



Health and Safety Review Report

Relevant Manager: Andy Guy

School: Barley Lane School
Barley Lane
Exeter
Devon
EX4 1TA

Date of Review: 07/12/2015

Overall Review Score: 99%

Reviewer: Juliet Lesser

For more information about this report please contact
the Devon Health, Safety and Wellbeing Service on 01392 382027

1. **Section 1 - Introduction**

1.1 The review carried out, and this report, are designed to measure the extent to which your school's health and safety management arrangements comply with legislation, Approved Codes of Practice (ACoP), Devon County Council (DCC) policies and established best practice, and to identify any gaps with these standards. The remedial actions required to rectify these non-compliances will be listed in a prioritised action plan. The purpose is to assist the Headteacher and Governing Body in discharging their duty to monitor health and safety performance within the school and to ensure that a process of continual improvement is achieved. The review includes:

- identification of good practice and control measures already in place; and
- provision of an action plan where issues have been identified

1.2 Scoring and Follow up Procedures

1.2.1 The key points are presented in Section Two in a tabular form. The questions are categorised according to three priority levels - red, amber and blue. These priority levels determine the weighting of the question scores and the target date for actions.

Colour	Represents	Recommended timescale for action
Red	A major legal non-compliance where enforcement action and/or likelihood of a serious injury or significant loss is high	Within 4 weeks
Amber	A legal non-compliance	Within 3 months
Blue	A non-compliance with an organisational policy, a British / European Standard or established best practice	Within 6 months

1.2.2 The question scores are totalled to give the overall percentage score displayed on the front page. This score identifies the following processes:

Score	Follow up by Devon Health, Safety & Wellbeing Service
Any score with a Red issue or where the total is less than 70%	If provided with evidence of actions taken within 6 weeks, an updated score and report will be provided
70-89% with no Red issues	If provided with evidence of actions taken within 12 weeks, an updated score and report will be provided
90-100% with no Red issues	None – remedial actions will be checked at the next scheduled review visit

1.3 Report Structure

- Section 2 - **Summary of findings**
- Section 3 - **Evidence of good practice and existing control measures**
- Section 4 - **Actions to be carried out**
- Section 5 - **Additional comments**

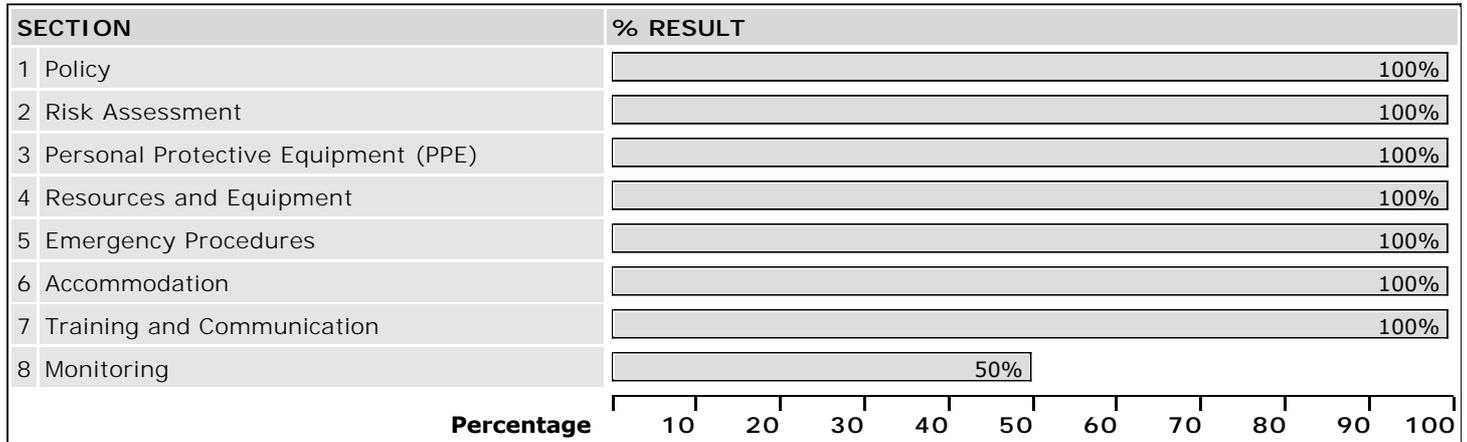
1.4 If you require any further clarification or assistance in carrying out the actions listed, please do not hesitate to contact the Devon Health, Safety & Wellbeing Service on 01392 382027.

Section 2 - Summary of findings

2.1 Review Scope

A Health & Safety Management Review was undertaken as detailed on the front cover of this Report. This Report identifies both good practice and the areas for improvement that were highlighted.

2.2 Results by Section



Overall Score: 99%

2.3 Actions required by question priority level

	Red	Amber	Blue
Number of actions identified in each priority level	0	1	0

Section 3 - Good practice and control measures in place

Question	Evidence of Good Practice and Control Measures in Place
1.1	<p>The HS0011 Guidance Note is in place within the department, along with access to the CLEAPSS website, BS4163-2014 and the D&T Association Training Standard. These are made available to staff.</p> <p>Reviewer's Notes <i>CLEAPSS risk assessments are present in the department and a copy of HS0011 guidance has been issued to the department.</i></p> <p>Review Question: Are the required guidance documents in place? Reviewer Response: Yes</p>
2.1	<p>The significant hazards within the department have been risk assessed. The significant findings of this process have been recorded by amending the RA06 to reflect local arrangements and practice.</p> <p>Reviewer's Notes <i>Last updated on 03/11/15. All actions for last review have been completed or are on going.</i></p> <p>Review Question: Has the RA06 model risk assessment been amended and adopted by the department? Reviewer Response: Yes</p>
2.2	<p>An up to date list of hazardous chemicals is kept by the department. This is shared with college staff who provide First Aid as well as undertake the fire risk assessment. The relevant data sheet is held for each hazardous chemical. The CLEAPSS model document E262 can be used for this purpose.</p> <p>Reviewer's Notes <i>A stock list of all hazardous substances is kept and was last reviewed in September 2015. Data sheets for these substances are kept in the D&T room.</i></p> <p>Review Question: Is there a documented system of stock control for hazardous chemicals? Reviewer Response: Yes</p>
2.3	<p>Risk assessments have been undertaken to identify controls for the safe use of hazardous substances. The significant findings of these assessments have been recorded and staff briefed accordingly.</p> <p>Review Question: Are COSHH risk assessments in place for any hazardous chemicals used within the department? Reviewer Response: Yes</p>
2.4	<p>Risk assessments address significant hazards faced by staff. Suitable control measures have been introduced accordingly. Records are in place and staff have been briefed in arrangements.</p> <p>Reviewer's Notes <i>The RA06 addresses significant hazards present in the D&T room.</i></p> <p>Review Question: Have hazards faced by teaching staff and technicians been considered in risk assessments? Reviewer Response: Yes</p>
3.1	<p>The risk assessment process identifies the appropriate Personal Protective Equipment required for the activities of students and staff.</p> <p>Review Question: Do risk assessments identify appropriate PPE for staff and students? Reviewer Response: Yes</p>
3.2	<p>Measures are in place to ensure that personal protective equipment (PPE) is maintained in a clean and serviceable state. PPE observed was in good condition.</p> <p>Reviewer's Notes <i>All PPE is checked on a monthly basis and actions documented on a checklist.</i></p> <p>Review Question: Is personal protective equipment maintained in a clean and functional state? Reviewer Response: Yes</p>
4.1	<p>Appropriate storage arrangements have been provided for hazardous chemicals.</p> <p>Reviewer's Notes <i>All hazardous substances are stored in a locked metal cupboard which is inside a locked store cupboard.</i></p> <p>Review Question: Are all hazardous substances appropriately stored? Reviewer Response: Yes</p>
4.3	<p>Appropriate storage arrangements for food have been provided.</p> <p>Reviewer's Notes <i>Shelf-stable products are stored in a dry cupboard outside the main kitchen area. Perishable foods are kept in three fridges and one freezer which are checked on a daily basis.</i></p> <p>Review Question: Is all food appropriately stored? Reviewer Response: Yes</p>
4.6	<p>An appropriate maintenance contract is in place for the maintenance and servicing of all gas appliances. This is being undertaken by someone on the Gas Safe Register Scheme. Records are held on site.</p> <p>Reviewer's Notes <i>Follow up information provided by the school on 12/01/16 confirms that the gas appliances in the Food Technology room were serviced on 02/01/16. Dates that the gas appliances in the food technology room were not available at the time of the review visit. The school must ensure that these appliances are inspected by a Gas Safe Engineer on an annual basis as per DCC policy.</i></p> <p>Review Question: Have annual inspections been undertaken for all gas appliances and equipment?</p>

	Reviewer Response: Yes
4.8	<p>Statutory examinations have been undertaken for all LEV systems on a 14 monthly basis.</p> <p>Reviewer's Notes <i>Follow up information provided by the school on 05/01/16 confirms that the LEV system testing has been booked to take place on 21/01/16. The statutory requirement is that all LEV examinations are carried out on a 14 monthly basis. The LEV was last examined in September 2012 and requires immediate inspection.</i></p> <p>Review Question: Have Local Exhaust Ventilation Systems been installed where required and tested appropriately? Reviewer Response: Yes</p>
4.9	<p>Arrangements are in place for the internal checking and cleaning of LEV systems.</p> <p>Reviewer's Notes <i>The LEV is used on a relatively infrequent basis due to the nature of the activities carried out in the department. The filters are cleaned during the 14 monthly service (although this was last carried out in September 2012. See section 4.8). Following the completion of the statutory examination, the school must monitor the filters to ensure that they remain unclogged.</i></p> <p>Review Question: Are arrangements in place for the internal checking and cleaning of LEV systems? Reviewer Response: Yes</p>
4.11	<p>The dangerous parts of work equipment are suitably guarded and these guards are maintained in safe working order.</p> <p>Reviewer's Notes <i>At the time of the review no guard was apparent on the Band Saw although this was currently not being used. It has subsequently been confirmed by the school that this piece of equipment has been disposed of.</i></p> <p>Review Question: Are the dangerous parts of work equipment suitably guarded? Reviewer Response: Yes</p>
4.12	<p>Key operated electrical isolators are in place as required for high risk wood sawing machinery.</p> <p>Reviewer's Notes <i>There are key operated isolation switches present in the D&T workshop and the kitchen.</i></p> <p>Review Question: Are key operated electrical isolators in place where required? Reviewer Response: Yes</p>
4.13	<p>Wood working machinery inspected stopped within 10 seconds of the stop button being applied.</p> <p>Review Question: Do items of wood working machinery stop within the required 10 second limit? Reviewer Response: Yes</p>
4.14	<p>Arrangements are in place to ensure that work equipment is maintained in safe and efficient state. Records are kept.</p> <p>Reviewer's Notes <i>Follow up information provided by the school on 18/12/15 confirms that the PAT testing of appropriate equipment is being carried out. The next due date is detailed as January 2016. It should be ensured that any equipment that is not in a safe working condition is removed from the D&T room . Reference should be made to CLEAPPS L254 regarding general maintenance advice on workshop machines.</i></p> <p>Review Question: Is all equipment maintained in a safe and efficient state? Reviewer Response: Yes</p>
4.15	<p>Arrangements are in place to check that portable electrical appliances are maintained in a safe condition.</p> <p>Reviewer's Notes <i>An inventory of all portable electrical items in the D&T room with dates of testing was provided following the review visit. The school has stated that all items will be PAT tested in the January term and when completed the details will be passed onto the reviewer.</i></p> <p>Review Question: Are portable electrical appliances maintained in a safe condition? Reviewer Response: Yes</p>
4.16	<p>Mains socket outlets within teaching and prep rooms of the science department are protected by a residual current detector (RCD).</p> <p>Review Question: Are mains socket outlets within teaching and prep rooms protected by a Residual Current Detector? Reviewer Response: Yes</p>
5.1	<p>The fire risk assessment process for the college address the risks presented by the Design and Technology department. Staff have been trained in the Fire Emergency Plan for the department.</p> <p>Reviewer's Notes <i>Last reviewed 08/06/15.</i></p> <p>Review Question: Does the Fire Risk Assessment adequately address the fire risks in the department? Reviewer Response: Yes</p>
5.2	<p>Appropriate electrical, gas and water isolation devices are in place and their location is known to staff.</p> <p>Reviewer's Notes <i>Gas shut off valve present in kitchen.</i></p> <p>Review Question: Are utility shut off switches and valves in place with workshops? Reviewer Response: Yes</p>
5.3	<p>There is an emergency electrical stop system in all resistant materials workshops.</p> <p>Reviewer's Notes <i>Located for each piece of electrical D&T equipment.</i></p> <p>Review Question: Is there an emergency electrical stop system in all resistant materials workshops? Reviewer Response: Yes</p>

5.4	<p>Suitable First Aid assistance is available for the department and arrangements are made known to staff.</p> <p>Reviewer's Notes <i>The school has good first-aid trained staff cover. First aid boxes are present in the D&T room and kitchen.</i></p> <p>Review Question: Is there adequate First Aid provision within the department? Reviewer Response: Yes</p>
5.5	<p>Sufficient fire fighting equipment is available for the department. Designated staff have received training in the use of this equipment.</p> <p>Reviewer's Notes <i>Follow up information provided by the school on 21/01/16 confirms that a fire extinguisher has been placed within 10 metres of the D&T room. The school has removed the fire extinguisher from the D&T room due to issues caused by the behavioural traits of pupils. It must be ensured that an extinguisher is available within 10 metres of the D&T room if CO2/powder or 30 metres if water/foam.</i></p> <p>Review Question: Is there sufficient fire fighting equipment in the department? Reviewer Response: Yes</p>
6.1	<p>Accommodation is appropriate for the class sizes present. Risk assessments have been undertaken for those classes which exceed the recommended per pupil space ratios and appropriate compensating control measures adopted.</p> <p>Reviewer's Notes <i>Small class sizes due to issues caused by the behavioural traits of pupils.</i></p> <p>Review Question: Are class sizes appropriate for the accommodation and activities undertaken? Reviewer Response: Yes</p>
6.2	<p>Workshops are free from obstacles and trip hazards. Residual dust build up from hand sanding/finishing is limited. Food technology areas' floors and work surfaces were clean with no gaps or dirt traps.</p> <p>Review Question: Are housekeeping and cleanliness standards acceptable? Reviewer Response: Yes</p>
6.3	<p>Sufficient numbers of electrical sockets are available. Sockets have not been located adjacent to sinks. The sockets or fused isolators for all equipment are all accessible.</p> <p>Review Question: Have sufficient electrical sockets been provided? Reviewer Response: Yes</p>
6.4	<p>There is sufficient space around workbenches.</p> <p>Review Question: Has sufficient space been provided around workbenches? Reviewer Response: Yes</p>
6.5	<p>The heating system meets statutory minimum requirements. There is good natural lighting with enough supplementary lighting to allow for practical activities. There are adequate levels of ventilation.</p> <p>Reviewer's Notes <i>The school has recently installed a new air conditioning system with seven units around the site.</i></p> <p>Review Question: Are heating, lighting and ventilation levels adequate for the activities undertaken? Reviewer Response: Yes</p>
6.6	<p>Workshops and technician's rooms are lockable. Pupils are not allowed access to workrooms unsupervised. Where necessary, measures are taken to isolate hazardous work equipment when the room is used by a non-specialist teacher.</p> <p>Reviewer's Notes <i>The school maintains a high level of security on site both internally and externally.</i></p> <p>Review Question: Are clear procedures in place for the security of the department? Reviewer Response: Yes</p>
7.1	<p>Departmental staff have undertaken induction training in department specific safety arrangements.</p> <p>Reviewer's Notes <i>There is one member of teaching staff in the D&T Department who has been at the school for several years.</i></p> <p>Review Question: Do new members of staff undertake induction training within the department? Reviewer Response: Yes</p>
7.2	<p>Local departmental safety rules have been established which have been made known to students.</p> <p>Reviewer's Notes <i>There is a high level of supervision of pupils within the department and the safety rules are clearly communicated.</i></p> <p>Review Question: Are local departmental safety rules adequately communicated to students? Reviewer Response: Yes</p>
7.3	<p>An organised approach to training was identified. Staff training is up to date with the specific D&T Association Specialist Extension level training as determined by the activities that they undertake. Records are available.</p> <p>Reviewer's Notes <i>The D&T teacher is trained to use all the equipment present in D&T room. The teacher works in liaison with D&T staff from other secondary schools.</i></p> <p>Review Question: Is all staff training up to date in accordance with the D&T Association standard? Reviewer Response: Yes</p>

Section 4 - Actions to be carried out

Question	Area for improvement	Sources of Information	Actions to be Completed by	Date Completed
8.1	<p>Non-Compliant: Practical measures should be put in place to monitor health & safety compliance within the department. These monitoring procedures should verify that agreed health & safety arrangements are being carried out as intended and are sufficient for the department. The college Senior Leadership Team and Governing Body should be actively involved in this process.</p> <p>Reviewer's Notes <i>Risk assessments carried out in the D&T Department go to the headteacher and to Governors. It should be ensured that all equipment within the department is inspected and maintained in a safe condition.</i></p> <p>Review Question: Are adequate monitoring procedures in place to ensure departmental health and safety arrangements are being complied with? Reviewer Response: Yes - Qualified</p>	HS0011 D&T Guidance Note; CLEAPSS G79.	07/03/2016	

Section 5 - Reviewer Comments and acknowledgements

Following information supplied by the school between that date of the review and 21/01/16, this report has been updated and re-issued accordingly.

Many thanks for the time and effort that was evident in preparing for the review and for the assistance shown on the day of the review.

I hope the process was found to be beneficial and the guidance contained in this report useful.

The purpose of the review is to assess the standard of health and safety management within the department to ensure adequate health and safety performance standards for the safety of all users of the premises are present. The review shows an overall result of 82%. This is a reflection of the hard work that you have put into health and safety matters in the department and the actions detailed in the report will hopefully assist you further.

Please note:

The actions identified at the time of the review are 2 Red actions and 3 Amber actions. Once these actions have been completed would you please inform me so that I can amend your report accordingly. The recommended target dates for remedial actions are as follows:

Red - 4 weeks of receipt of the final report

Amber - 3 months of receipt of the final report

Please feel free to contact me if you have any questions or you would like to discuss any issues further.