <li>○ <i>Ensuring the <b>Fire Risk Assessment is produced and maintained</b> and all fire safety measures are subject to appropriate testing and maintenance;</i></li> <li>○ <i>Responsibility for <b>Legionellosis and Asbestos</b> (where appropriate) control and risk assessments across the school."</i></li> <li>● H&amp;S Policy 02/23 identifies Curriculum Leaders and SBM: <ul style="list-style-type: none"> <li>○ <i>"All hazards presented by their <b>activities are identified and the risks created are fully assessed</b> and controlled in accordance with the school's procedures, where appropriate the relevant information should feature in the lesson plans;"</i></li> <li>○ <i>No <b>new activity</b> (curriculum or non-curriculum), operating system, plant or equipment will be introduced until <b>all risks have been identified and adequate risk control</b> measures put in place;</i></li> </ul> </li> <li>● Reported school plans for others to be trained, SBM:  WBC Risk Assessor Training can be accessed via My Learning: <ul style="list-style-type: none"> <li>○ Risk Assessor Training (in person): <u>Risk Assessor Workshop Training 2024 - Homepage: Risk Assessor Workshop Training 2024 (learningpool.com)</u>, next course 07.03.24</li> <li>○ E-learning (prerequisite for Risk Assessor Training) <u>Course: Risk Management – Health and Safety Essentials (e-learning) (learningpool.com)</u></li> </ul> </li> </ul>
<p><b>2.6</b></p>	<p><b>Is all health and safety training recorded locally with refresher dates planned?</b>  <i>Administrators Office</i></p> <ul style="list-style-type: none"> <li>● Reported Zoey, school administrator, records refresher training, maintains records for training certificates and arranges for training delivery.</li> </ul>
<p><b>2.7</b></p>	<p><b>Visual inspection to ensure that there is suitable safety signage in place</b>  <i>This includes emergency exits, first aid, no smoking, no entry/exit</i>  <i>Site Checks Termly by H &amp; S Gov and Site Controller</i></p> <ul style="list-style-type: none"> <li>● Observed locked, shallow, electrical cupboard with signage. Cupboard also used to store vacuum donated by parent and trolley. <b>Action: 3.7.1</b></li> <li>● <b>Action: Recommend electrical cupboard is cleared and not used for storage.</b></li> <li>● Observed boiling water signage on tap in staff room kitchen.</li> <li>● Observed chemical warning signage on main cleaning cupboard used by contractors.</li> <li>● No COSHH warning signage on storage cupboard containing overstock supplies. Cupboard secured on bolt at top of door.</li> <li>● <b>Action: Recommend warning chemical signage added to storage cupboard door.</b></li> </ul>
<p><b>2.8</b></p>	<p><b>Does the school have arrangements in place to consult with staff on matters affecting their health, safety and welfare?</b>  <i>Performance Management Reviews, Staff Questionnaires, Return to Work meetings, Open Door Policy, Well-being Lead, Well-being Questionnaires</i></p> <ul style="list-style-type: none"> <li>● Reported no union reps involved in H&amp;S arrangements. SLT are in NAHT. Staff are in NEU. Schools Union Rep liaises with Saint Paul's union Rep from the neighbouring school.</li> <li>● Reported DHT is the safety Rep. (See <b>3.1.5</b>)</li> <li>● Reported teacher performance management reviews starting autumn term and support staff reviews starting spring and are conducted termly.</li> <li>● Reported safeguarding governor organises annual staff questionnaires.</li> <li>● DHT as mental health lead conducts an annual assessment of well-being.</li> <li>● Reporting using forms to conduct ad hoc checks on staff.</li> </ul>

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<b>2.9</b>	<p><b>Is health and safety a standard agenda item for all management and staff meetings? Are meeting notes kept?</b></p> <p><i>Key Stage Meetings</i>  <i>SLT minutes/Agendas</i>  <i>Most Management Meetings are dynamic (staff take own notes)</i>  <i>Governor Meetings</i>  <i>Health and Safety report for Governors Termly</i></p> <p><b>2.11: Health and Safety is on the agenda for all team meetings</b></p> <ul style="list-style-type: none"> <li>• Reported meetings are all held during the working day.</li> <li>• Key stage meetings are minute by key stage leaders.</li> <li>• Staff meetings are held monthly, if required, with a timetable for staff training via PowerPoint and key point delivery. Safeguarding and health and safety are standard agenda items. Minutes record when training has been delivered.</li> <li>• SLT and senior management meetings also occur.</li> <li>• H&amp;S actions identified in meetings are emailed to SC.</li> </ul>
<b>2.10</b>	<p><b>Are all staff aware of the central Schools' Workforce and Health &amp; Safety Committee as a consultation route for health, safety and welfare matters?</b></p> <p><i><a href="http://hse.gov.uk">The role of school leaders (hse.gov.uk)</a> ~ shared with all staff</i></p> <p><b>Resource:</b></p> <p>The Schools Workforce and Health and Safety Committee meets at least 3 times per year (once per academic term) with meetings averaging around 2 hours per session. In addition to Governor representation there is Head Teacher representation as well as Children's Services and key representative from Unions and HR.</p> <p>The core objectives of the Committee are:</p> <ul style="list-style-type: none"> <li>• To promote co-operation between the Council, schools, and the school workforce, in instigating, developing, and carrying out measures to ensure the health, safety and welfare of employees.</li> <li>• To provide oversight on the process of Action Plans and Health and Safety Management Systems to improve safety compliance and standards of health, safety and welfare in schools.</li> <li>• To ensure effective local implementation and advice on HR policy and advice</li> </ul> <p>The Committee objectives specifically relate to education establishments where the Council is the employer (community, voluntary controlled and special schools, nursery schools and pupil referral units). For these establishments the Committee acts as a safety committee under the terms of the Safety Representative and Safety Committee Regulations 1977, and an adviser on workforce matters.</p> <p>Academies constitute separate employers with direct responsibility for consulting with employees in their own right. The Committee's objectives extend to these establishments to the extent of sharing safety information and good practice.</p> <p>Matters relating to individual schools are dealt with appropriately through the school's governance arrangements and not within the Committee.</p> <p>For more information please contact <a href="mailto:EdPartnershipTeam@wokingham.gov.uk">EdPartnershipTeam@wokingham.gov.uk</a></p>
<b>2.11</b>	<p><b>Are all staff aware of how to raise or escalate H &amp; S issues?</b></p>

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	<p><i>Health and Safety is on the agenda for all team meetings so issues can be raised then or via email or via the staff Health and Safety Governor.</i></p> <ul style="list-style-type: none"> <li>Health and safety concerns are e-mailed to SC or written directly in the site controller's book. SC checks book daily and records when actions are completed, SC book not observed. Actions are also recorded on SC board. SBM line managers SC. Issues can be directly raised with SC via walkie talkies or verbally. Actions directly reported often completed immediately before being recorded.</li> </ul>
<b>MANAGING RISKS</b>	
<b>Section 3.1 – Risk Assessments (general)</b>	
<b>3.1.1</b>	<p><b>Have 'suitable and sufficient' risk assessments been undertaken by a suitable member or members of the team for the foreseeable and significant hazards identified at your school?</b> <i>All available on the shared drive; teachers update their own classroom risk assessments annually</i></p> <ul style="list-style-type: none"> <li>Reported HT signs off risk assessment as the risk owner.</li> <li>Reported SBM, SC, Curriculum leads, and classroom teachers produce risk assessments.</li> </ul> <p><b>Dogs</b></p> <ul style="list-style-type: none"> <li>Walter, the dog, has his own risk assessment created 3/01/24 by HT. Reported Walter is a reading dog. Reported Walter is either with HT, DHT, or Lynette Hemmings. Those staff are all trained handlers by K9 assist learner. Water often resides in HT office or finance office during school day – not restricted before and after school. Observed signage that can be placed on door to indicate Walter's location. Walter the dog not on-site during visit. Reported he attends for maximum of 2 days at time. Walter lives with HT. HT works from home on Wednesdays. Reported dedicated toileting area with dog excrement, bagged and placed in main school bins out of reach of pupils.</li> </ul> <p><b>Action: Recommend addition of control measures to Walter's risk assessment:</b></p> <ul style="list-style-type: none"> <li>K9 handler training</li> <li>Restricted areas used by Walter.</li> </ul> <ul style="list-style-type: none"> <li>Recommend risk assessments are conducted by more than one person, this includes a person that is trained/competent in risk assessing and a subject matter expert or the person doing the role/task/activity and not solely the risk owner.</li> <li>Reported K9 assistance dog has separate risk assessment, not observed.</li> </ul>
<b>3.1.3</b> <b>3.1.4</b>	<p><b>Are risk assessments reviewed and updated on an annual basis as a minimum, also when changes occur and following accidents, incidents or near miss events?</b> <i>They are reviewed annually but we no longer print out paper copies unless they have to be displayed</i></p> <p><b>Are you confident that you have written risk assessments and related local procedures and safe systems of work for all the significant hazards identified, including those affecting employees, pupils and others?</b> <b>3.1.4: The Rainbow Plan</b></p> <ul style="list-style-type: none"> <li>Reported school moving away from printing risk assessments. Queried how HT signs risk assessments off as risk owner, currently not using an electronic signature. Discussed use of master sheet to be signed off after periods of review.</li> <li>Key risk assessments are still printed off, for example Walter the dog</li> <li>Reported risk assessments are sent out to teams for review.</li> <li>Reported attempted to spread out reviewing of risk assessments but prefer to do a bulk batch in January and revisit others later.</li> </ul>
<b>3.1.5</b>	<p><b>Have staff been given the opportunity to input into your risk assessments?</b></p>

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	<p><i>Trip leaders produce their own risk assessments after completing a pre-visit, Classroom risk assessments, Cooking risk assessments, Glue gun risk assessments, One to one risk assessments</i></p> <ul style="list-style-type: none"> <li>• Cooking risk assessment was used as an example, staff will run through the steps involved and observe a class conducting the task to check risk assessment has captured all steps.</li> <li>• Staff receive risk assessments by e-mail as the consultation route, if no reply is received school assumes staff are happy and have no comments to make on the risk assessment.</li> <li>• Reported risk assessments are also taken to team meetings for discussion, for example lunchtime briefings.</li> <li>• <b>Action: Recommend involving staff safety/ union representatives in H&amp;S consultation and review of risk assessments.</b></li> </ul> <p>Guidance on involving staff/ union representatives in H&amp;S issues: It is important that union representatives or staff safety representatives are involved and consulted on the process of risk assessment, and they should always be asked to comment on any changes to assessments where they directly affect staff, pupils, visitors or third parties. The responsibility for doing a risk assessment however lies with the Head Teacher and senior leadership of the school or delegated to an assigned responsible person with support from a subject matter expert or competent person on the risks involved.</p>
<p><b>3.1.6</b></p>	<p><b>Have staff been briefed on the outcome of the risk assessments?</b>  <i>All risk assessments are shared. Staff are aware of near misses and risk assessment reviews as necessary.</i>  <i>All staff have to sign a trip or cooking risk assessment to say that have read and understood it.</i></p>
<p><b>Section 3.2 –Display Screen Equipment</b></p>	
<p><b>3.2.1</b>  <b>3.2.2</b>  <b>3.2.4</b></p>	<p><b>Are there employees who habitually use display screen equipment (DSE) for work and have been identified as DSE users e.g. administrative staff and ICT staff?</b>  <i>Finance and admin team</i></p> <p><b>Have DSE users carried out individual DSE workstation self-assessments?</b>  <i>Sent annually to admin and finance</i>  <a href="http://hse.gov.uk">Display screen equipment (DSE) workstation checklist (hse.gov.uk)</a>  <i>Copy displayed in staff room and resource room</i></p> <p><b>Have remote workers been identified and completed a DSE assessment of their remote workstation?</b>  <i>n/a</i></p> <ul style="list-style-type: none"> <li>• Reported DSE self-assessments are sent to all staff, and everyone is given the opportunity to complete.</li> <li>• School is only identifying admin, finance and SLT staff as DSE users. Reported other staff aren't meeting the requirements.</li> <li>• Observed resource room used as a hot desking area for staff with adjustable chairs and computer setup.</li> <li>• Reported teachers and SLT have been issues with laptops which can be taken home.</li> <li>• Reported three staff including HT, Debbie Janes (Office Manager) and Anita Pugh (SBM) work from home.</li> <li>• HT works from home on Wednesdays. Reported currently using dining room while office space being used by family member.</li> <li>• Reported HSE workstation analysis is used for DSE home and office setup.</li> <li>• <b>Action: Recommend staff identified as DSE Users should include those staff that have been issued with laptops or use desktops at work for more than one hour.</b></li> </ul>

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	<ul style="list-style-type: none"> <li>• All DSE users should complete a DSE self-assessment on a regular basis or if there is a change to their workstation or equipment.</li> <li>• <b>Action:</b> Recommend home working guidance issued to all staff to be aware of safe ergonomic use of display screen equipment. <ul style="list-style-type: none"> <li>○ HSE guidance: <a href="#">Working with display screen equipment at home- MSD - HSE</a></li> <li>○ Model Home working guidance on Wokingham Schools Hub: <a href="#">Display Screen Equipment (wokingham.gov.uk)</a></li> </ul> </li> </ul>
<b>Section 3.3 – Harmful Substances (in all forms e.g. liquid, gas, dust etc.)</b>	
<p><b>3.3.1</b> <b>3.3.2</b></p>	<p><b>Visual inspection of storage areas for substances, such as cleaning products that are labelled: Irritant, Harmful, Corrosive, Toxic?</b>  <i>Cleaners Cupboard</i>  <i>Site Controllers Cupboard</i>  <i>Staff room</i>  <i>Foundation Stage Kitchens</i>  <i>H and S walk to check compliance 03/01/2024</i></p> <p><b>Has sufficient safety information been acquired e.g. on labelling or via the safety data sheets obtained for these products from your supplier?</b>  <i>Posters and labels</i></p> <p><b>Cleaners Cupboard</b></p> <ul style="list-style-type: none"> <li>• Cleaners are contractors, Brayborn.</li> <li>• Observed chemical warning signage on main cleaning cupboard used by contractors. Observed health and safety folder on high shelf– contents not observed, PPE including goggles (and spares), accessible sink, eyewash small eye wash bottles in first aid cabinet. Risk assessment displayed on door dated last reviewed Jan 2024.</li> <li>• Observed chemicals stored above head height in cleaner’s cupboard on wooden shelves. <b>Action: 3.5.5</b></li> </ul> <p><b>Storage Cupboard</b></p> <ul style="list-style-type: none"> <li>• No COSHH warning signage on storage cupboard containing overstock supplies. Observed 5L containers of chemicals stored on wooden shelves and floor. With storage of spray bottles above head height on shelving above door. <b>Action: 2.7, 3.3.5, 3.5.5</b></li> <li>• Cupboard secured on bolt at top of door.</li> <li>• Reported SC decants these products e.g. soap dispensers. Storage cupboard had gloves, but no eye wear PPE or eyewash observed. <b>Action: 3.7.1</b>  <b>Action: Recommend reviewing PPE requirement for chemicals used by staff and providing PPE, with spares available.</b></li> </ul> <p><b>Site Controllers Area</b></p> <ul style="list-style-type: none"> <li>• Shelf of chemicals and shelf of paints observed next to safety specs and gloves.</li> </ul>
<p><b>3.3.4</b></p>	<p><b>Have staff been instructed in the safe use and storage of harmful substances and what to do in an emergency situation?</b>  <b>3.3.5: COSHH training for staff</b>  <i>First Aid Training</i></p> <ul style="list-style-type: none"> <li>• Observed HSE “A brief guide to COSHH” displayed on board (red background).</li> <li>• Reported moving chemical supplier to Jangro and updating COSHH records accordingly. Reported user friendly website for obtaining information.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Reported all staff undertook COSHH training January 2023 when school changed their product supplier over to Jangro. Additional COSHH training is covered on induction for new starters.</li> <li>• Observed simplified COSHH information displayed where chemicals are used, for example classrooms and staff room kitchen. <ul style="list-style-type: none"> <li>○ BOWAK Spray and Wipe poster gives information to avoid contact with eyes and instructions how to use but not PPE required, or first aid e.g. irrigate eye for 20 minutes.</li> </ul> </li> <li>• <b>Action: Recommend reviewing simplified COSHH instructions stored where chemicals are located to include first aid and PPE requirements.</b> <ul style="list-style-type: none"> <li>○ Jangro Concentrated lemon detergent 5L, model risk assessment taken from supplier, signed by HT and dated 16.01.24. "Provide employees with PPE as follows: safety glasses (only if high risk of eye contact possible), rubber or PVC gloves" safety specs not observed in kitchen where poster was displayed. <b>Action: 3.3.2.</b></li> <li>○ Pearlised Hand soap, Jangro, gives first aid advice for eye contact and ingestion.</li> </ul> </li> <li>• Confirmation has been obtained from the cleaning contractors, Brayborn, that workers have undergone training and instruction on the use of chemicals and the wearing of PPE when handling the chemicals.</li> </ul> <p><b>Resource:</b></p> <ul style="list-style-type: none"> <li>• COSHH training available to SLT via My Learning, to be aware of risks and use to provide tool box talks to all staff. <ul style="list-style-type: none"> <li>○ COSHH e-learning available via My Learning: <u>Course: Control of Substance Hazardous to Health (COSHH) (e-learning) (learningpool.com)</u></li> </ul> </li> </ul>
<p><b>3.3.5</b></p>	<p><b>Does the school have a clear monitoring procedure in place for any harmful substances identified?</b>  <i>Any harmful substances are stored out of reach of the children</i>  <i>COSHH training for staff</i>  <i>First Aid Training</i>  <b>3.3.1: H and S walk to check compliance 03/01/2024</b></p> <ul style="list-style-type: none"> <li>• Reported correct COSHH storage is monitored during SC's daily monitoring walkarounds.</li> <li>• Reported SC monitors chemical stock levels and administration completes monthly orders.</li> <li>• Reported staff have been instructed to not bring in own products from home.</li> <li>• Observed spray cans, hairspray and body spray, in staff female toilets reported not on COSHH register.</li> <li>• <b>Action: Recommend correct storage of hazardous substances is regularly monitored, with COSHH register updated or items removed from site.</b></li> </ul>
<p><b>Section 3.4 – Manual Handling</b></p>	
<p><b>3.4.2</b> <b>3.4.4</b></p>	<p><b>Have manual handling activities been risk assessed?</b>  <b>Has suitable work equipment been provided to reduce manual handling?</b>  <i>Trolley</i></p> <ul style="list-style-type: none"> <li>• Reported manual handling risk assessment last reviewed January 2024, not observed.</li> <li>• Trolley observed in staffroom used for moving deliveries of fruit and milk.</li> </ul>
<p><b>3.4.5</b></p>	<p><b>Have staff been appropriately trained/instructed in how to safely carry out manual handling activities?</b>  <i>E-learning via the National College</i></p>

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	<ul style="list-style-type: none"> <li>Manual handling training via e-learning was conducted December 23 and January 24. Next refresher training planned for January 2025 to be delivered face to face by headteacher. School plans to alternate between e-learning and HT H&amp;S briefings.</li> <li>Observed full cupboard used by after school club. Risk assessments and checklist observed inside of cupboard door. <b>Action: 3.5.5</b></li> </ul>
<b>Section 3.5 – Work at Height</b>	
<b>3.5.1</b>	<p><b>Are risk assessments conducted for all working at height tasks with controls put in place and safe systems of work devised?</b></p> <ul style="list-style-type: none"> <li>Reported working at height risk assessment last reviewed January 2024, not observed.</li> </ul>
<b>3.5.3</b> <b>3.5.4</b>	<p><b>If yes, are they of an industrial standard, stored correctly and well maintained? inspected regularly with records kept?</b></p> <p><i>Ladder checks completed by site controller monthly and checked by H and S Governor</i></p> <ul style="list-style-type: none"> <li>SC reported using tall 3-part ladder, stored in boiler room, to access roof. Ladder labelled with standard EN131. Identified as 3TBR on inspection records but not on ladder. Confirmed SC working on roof covered in risk assessment for SC and working at height, not observed.</li> <li>Observed clipboard used by SC to conduct monitoring checks. Sheet observed showed monthly checks for 3T/BR from Feb 22 to June 23 with signatures.</li> <li><b>Action: Recommend ladder(s) tagged/numbered so that they are easily identified for inspection purposes.</b></li> <li>Reported three step ladders around the school. Observed 2 level step ladder in Sycamore class, 3 level stepladder in Woodpecker class, not uniquely identified or included on monitoring checks. Standard labels not observed. <ul style="list-style-type: none"> <li>HSE: “EN131 standard for portable steps and ladders. While BS2037 and BS1129 have been withdrawn, ladders originally made to these standards prior to their withdrawal may still be used (subject to following user instructions and guidance on safe use).”</li> </ul> </li> <li><b>Action: Recommend step ladders are added to ladder inspection regime.</b></li> </ul>
<b>3.5.5</b>	<p><b>Do you have sufficient 'elephant-foot' step-stools or stepladders available for use by staff where necessary?</b></p> <ul style="list-style-type: none"> <li>Reported elephant foot stall in Oak classroom, not observed.</li> <li>Observed folding three step ladder in collection doorway of KS1.</li> <li>Observed items stored at height (3.3.1) without immediate access to step stalls.</li> <li><b>Action: Recommend reviewing storage to avoid items above head height.</b></li> </ul>
<b>3.5.6</b>	<p><b>What training/instruction are staff given for tasks involving work at height?</b></p> <p><i>National College: January 2024 (and every year in January)</i></p> <ul style="list-style-type: none"> <li>Reported working at height training delivered via e-learning January 24 with plans for refresher training for January 25 to be delivered face to face by the head teacher.</li> <li>Observed 2014 HSE brief guide to ladder use on board (orange background).</li> <li><b>Action: Recommend updating ladder guidance and utilising HSE website to inform toolbox talks.</b> <ul style="list-style-type: none"> <li>2021: <a href="#">LA455 - The Ladder Association</a></li> <li><a href="#">Safe use of ladders and stepladders: overview - HSE</a> to inform toolbox talks.</li> </ul> </li> </ul>
<b>Section 3.7 – Work Equipment</b>	
<b>3.7.1</b>	<p><b>Are regular inspections and maintenance of work equipment carried out by a competent person e.g. Design and Technology (D&amp;T) and Science equipment, PE equipment, lifts, local exhaust ventilation (LEV) etc.?</b></p>

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	<p><i>Sport Safe annual checks</i>  3.7.4: <i>The site controller checks are equipment regularly.</i></p> <ul style="list-style-type: none"> <li>• Vacuum donated by school family stored in electrical cupboard. <b>Action: 2.7</b></li> <li>• Observe tools in site controllers' area and boiler room that could contribute to noise and vibration risk. SC reported not having requested air defenders and not liking to wear them. SC reported no separate training on noise and vibration risks. SC reported using dusk mask when using Billy goat.</li> <li>• <b>Action: Recommend persons responsible for H&amp;S to review Personal Protective Equipment required by Site Controller against risk assessment and work equipment used. Any previously not identified or allocated PPE should be provided with training/ instruction on use.</b></li> <li>• <b>Action: Recommend SC undertakes training on the risks of noise and vibration.</b> <ul style="list-style-type: none"> <li>○ Various companies provide e-learning modules on this.</li> </ul> <b>Action: Recommend baseline exposure established and annual monitoring conducted.</b> <ul style="list-style-type: none"> <li>○ Health surveillance questionnaires are available from the HSE, which can be used to conduct initial and annual health checks: <a href="https://www.hse.gov.uk/health-surveillance/">Hand arm vibration - Health surveillance (hse.gov.uk)</a></li> </ul> <b>Action: Recommend areas of concern following health surveillance should be referred to GP or Occupational Health.</b> <ul style="list-style-type: none"> <li>○ Guidance on Noise and vibration at work can be found on the Wokingham Schools Hub: <a href="https://www.wokingham.gov.uk/noise/">Noise (wokingham.gov.uk)</a>, <a href="https://www.wokingham.gov.uk/vibration-at-work/">Vibration At Work (wokingham.gov.uk)</a></li> <li>○ If further guidance is required please contact the Health and Safety Team: <a href="mailto:healthandsafety@wokingham.gov.uk">healthandsafety@wokingham.gov.uk</a></li> </ul> </li> <li>• Observed blue carpet cleaning machine in SC area. Reported school undertakes servicing and repairs and currently needs to be serviced. Servicing organised by SC or SBM.</li> <li>• <b>Action: Recommend that all work equipment used on site is documented and part of a maintenance and inspection regime.</b> <ul style="list-style-type: none"> <li>○ Recommend using manufacturer guidance and tool manuals and instructions to identify high risk work equipment that would require documented periodic inspections.</li> <li>○ Recommend creating a checklist to record inspection before use and any actions needed such as cleaning, maintenance or repair work etc.</li> <li>○ <b>HSE guidance:</b> <a href="https://www.hse.gov.uk/work-equipment-machinery/">Inspection of work equipment - Equipment and machinery (hse.gov.uk)</a></li> <li>○ <b>Guidance on Wokingham Schools Hub:</b> <a href="https://www.wokingham.gov.uk/work-equipment-schools.pdf">Work equipment - schools.pdf (wokingham.gov.uk)</a></li> </ul> </li> <li>• <b>Recommend removal of work equipment not required from site.</b></li> </ul>
3.7.5	<p><b>Is suitable Personal Protective Equipment (PPE) provided, maintained, and stored appropriately for D&amp;T, Science and other activities for which it may be required and are staff trained and provide instruction in its use?</b>  <i>N/A for Science or DT</i></p> <ul style="list-style-type: none"> <li>• School has DT and science leads.</li> <li>• <b>Action: Pass on log in details for CLEAPSS to DT, Science and Art Subject Leads to help with review of risk assessments, PPE requirements and CPD. (5.1.2, 5.1.5, 5.1.6)</b> <ul style="list-style-type: none"> <li>○ 2024 CLEAPSS log in details: USERNAME: oven, PASSWORD: glove24</li> </ul> </li> <li>• Reported PPE supplied to SC. <b>Action: 3.3.2 &amp; 3.7.1</b></li> </ul>
3.7.7	<p><b>Are the dangerous moving parts of work equipment properly guarded?</b>  <i>n/a: We had these removed</i></p>

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Section 3.8 – Play Equipment	
<b>3.8.1</b>	<p><b>Play equipment risk assessment.</b></p> <ul style="list-style-type: none"> <li>Reported play equipment risk assessment last reviewed January 24, not observed.</li> </ul>
<b>3.8.3</b>	<p><b>Is a suitable play equipment inspection regime in place, carried out by a competent person with records kept for: annual, quarterly, monthly inspections and daily inspections including, for example, a bark level check?</b></p> <p><i>Site Controller completes daily checks and keeps a record</i></p> <p><b>3.7.1: Sport Safe annual checks</b></p> <ul style="list-style-type: none"> <li>School located SafeSport report dated 26/07/23, rather than certificate. Reported any work identified would be actioned by SC, with SBM and SC reviewing report. Compliance certificate not observed. Unable to locate certificate during 01/22 visit.</li> <li><b>Action: Recommend annual inspection by contractor of the play equipment and reinspection to receive compliance certificate following completion of works.</b> <ul style="list-style-type: none"> <li><a href="#">Inspection and maintenance of playgrounds – RoSPA</a></li> </ul> </li> <li>Reported no bark, only soft pour under play equipment.</li> <li>Observed SC regular checks, “Jimmy – regular tasks” dated 15.01.24. Daily – check outside play equipment for nails, screws etc. Ticked for Mon, Tue.</li> </ul> <p><b>Resource:</b></p> <ul style="list-style-type: none"> <li>From Wokingham Schools Hub: <a href="#">Forms (wokingham.gov.uk)</a>: Visual inspection checklist: <a href="#">Outdoor Play Area and Play Equipment - Daily Visual Inspection Checklist</a></li> </ul>
<b>3.8.4</b>	<p><b>Is there a procedure in place for reporting defects on all play equipment?</b></p> <p><i>Email and/or face to face</i></p> <ul style="list-style-type: none"> <li>Confirmed defects are reported directly to the SC. Recorded in SC book if not actioned immediately.</li> <li>Observed use of traffic cones to entrance points on outdoor play equipment to indicate out of action/ use due to icy conditions.</li> </ul>
Section 3.9 – Violence at Work and Lone Working	
<b>3.9.1</b>	<p><b>Are there risk assessment(s) in place for lone working and violence at work?</b></p> <ul style="list-style-type: none"> <li>Reported lone worker risk assessment and violent and abusive behaviour risk assessment last reviewed July 2023.</li> <li>Enquired which staff are identified as lone workers and only SC identified. HT reported not encouraging lone working. Reported SBM lives locally and can start lone working early. DHT reported can be last person on site.</li> <li>Lone working control measures reported: SC own risk assessment, carrying a mobile phone, checking in and out on system (but this does not alert if staff member doesn't check out), creation of timetable during holiday periods to know when staff can access site and when contractors will be on site. Reported key access is restricted.</li> <li>Discussed options for identifying staff not returning home, with family members currently not having a SLT members contact details to report/ escalate this to.</li> <li><b>Action: Recommend reviewing procedures and control measures in place to protect lone workers.</b></li> <li>Reported two sets of walkie talkies used on site, one for lockdown procedure. SC reported issues with locating walkie talkie on person so it can be heard but not get in way when completing tasks.</li> </ul>
<b>3.9.2</b>	<p><b>Is there a policy or guidance in place in respect to physical intervention and restraint?</b></p> <p><i>n/a</i></p> <p><i>If required we would do a dynamic risk assessment as advised by Teamteach. We are a Therapeutic Thinking School and do not intend ever to restrain, however, most staff and all leaders are Teamteach Trained</i></p> <p><b>Are these communicated to staff?</b></p>
<b>3.9.3</b>	
<b>3.9.4</b>	

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	<p><i>To senior leaders; only Teamteach Trained staff would attempt to restrain unless a child was in severe danger when they would know to conduct a dynamic risk assessment (see above)</i></p> <p><b>Are all relevant staff adequately instructed and appropriately trained?</b></p> <p>Yes</p> <ul style="list-style-type: none"> <li>Confirm team teach (safe handling) last completed by all staff in January 2023. School reviewing need for all staff to undertake training and planning for only senior leadership team to complete refresher training.</li> </ul>
3.9.5 3.9.7	<p><b>Are incidents of physical and verbal abuse reported locally and, where applicable, to the Council?</b></p> <p><b>Are staff offered post-incident specialist support where required?</b></p> <p>3.9.6: <i>This has not happened but a policy and risk assessment is in place</i></p>
<b>Section 3.10 – Managing Stress in the Workplace</b>	
3.10.1	<p><b>Is there a school policy for dealing with stress at work?</b></p> <ul style="list-style-type: none"> <li>Observed Mental Health &amp; Wellbeing Policy online dated November 2023, due for review 2026. Aimed at pupils and families rather than supporting staff with stress management. No reference to Mental Health first aiders.</li> <li>Reported having a stress risk assessment and policy, not observed. Reported stress policy is different to the mental health and well-being policy observed online.</li> <li>Reported mental health training for all staff previously provided via K9 assisted learning.</li> <li>Reported DHT has delivered staff meetings on managing stress.</li> <li>Staff have been offered mindfulness training and course have been sources for affected staff.</li> <li>Staff are made aware of support available to them via staff meetings and signposted to educational support. School operates an open-door policy.</li> </ul> <p><b>Resource:</b></p> <ul style="list-style-type: none"> <li>HSE guidance on Stress at Work: <a href="#">Stress and mental health at work - HSE</a></li> </ul>
3.10.2	<p><b>Are systems in place to check for work related stress e.g. periodic surveys and for monitoring stress in the workplace e.g. sickness absence data?</b></p> <p><b>2.4 Training: Stress, Mental Health First Aiders</b></p> <p><b>2.8: Open Door Policy, Well-being Lead, Well-being Questionnaires</b></p> <ul style="list-style-type: none"> <li>Reported mental health survey conducted November 2023. Reported school are going for an accreditation for mental health and well-being.</li> <li>Absence form allow multiple selections of reasons via tick boxes. Reported stress is not identify as the reason for absence. One staff member has identified mental health.</li> <li>Reported physical consequences of stress are monitored for example upset stomach headache and dizziness.</li> <li>Two staff are trained as mental health first aiders, and one member of staff is trained in mental health awareness via mental health first aid England and National College. Mental health first aiders are both SLT members. School realised that not all staff would like to discuss with senior leadership so additional staff member trained in awareness.</li> </ul>
3.10.3	<p><b>Do employees actively engage and input into developing measures for tackling stress in the workplace?</b></p> <ul style="list-style-type: none"> <li>Reported teams (Foundation and Admin) starting socials events and have WhatsApp groups. Staff are encouraged to have staggered lunches with each other.</li> <li>Reported referral to occupational health to alter working pattern.</li> <li>Reported large leadership team conducting wellbeing checks.</li> </ul>
3.10.4	<p><b>Are return to work interviews carried out following absences?</b></p>

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	<ul style="list-style-type: none"> <li>• DHT conducts back to work chats only for longer absences, rather than return to work interviews, but will conduct informal check ins after an absence return. Currently conducting weekly check ins with one vulnerable staff member.</li> <li>• Reported understand an individual solution is required with different support systems for different people. Reported not much staff absence.</li> <li>• Staff survey conducted last term, with one member of staff identifying they are physically OK but not mentally and being anxious from overhearing colleagues discussing absence levels.</li> <li>• Respond to worktime requests. Time off for medical appointments including counselling is given during the working day.</li> <li>• Reported another staff member identified stress in the home and is going to be referred to occupational health.</li> <li>• HT would conduct return to work interview following an accident with any staff member experiencing absence and update what actions had been conducted and changes made, with SBM present.</li> <li>• <b>Action: Recommend reviewing procedures to record and monitor employee return to work following absences.</b> <ul style="list-style-type: none"> <li>• HSE guidance: <a href="#">Managing sick leave and return to work - HSE</a></li> </ul> </li> </ul>
<b>3.10.5</b>	<p><b>Are there support systems in place for staff suffering from ill health?</b></p> <ul style="list-style-type: none"> <li>• Reported occupational health referrals and mental health first aid trained staff.</li> </ul>
<b>Section 3.11 – Managing School Trips</b>	
<b>3.11.2</b>	<p><b>Has an Educational Visits Co-ordinator been appointed and trained?</b></p>
<b>3.11.6</b>	<p><i>All staff and volunteers who support on trips have read a sign a copy of the risk assessment.</i></p> <ul style="list-style-type: none"> <li>• Reported DHT is the Evolve co-ordinator.</li> </ul>
<b>Section 3.12 – Managing Medicines</b>	
<b>3.12.1</b>	<p><b>Does the school have a local documented policy and robust arrangements in place in relation to the management of medicines for pupils which is in line with the DfE guidance ‘Supporting pupils at school with medical conditions’ (September 2014)?</b></p> <ul style="list-style-type: none"> <li>• Observed MANAGING MEDICINES AND ILLNESSES IN SCHOOL online dated 23.02.23. <ul style="list-style-type: none"> <li>○ <i>“For conditions such as asthma, diabetes and severe allergies, children’s medication is kept securely at school. All staff know where the medicines are stored. Staff will supervise children administering their medicine in the medical and First Aid area in school.”</i></li> <li>○ <i>Medicines (including insulin) will be stored strictly in accordance with product instructions (paying particular note to temperature which will be recorded) and in the original container in which it was dispensed.</i></li> <li>○ <b>All staff at Walter Infant School are trained to administer Paediatric First Aid. A log detailing training dates, renewal requirements and expiration dates is managed by the administration team.</b></li> </ul> </li> <li>• Asked for clarification on statement in managing medicines and illnesses in school policy where <i>“all staff of Walter Infant School are trained to administer paediatric first aid”</i> does not mean they have received certificated paediatric first aid training but have received in-house training in how to use items within the first aid kit.</li> <li>• Reported school administrator conducts managing medicine policy review, last conducted November 23, but is an ongoing process.</li> <li>• Reported office administrator controls the administration of medication to students.</li> <li>• Observed separate lockable fridge in staff room containing named and labelled student medication.</li> </ul>

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	<ul style="list-style-type: none"> <li>Observed auto injector and inhaler stored out of children's reach in Robin classroom.</li> <li>Observed pupil medication hung out of reach of children e.g. auto injector and inhaler in foundation stage kitchen.</li> </ul> <p><b>Resource:</b></p> <ul style="list-style-type: none"> <li>Local guidance: <a href="#">Medication in primary schools   TheSchoolRun</a></li> </ul>
<b>3.12.2</b>	<p><b>Are checks and reviews of records undertaken to ensure that the policy and procedures are strictly adhered to?</b></p> <ul style="list-style-type: none"> <li>School Administrator and DHT last reviewed records.</li> <li>School administrator checks pupil medication on site is in date.</li> </ul>
<b>Section 3.13 – Events</b>	
<b>3.13.4</b>	<p><b>Are hirer agreements drawn up and hirers provided with relevant safety information e.g. accident reporting, fire evacuation in advance of their use of the premises?</b></p> <ul style="list-style-type: none"> <li>Confirmed written safety information is provided in the hiring agreement, not observed. Reported includes: First Aid, Hazards, Use of equipment, Emergency evacuation, Smoking, Safeguarding and Toilets.</li> <li>Main hall, learning hub and playground are hired out.</li> <li>Reported cleaner locks up.</li> <li>After school club and weekend club are contractors. Just Sport hire during holidays and also deliver PE lessons.</li> <li>Observed full cupboard used by after school club. Risk assessments and checklist observed inside of cupboard door. Junior Adventures Group checklist last ticked 16.01.24. <b>Action: 3.5.5</b></li> </ul>
<b>Section 3.14 – First Aid</b>	
<b>3.14.1</b>	<p><b>Has an assessment of first aid needs been carried out and documented?</b>  <b>3.14.2: Full First Aid at Work Certificate = 2, Paediatric First Aid = 17</b></p> <ul style="list-style-type: none"> <li>Confirmed need to update managing medicines policy to reflect staff trained as paediatric first aiders.</li> <li>Reported all staff are trained on head bump type classification. Reported school had previously used stickers to identify pupils receiving head bumps but noticed trend of increased reports and have moved away from this system. Reported parents called if child has a head bump. Observed poster indicating areas of head to allow identification of area affected.</li> </ul>
<b>3.14.3</b>	<p><b>Are first aid boxes/rooms kept fully stocked and is there an appointed person to manage this?</b></p> <ul style="list-style-type: none"> <li>Observed first aid box in classroom. Reported kits in each team. Observed clear lidded boxes used for first aid supplies within classrooms. Reported school first aider or teacher will restock boxes as items are used. All staff have access to first aid supplies stored in cupboard opposite HT office.</li> <li>Checked first aid supplies within green first aid kit located in storage cupboard revealed two expired items: 2017.</li> <li>Observed green first aid folders in first aid area during lunch time. Reported folders are stored in the classroom and returned to the classroom following the lunchtime period.</li> <li>Reported first aid folders are collated yearly.</li> <li>School administrator Lynnette takes over any first aid that occurs within the first aid area and is first aid at work trained. Reported system for delivering first aid was developed by staff.</li> <li>Reported all first aid incidents and treatment are logged on CPOMS.</li> </ul>

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	<ul style="list-style-type: none"> <li>Lunchtime controllers have time to complete admin tasks before their shift ends with the supervisor on site for longer. Lunch times are staggered from 11:00 AM onwards. LSA's for SEN pupils cover lunchtime provision. SC is a lunchtime controller.</li> </ul>
3.14.4 3.14.5 3.14.6	<p><b>Does the school own and maintain an onsite automated external defibrillator (AED)?</b>  <i>We have two.</i></p> <p><b>For onsite AEDs, have relevant staff been trained in its use and undertake &amp; record regular inspections e.g. battery and pads?</b>  <b>For onsite AEDs, is it registered with SCAS?</b></p> <ul style="list-style-type: none"> <li>Observed 2 AEDs located in Reception and hallway, with pads in date and log of weekly checks last dated 11/01/24 (previously 04/01/24). DHT conducts checks on AED.</li> <li>Pad expiry date recorded on log sheet (Reception AED expire 12/06/26) and reported logged on school outlook calendar to prompt restocking for timely purchase/ replacement.</li> <li>AED's aren't registered due to being in a locked building and not public access.</li> <li><b>Action: Recommend defibrillators are registered on the Circuit.</b> <ul style="list-style-type: none"> <li>DfE guidance: <a href="https://www.gov.uk/guidance/automated-external-defibrillators-aeds-in-schools">Automated external defibrillators (AEDs) in schools - GOV.UK (www.gov.uk)</a>. "Schools should always ensure that all defibrillators are registered on The Circuit, the national defibrillator network."</li> <li><a href="#">The Circuit - the national defibrillator network</a></li> </ul> </li> </ul>
<b>PREMISES RELATED RISKS</b>	
<b>Section 4.1 – Buildings, Working Environment and Furniture</b>	
4.1.2	<p><b>Are heating and ventilation arrangements and lighting sufficient and maintained?</b>  <i>We have new LED lights</i></p> <p><b>4.1.1: All classrooms have radiators and fans</b></p> <ul style="list-style-type: none"> <li>Observed lights have been replaced in resource room. Reported new lights due to be installed in main hall February half term. Queried storage of old fluorescent light tubes and reported removed by electrician during the installation job. No fluorescent light tubes observed stored around site.</li> </ul>
4.1.6	<p><b>Does the furniture and soft furnishings meet with fire safety standards?</b>  <i>All soft furnishings are new</i></p>
4.1.7	<p><b>Does glazing meet the required safety standards? Note: safety film has a limited lifespan, and its integrity must be regularly checked.</b></p> <ul style="list-style-type: none"> <li>Confirmed glazing in link corridor has been replaced since last visit in 01/2022.</li> <li>Reporting glazing is monitored daily during SC's a site walk.</li> </ul>
4.1.8	<p><b>Has a door and gate finger entrapment risk assessment been carried out?</b></p> <ul style="list-style-type: none"> <li>Observed finger guards in place. SC reported having replaced a lot of finger guards and looking for alternative brand on next purchase.</li> <li>Weekly door checks are conducted by SC.</li> </ul>
4.1.9	<p><b>Are there regular premises inspections and are they recorded?</b>  <b>2.7: Site Checks Termly by H &amp; S Gov and Site Controller</b></p> <ul style="list-style-type: none"> <li>Termly health and safety tour with DHT and SC was last conducted for outside area in January 24, inside December 23 and November/ December for asbestos. Following DHT and SC site walk, document is forwarded to senior management team and actions to SC. <b>Action: 6.2.1</b></li> <li>SC has tick list to know what items require checking. See 6.2.1. <b>Action: 7.6</b></li> </ul>
4.1.10	<p><b>Are classroom inspections regularly undertaken and are they recorded?</b>  <i>Each classroom has a risk assessment managed by the teacher. Regular inspections are undertaken.</i></p> <p><b>3.1.1: teachers update their own classroom risk assessments annually</b></p>

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	<ul style="list-style-type: none"> <li>• Key stage leaders are encouraged to check classrooms.</li> <li>• Reported teacher undertakes classroom risk assessment annually and the teachers are using the HSE classroom checklist in January.</li> <li>• In September HT, DHT and SC conduct classroom checks to identify issues to be actioned over the summer holidays.</li> <li>• Reported classroom risk assessments reviewed if equipment changes are made.</li> <li>• <b>Action: Recommend classroom checklists are completed termly in consultation with workspace users.</b></li> </ul>
<b>Section 4.2 – Fire Safety</b>	
<b>4.2.1</b>	<p><b>Are fire records held in an easily accessible, designated place e.g. Fire Logbook?</b></p> <ul style="list-style-type: none"> <li>• Fire logbook observed in the main reception dated 2013.</li> <li>• <b>Action: Recommend updating fire logbook to WBC 2023 edition.</b> <ul style="list-style-type: none"> <li>○ Available via Wokingham Schools Hub, H&amp;S manual: <a href="https://www.wokingham.gov.uk/sites/default/files/2023-01/WBC_Fire_Log_Book_-_2023.pdf">WBC Fire Log Book - 2023.pdf (wokingham.gov.uk)</a></li> </ul> </li> <li>• Historic data was being maintained in fire logbook.</li> <li>• <b>Action: Recommend archiving old data and replacing with new 2023 template record sheets.</b></li> </ul>
<b>4.2.3</b>	<p><b>Is that fire risk assessment reviewed and updated locally on an annual basis using a Workplace Fire Risk Assessment review checklist?</b></p> <ul style="list-style-type: none"> <li>• Observed workplace fire risk assessment completed by HT with SC recorded as responsible person, dated 03/01/24.</li> </ul>
<b>4.2.4</b>	<p><b>Is the school's fire equipment e.g. fire extinguishers, emergency lighting etc. inspected/tested as per requirements and records kept?</b></p> <ul style="list-style-type: none"> <li>• Observed fire blanket in Staffroom inspected 01/24, CO<sub>2</sub> extinguisher by first aid cupboard dated 01/24. Reported SC checks.</li> <li>• Observed records for last three-hour lighting test dated 15/02/23, and emergency lighting test dated 18/12/23.</li> </ul>
<b>4.2.5</b>	<p><b>Are sufficient numbers of trained Fire Wardens in place to assist in an evacuation?</b></p> <p>Fire Wardens = 4</p>
<b>4.2.9</b>	<p><b>Is there an emergency evacuation plan in place and are those procedures practiced with a drill once a term?</b></p> <ul style="list-style-type: none"> <li>• Reported fire drills are conducted at the same time as neighbouring school St Pauls.</li> <li>• Last fire drill was set off by a student on 09/11/23. Lesson learned, new system using check in and out iPad for a register didn't work at the time, issue has now been fixed.</li> <li>• Previous fire drills 07/03/23, 13/10/22.</li> <li>• Observed muster points, two fire assembly signs, with signage for individual classes around perimeter of playground.</li> </ul>
<b>Section 4.3 – Asbestos Management</b>	
<b>4.3.1</b>	<p><b>Has an asbestos survey/risk assessment been carried out by a competent person?</b></p> <ul style="list-style-type: none"> <li>• Last asbestos survey conducted 27/04/2021.</li> <li>• Observed folder provided by property services.</li> <li>• Reported visual checks of ACM are undertaken and recorded using photographs.</li> </ul>
<b>4.3.4</b>	<p><b>Have relevant staff been made aware of the school's asbestos register and received suitable asbestos awareness training?</b></p> <ul style="list-style-type: none"> <li>• During visit site map displaying ACM areas was updated from 09/04/2018 to 2021 version. Map is used to highlight ACM locations to contractors.</li> <li>• Asbestos management folders are readily available to all staff within reception area.</li> <li>• Reported all staff have can received asbestos awareness training and are physically shown the location of areas containing asbestos.</li> </ul>

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	<ul style="list-style-type: none"> <li>Stickers observed in staff room and cupboards indicating asbestos location. Reported mostly located at the tops of windows and encapsulated. With most of flooring having been removed in 2018 with another survey being conducted afterwards.</li> <li>Observed sticker in ladies toilet by ceiling tiles. Observed 1 tile lifted and damaged.</li> </ul>
<b>4.3.5</b>	<p><b>Is a contractor management procedure in place, including signing in with an acknowledgement that the asbestos register has been checked?</b></p> <ul style="list-style-type: none"> <li>Everyone can access the asbestos folders in the reception area.</li> <li>Observed sign in procedure for visitors using iPad. Reported separate screen captures contractors signing to say observed asbestos management folder, not observed.</li> </ul>
<b>4.3.6</b>	<p><b>Does the local procedure for asbestos include the emergency response for an accidental asbestos release including alerting Operational Property immediately?</b></p> <ul style="list-style-type: none"> <li>Held within asbestos management folder which is accessible to all staff in reception area.</li> <li><b>Action:</b> Recommend displaying ACM map from 2021 in Staffroom along with emergency procedures around accidental asbestos release.</li> </ul>
<b>Section 4.4 – Legionella Management</b>	
<b>4.4.4</b>	<p><b>Is the flush through of system(s) regularly undertaken and recorded?</b></p> <ul style="list-style-type: none"> <li>SC undertakes flush through and recorded on sheet on clipboard. Observed sheet with instruction for shower in Robin to run every Monday during term time for 5 minutes, with records signed and dated from 08.12.21 to 12.06.23.</li> </ul>
<b>4.4.6</b>	<p><b>Is a legionella record book kept onsite, up to date and with records to hand?</b></p> <ul style="list-style-type: none"> <li>Aquacare reports are reviewed by SBM and SC, last visit 09/12/23 and next due 24/01/24.</li> </ul>
<b>Section 4.5 – Electrical Safety</b>	
<b>4.5.1</b>	<p><b>Are staff instructed to carry out a visual check of electrical appliances prior to use and told what to look for?</b></p> <ul style="list-style-type: none"> <li>Observed Electrical Safety policy online dated November 2022: <i>“Staff should exercise normal visual checks on any electrical apparatus they use. On induction staff will be instructed as to what to look for when carrying out such a visual check. Any concerns should be immediately reported to the Headteacher, who will ensure that the defective equipment is taken out of use, until repaired by a competent person or replaced.”</i></li> <li>HT briefs staff on what to look for based on HSE information. Reported visual checks of electrical appliances are covered as part of a classroom risk assessment.</li> </ul> <p><b>Resource:</b></p> <ul style="list-style-type: none"> <li>Electrical Safety Briefing sheet available on the Wokingham Schools Hub: <a href="https://www.wokingham.gov.uk/electrical-safety">Electrical Safety (wokingham.gov.uk)</a></li> </ul>
<b>4.5.3</b>	<p><b>Are portable electrical appliances tested on a regular basis by a competent person with records kept (PAT testing)?</b></p> <ul style="list-style-type: none"> <li>Observed PAT stickers dated 12/23.</li> </ul>
<b>4.5.5</b>	<p><b>Has the building’s electrical installation e.g. sockets been inspected within the last 5 years by a competent person? Do you hold a copy of the certificate?</b></p> <ul style="list-style-type: none"> <li>Date on fuseboard sticker observed 04/22.</li> <li>Date for solar panels 04/2023.</li> <li>Mains switch last inspection date 04/2022.</li> <li>Observed sticker on fuse board in cupboard used by after school club dated 04/2022.</li> </ul>
<b>Section 4.6 – Contractors Appointed by the School</b>	
<b>4.6.1</b>	<p><b>Does the school have a system in place in relation to engaging contractors, including checking suitability and competency during the selection process, and ensuring adequate insurance are provided?</b></p>

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	<ul style="list-style-type: none"> <li>• SBM checks insurance of contractors is sufficient.</li> <li>• Insurance is via WBC. Do not buy into traded maintenance service.</li> </ul>
<b>4.6.2</b>	<p><b>Does the school have a system in place to provide contractors with the relevant onsite health and safety information, including known risks, and undertake ‘reasonable’ steps to monitor their work on site?</b></p> <ul style="list-style-type: none"> <li>• Monitoring of contractors is conducted by SC. Regular contractors are booked in to work out of school hours or SC stays with them – all are supervised on site.</li> <li>• Observed “<i>Safeguarding Children Information for Visitors and Volunteers</i>” leaflet: covers asbestos, fire and emergency evacuation or lockdown, first aid, smoking, toilets, language and doors.</li> </ul>
<b>Section 4.7 – Kitchens</b>	
<b>4.7.1</b>	<p><b>Does the school kitchen have suitable health and safety arrangements and controls in place e.g. food safety, fridge temperature checks, Ansell system, fire blankets etc.?</b></p> <ul style="list-style-type: none"> <li>• Main school kitchen not observed due to lunchtime service.</li> <li>• Catering contractor is Caterlink and school buy into WBC traded service. All audit reports connected with Caterlink are sent to HT.</li> </ul> <p><b>Foundation stage kitchen</b></p> <ul style="list-style-type: none"> <li>• Observed clean fridge with thermometer in position in foundation stage kitchen, Robin class. Milk cartons stored alongside staff food.</li> </ul> <p><b>Staff restroom</b></p> <ul style="list-style-type: none"> <li>• Observed milk cartons stored in staffroom fridge (separate from staff food). Fridges were clean and had thermometers. Reported SC conducting temperature checks, records not observed.</li> </ul>
<b>4.7.3</b>	<p><b>If the management of the kitchen is outsourced, has an appointed person been identified to undertake regular monitoring of the controls in place?</b></p> <p><i>Site Controller</i></p> <ul style="list-style-type: none"> <li>• SC conducts spot checks on the kitchen. Reported SBM or school administrator have regular, either weekly or monthly meetings, with the catering contractor.</li> <li>• Reported HT receives audit reports from WBC.</li> <li>• Reported fire risk assessment has been shared with Caterlink.</li> </ul>
<b>Section 4.8 – Site Security and Vehicle Movements</b>	
<b>4.8.4</b>	<p><b>Where vehicles access the school site, is a traffic management risk assessment in place with arrangements that separate pedestrians from vehicles, particularly at key drop off and pick up times?</b></p> <ul style="list-style-type: none"> <li>• Observed separate small, gated car park for staff. Reported staff have allocated spaces. Observed remote control used to access gates. Reported three families also have access to drop pupils off at agreed times with staff meeting them at doorway. Reported no speed limit signs installed due to small size of car park not permitting high speeds.</li> <li>• Entered into playground via small gate controlled by intercom. Reported double gates next to this used during drop off and pick up, with no drop kerb. Exit controlled by push button mounted at height.</li> </ul>
<b>Lanyards</b>	<ul style="list-style-type: none"> <li>• Discussed use of different colour lanyards and pupils aware not to talk to adults wearing red and yellow lanyards.</li> <li>• Observed sign in procedure for visitors using iPad.</li> </ul>
<b>CURRICULUM RELATED RISKS</b>	
<b>Section 5.1 – Risk Assessments and Competence</b>	

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5.1.1	<p>Have risk assessments been carried out for all relevant curriculum activities e.g. D&amp;T, Art, Drama, Domestic Science, PE etc.?</p> <ul style="list-style-type: none"> <li>Reported attempted to spread out reviewing of risk assessments but prefer to do a bulk batch in January and revisit others later.</li> </ul>
5.1.2	<p>Are the school's risk assessments for science, art etc. based on the CLEAPSS models?  <i>n/a: We are an infant school</i></p> <ul style="list-style-type: none"> <li><b>Action: 3.7.5</b></li> </ul>
5.1.3	<p>Does the school hold a copy of 'Safe Practice in PE and Sport' 2020 edition (primary schools) and use this as the standard to achieve?  <i>n/a</i></p> <ul style="list-style-type: none"> <li>Observed safe practise in PE and sport book stored with PE lead. Reported DHT runs KS1 sessions. Reported contractor also delivers PE sessions within the school.</li> </ul>
5.1.5	<p>Is suitable Personal Protective Equipment (PPE) provided, maintained in good condition, stored correctly and replaced where necessary?</p> <ul style="list-style-type: none"> <li>Reported no requirement for student safety specs, PPE. <b>Action: 3.7.5</b></li> </ul>
5.1.6	<p>Are staff appropriately qualified and are competencies maintained through refresher training etc.</p> <ul style="list-style-type: none"> <li>See <b>Action: 3.7.5</b></li> </ul>
<b>MEASURING PERFORMANCE, MONITORING AND REVIEW</b>	
<b>Section 6.1 – Incident Reporting</b>	
6.1.1	<p>Is there an accident and incident reporting procedure in place with all staff aware of its requirements?</p> <ul style="list-style-type: none"> <li>Reported near misses will be reported via e-mail directly to HT. HT has email records dating back to 2015.</li> <li>Staff accidents are reported via accident book in main office, not observed.</li> <li>Reported incidents would be reported to WBC if required. Every incident would be investigated.</li> <li>Observed green first aid folders. Reported folders are collated yearly. Reported all first aid incidents and treatment are logged on CPOMS. Lunchtime controllers have time to complete admin tasks before their shift ends.</li> </ul>
6.1.2	<p>How many accidents and incidents including near misses and cases of work-related ill health have been reported since September by staff?</p> <ul style="list-style-type: none"> <li>Zero</li> </ul>
6.1.4	<p>Are proportionate investigations carried out following all reports with actions followed through and recorded?</p> <ul style="list-style-type: none"> <li>Incident on ramp, occurred over two years ago, discussed during 01/22 visit, rectified by the addition of yellow grip strips. Reported no further incidents.</li> </ul>
6.1.5 6.1.6	<p>Is a copy of the WBC Incident Report Form submitted to the Council's Corporate HR Team for H &amp; S, including; • all employee incidents • work related incidents involving pupils, parents, contractors, visitors etc.?          Are copies of significant incidents requiring investigation or RIDDOR reporting sent to the Council's Corporate H&amp;S Team within reasonable timescales e.g. one week?</p> <ul style="list-style-type: none"> <li>Reported need to meet criteria on accident sheet to trigger a report to WBC – e.g. leaving school by ambulance.</li> <li>School had medial incident, after the visit, where staff member left site by ambulance. School checked reporting process with WBC HR team before submitting form.</li> </ul>
6.1.7	<p>Are incident trends monitored locally and action taken where applicable?</p> <ul style="list-style-type: none"> <li>DHT reports at every FGB, covering: children, staff, site, training and adaptations.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Reported most accidents happen at play time or lunchtime. Reported school is quick to change procedures or remove items before a trend can continue.</li> <li>• HT &amp; DHT are identifying trends, this previously was a regular review, only now occurring if a rapid change is noticed. Focus is on behavioural trends, due to low numbers of incidents.</li> <li>• CPOMS can be used to monitor head bumps.</li> <li>• Example of procedural changes:             <ul style="list-style-type: none"> <li>○ staff's children were playing on gym equipment after school, and this has been stopped.</li> <li>○ Sports pitches now timetabled to reduce numbers.</li> </ul> </li> <li>• New gym equipment installed December 2023 is being monitored for any accidents or incidents, currently none have been recorded.</li> </ul>
<b>Section 6.2 – Monitoring and Review</b>	
<p><b>6.2.1</b></p>	<p><b>Are all areas and activity in the school subject to a scheme of active monitoring at set frequencies i.e. safety inspections, document checks and is this adhered to?</b>  <i>For example: play equipment, design and technology equipment, ladders, general workplace inspections, lifting equipment etc.</i></p> <ul style="list-style-type: none"> <li>• Observed clipboard used by SC to conduct monitoring checks. Observed SC regular checks, “Jimmy – regular tasks” dated 15.01.24.             <ul style="list-style-type: none"> <li>○ Daily – <i>check outside play equipment for nails, screws etc.</i> ticked for Mon, Tue.</li> <li>○ <i>Flush through shower in Robin.</i> Ticked</li> <li>○ Monthly – Internal doors – <i>check finger trap guards working effectively.</i> Ticked for January</li> <li>○ Maintain COSHH register – ticked for January.</li> <li>○ Quarterly – <i>flush all sinks and toilets – let water run for 30 seconds</i> – not ticked.</li> </ul> </li> </ul> <p><b>Resource:</b></p> <ul style="list-style-type: none"> <li>• <a href="http://www.gov.uk">Good estate management for schools - Health and safety - Guidance - GOV.UK (www.gov.uk)</a></li> <li>• Frequency of governor inspections, only DHT termly. Stephen Kennedy the vice chair and the finance governor attends site monthly but is also involved in the building issues.</li> <li>• <b>Action: Recommend reviewing frequency and recording of Workplace Inspections against current schedule.</b> <ul style="list-style-type: none"> <li>○ <b>Copy</b> of Building Manager H &amp; S Responsibilities checklist supplied by email.</li> <li>○ <b>Copy</b> of Workplace Inspection Checklist supplied by email. Checklist sections A and C to be completed monthly, sections B and C completed every 6 months.</li> <li>○ Workplace H&amp;S checklist on Wokingham Schools Hub: <a href="http://wokingham.gov.uk">Workplace Health, Safety and Welfare (wokingham.gov.uk)</a></li> </ul> </li> </ul>
<p><b>6.2.2</b></p>	<p><b>Are formal records kept of all active monitoring that takes place i.e. both internal inspections and contractual service inspections</b></p> <ul style="list-style-type: none"> <li>• Reported inspection records are recorded in a Word document. Outlook calendar is used to track when inspections are due.</li> <li>• Notifications are provided by contractors conducting external inspections.</li> </ul>
<p><b>6.2.3</b></p>	<p><b>Are there arrangements for reviewing sickness absence and helping employees to return to work after long term absence?</b></p> <ul style="list-style-type: none"> <li>• Zero periods of long absence.</li> <li>• One previous referral to OH and one in progress.</li> <li>• DHT conducts RTW interviews/ informal chats.</li> </ul>

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<p>6.2.5 6.2.6</p>	<p><b>Is there a formal procedure for reviewing health and safety performance on a termly and annual basis?</b></p> <p><b>Does the Board of Governors receive regular reports on health and safety performance and updates on health and safety issues?</b></p> <ul style="list-style-type: none"> <li>• DHT provides a written report to the clerk of governors at the three different committees, with each committee meeting termly, so 3 meetings a term.</li> <li>• Following DHT and SC site walk document is forwarded to senior management team and actions to SC.</li> <li>• Governors all divided into committees with health and safety on all agendas. DHT as health and safety governor is separate to the staff governor. Full governing board, finance, which includes buildings, teaching and learning. DHT is a member of all the committees.</li> </ul>
<b>Section 7 - Trees</b>	
<p>7.1</p>	<p><b>Has a tree inspection been carried out by a competent person in the last 3 years?</b></p> <ul style="list-style-type: none"> <li>• Tree surgeon attended site in December 2023. Following a storm in November 2023 a large branch fell into the playground. SC received three people to quote for work. Parish Environmental Services Limited conducted remedial work on the 20/12/23.</li> <li>• School is not signed up to WBC traded forestry service. Laura Buck e-mail dated 16/11/23 confirming school not part of WBC traded service.</li> <li>• School believes they received a visit in April 23 involving trees but did not receive an inspection report.</li> <li>• Reported trees create an all year-round job with SC having various powered tools to complete task of leaf and seed removal.</li> <li>• Reported using Mr Addis from the Parish Tree Surgery, previously using Mr Cole.</li> <li>• Every April there is the option to sign up to Councils Traded Service, for the School Forestry Service, to have tree inspections carried out by a Wokingham Borough Council Tree Inspector.</li> <li>• <b>Recommended</b> that trees within school premises are thoroughly inspected by a competent person every three years however there may be other factors such as the physical condition, age, damage, disease or weather that may require the need for more frequent inspections to take place. It is important to retain records of inspections and ensure that monitoring and safety measures are put in place as per the recommendations following each thorough inspection.</li> </ul> <p><b>Action:</b> Recommend reviewing HSE tree safety guidance: <a href="#">HSE Education ebulletin: Safety of trees on school premises and playing fields</a></p>
<p>7.2 7.3 7.4</p>	<p><b>Where tree inspections have been carried out, has the recommended tree works been carried out within the specified timeframe?</b></p> <p><b>How have tree inspections been recorded and where are they stored?</b></p> <p><b>How has tree works been recorded and where is the information stored?</b></p> <ul style="list-style-type: none"> <li>• <b>Action:</b> Recommend following next commissioned tree inspection any actions identified in report are completed with records kept.</li> <li>• <b>Recommend retaining tree inspection and work carried out reports as record of tree works.</b></li> </ul>
<p>7.5</p>	<p><b>Does the school have a member of staff trained to make a reasonable assessment of the health, safety and condition of the trees?</b></p> <ul style="list-style-type: none"> <li>• No</li> <li>• <b>Action:</b> Recommend a staff member undertakes basic tree survey and inspection training to assess health, safety and condition of trees via regular monitoring between 3 yearly inspections or undergoes a professional tree inspection course.</li> </ul>

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	Training can be obtained via the <a href="#">Arboricultural Association</a> if your school wishes to appoint someone within the organisation to become a competent tree inspector or alternatively, contacts for suitably qualified consultants who can carry out tree inspections can be obtained through their directory.
<b>7.6</b>	<b>Does the school carry out regular visual inspections of the condition of trees and if so, how frequently is this carried out?</b> <ul style="list-style-type: none"><li>• Reported SC conducts safety inspections of external areas but not specifically looking at trees.</li><li>• School reported not letting children play outside during windy weather.</li><li>• <b>Action: Recommend including visual inspection of tree conditions recorded on monthly site inspection.</b></li></ul>

Signed by: \_\_\_\_\_  
Head Teacher

Date: \_\_\_\_\_

Further policy and guidance to assist schools is available from the online Schools H&S Manual. For further advice and guidance contact the Corporate Health and Safety Team via email [healthandsafety@wokingham.gov.uk](mailto:healthandsafety@wokingham.gov.uk)

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<b>Walter Infant School</b>
<b>Health and Safety Seeking Assurance Review Meeting Findings</b>

REF. NO.	ACTION REQUIRED	BY WHOM	PRIORITY H/M/L	TARGET DATE	DATE COMPLETED	SIGNATURE
1.7	Recommend updating health and safety representative names to Judy Hargreaves and Stephanie Bell on Reception health and Safety at work law poster.					
2.7	<ul style="list-style-type: none"> <li>• Recommend electrical cupboard is cleared and not used for storage.</li> <li>• Recommend warning chemical signage added to storage cupboard door.</li> </ul>					
3.1.1	Recommend addition of control measures to Walter’s risk assessment: <ul style="list-style-type: none"> <li>○ K9 handler training</li> <li>○ Restricted areas used by Walter.</li> </ul>					
3.1.1	Recommend risk assessments are conducted by more than one person, this includes a person that is trained/competent in risk assessing and a subject matter expert or the person doing the role/task/activity and not solely the risk owner.					
3.1.5	Recommend involving staff safety/ union representatives in H&S consultation and review of risk assessments.					
3.2.2	<ul style="list-style-type: none"> <li>• Recommend staff identified as DSE Users should include those staff that have been issued with laptops or use desktops at work for more than one hour.</li> <li>• All DSE users should complete a DSE self-assessment on a regular basis or if there is a change to their workstation or equipment.</li> </ul>					
3.2.4	Recommend home working guidance issued to all staff to be aware of safe ergonomic use of display screen equipment.					
3.3.2	Recommend reviewing PPE requirement for chemicals used by staff and providing PPE, with spares available.					

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3.3.4	Recommend reviewing simplified COSHH instructions stored where chemicals are located to include first aid and PPE requirements.					
3.3.5	Recommend correct storage of hazardous substances is regularly monitored, with COSHH register updated or items removed from site.					
3.5.3	<ul style="list-style-type: none"> <li>• Recommend ladder(s) tagged/numbered so that they are easily identified for inspection purposes.</li> <li>• Recommend step ladders are added to ladder inspection regime.</li> </ul>					
3.5.5	Recommend reviewing storage to avoid items above head height.					
3.5.6	Recommend updating ladder guidance and utilising HSE website to inform toolbox talks.					
3.7.1	<ul style="list-style-type: none"> <li>• Recommend persons responsible for H&amp;S to review Personal Protective Equipment required by Site Controller against risk assessment and work equipment used. Any previously not identified or allocated PPE should be provided with training/ instruction on use.</li> <li>• Recommend SC undertakes training on the risks of noise and vibration.</li> <li>• Recommend baseline exposure established and annual monitoring conducted.</li> <li>• Recommend areas of concern following health surveillance should be referred to GP or Occupational Health.</li> </ul>					
3.7.1	<ul style="list-style-type: none"> <li>• Recommend that all work equipment used on site is documented and part of a maintenance and inspection regime.</li> <li>• Recommend using manufacturer guidance and tool manuals and instructions to identify high risk work equipment that would require documented periodic inspections.</li> <li>• Recommend creating a checklist to record inspection before use and any actions needed such as cleaning, maintenance or repair work etc.</li> <li>• Recommend removal of work equipment not required from site.</li> </ul>					

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3.7.5	Pass on log in details for CLEAPSS to DT, Science and Art Subject Leads to help with review of risk assessments, PPE requirements and CPD.					
3.8.3	Recommend annual inspection by contractor of the play equipment and reinspection to receive compliance certificate following completion of works.					
3.9.1	Recommend reviewing procedures and control measures in place to protect lone workers.					
3.10.4	Recommend reviewing procedures to record and monitor employee return to work following absences.					
3.14.6	Recommend defibrillators are registered on the Circuit.					
4.1.10	Recommend classroom checklists are completed termly in consultation with workspace users.					
4.2.1	<ul style="list-style-type: none"> <li>• Recommend updating fire logbook to WBC 2023 edition.</li> <li>• Recommend archiving old data and replacing with new 2023 template record sheets.</li> </ul>					
4.3.6	Recommend displaying ACM map from 2021 in Staffroom along with emergency procedures around accidental asbestos release.					
6.2.1	Recommend reviewing frequency and recording of Workplace Inspections against current schedule.					
7.1	Recommend reviewing HSE tree safety guidance.					
7.2	<ul style="list-style-type: none"> <li>• Recommend following next commissioned tree inspection any actions identified in report are completed with records kept.</li> <li>• Recommend retaining tree inspection and work carried out reports as record of tree works.</li> </ul>					
7.3						
7.4						
7.5	Recommend a staff member undertakes basic tree survey and inspection training to assess health, safety and condition of trees via regular monitoring between 3 yearly inspections or undergoes a professional tree inspection course.					
7.6	Recommend including visual inspection of tree conditions recorded on monthly site inspection.					
7.1	Recommend reviewing HSE tree safety guidance.					

**Notes to Head Teachers**

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

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### Health and Safety Seeking Assurance Programme for Schools

- The school's own Health, Safety and Welfare Action Plan (created following your self-assessment of health and safety management), is the primary record for any improvements that need to be made; please consolidate the additional and agreed actions from the above record into your main action plan.
- Review your Health, Safety and Welfare Action Plan regularly as a whole and update it as you complete or add further actions.
- Your Health, Safety and Welfare Action Plan provides a useful mechanism for keeping the Board of School Governors up to date with progress in relation to the continuous improvement of health and safety management at your school.

#### **Guidance on Determining Priority of Actions**

**Low priority** – a low priority may be assigned where (for example):

- Non-safety critical systems are identified as partially in place but not complete.
- The absence of systems or controls does not present an immediate risk of any injury.
- A non-compliance with the required standard is identified but which does not represent a legislative breach.
- An opportunity for enhancement of existing arrangements is identified which is not a non-compliance.

#### **Setting dates for action:**

- Low priority actions may be assigned short target dates for completion where the action can be completed quickly with minimal cost, especially at a local level.
- Generally actions will be medium (3- 6 months) or longer term (6 –12/18 months)

**Medium priority** - A medium priority may be assigned where (for example):

- Safety critical systems are identified as partially in place but not complete or require enhancement.
- A significant failure to adhere to existing required standards.
- The absence of systems or controls does not present an immediate risk of frequent or major injury, multiple numbers of persons injured or fatality.
- A minor legislative breach is identified which is unlikely to immediately result in enforcement action.
- Circumstances which may cause significant property loss or damage.

#### **Setting dates for action:**

- Generally actions will be medium term (3-6 months) or short-term (< 1 month)

**High priority** - A high priority may be assigned where (for example):

- A significant breach of legislative duty.
- An absence of the required policy or procedure in relation to a safety critical activity.
- Safety critical controls are absent.

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- Any circumstance observed that presents a risk of imminent or significant harm to personnel, property or service continuity.

**Setting dates for action:**

- Generally actions will be immediate or short term (< 1 month)
- In some cases it will not be practicable to implement actions within a short time scale and interim alternative or emergency arrangements or cessation of an activity should be considered.