



Health and Safety Review Report

Relevant Manager: Dave Jones

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

Date of Review: 07/12/2015

Overall Review Score: 100%

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

SECTION	% RESULT
1 Policy	100%
2 Risk Assessment	100%
3 Personal Protective Equipment	100%
4 Resources and Equipment	100%
5 Emergency Procedures	100%
6 Training and Communication	100%
7 Monitoring	100%

Percentage 10 20 30 40 50 60 70 80 90 100

Overall Score: 100%

2.3 Actions required by question priority level

Section 3 - Good practice and control measures in place

Question	Evidence of Good Practice and Control Measures in Place
1.1	<p>The HS0042 is in place within the department and made known to staff. 'Safe Practice in Physical Education and School Sport' is also available.</p> <p>Reviewer's Notes <i>A copy of 'Safe Practice in Physical Education and School Sport' is present in the sports hall and the department has a copy of HS0042 .</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.</p> <p>Reviewer's Notes <i>The RA20 addresses the significant hazards present in departmental activities with particular reference to specific needs of the pupils.</i></p> <p>Review Question: Has the RA20 model risk assessment been amended and adopted by the department? Reviewer Response: Yes</p>
2.2	<p>Risk assessments are undertaken for off-site activities and events in order to identify appropriate control measures. The significant findings have been recorded.</p> <p>Reviewer's Notes <i>Separate risk assessments are completed for off-site activities</i></p> <p>Review Question: Do risk assessments address off-site activities and events? Reviewer Response: Yes</p>
3.1	<p>Departmental risk assessments identify any Personal Protective Equipment required within the department for pupils and staff.</p> <p>Reviewer's Notes <i>PPE is addressed in the RA20</i></p> <p>Review Question: Do risk assessments identify appropriate PPE for staff and students? Reviewer Response: Yes</p>
3.2	<p>Procedures are in place to inspect PPE periodically to ensure its ongoing serviceability. PPE observed was in good condition.</p> <p>Reviewer's Notes <i>PPE is regularly inspected and replaced as required.</i></p> <p>Review Question: Is PPE inspected regularly? Reviewer Response: Yes</p>
4.1	<p>Arrangements are in place to ensure that equipment is maintained in safe condition. Observed equipment was defect free.</p> <p>Reviewer's Notes <i>An annual inspection (last carried out in March 2015) is carried out by DGTS of both fixed and portable in and outdoor equipment. Any repair work identified at the time of inspection is carried out by DGTS.</i></p> <p>Review Question: Is all fixed and portable equipment subject to documented inspection/preventive maintenance? Reviewer Response: Yes</p>
4.2	<p>Games posts used conform to the relevant BS EN standard and are appropriately anchored and monitored for safety.</p> <p>Reviewer's Notes <i>Goal posts used on the hard standing court are 'Diamond Samba' posts. The school must satisfy themselves that these post are being used in accordance with the manufacturer's instructions.</i></p> <p>Review Question: Are games posts appropriately anchored and monitored for safety? Reviewer Response: Yes</p>
4.3	<p>Playgrounds, courts and pitches are regularly inspected. Remedial action is carried out accordingly.</p> <p>Reviewer's Notes <i>All pitches and courts are inspected on a daily basis when in use. The fields are not in use during winter months due to unsafe ground conditions.</i></p> <p>Review Question: Is the condition of playgrounds, courts and pitches regularly inspected? Reviewer Response: Yes</p>
4.5	<p>Appropriate run-off areas are provided for all courts and pitches.</p> <p>Review Question: Are appropriate run-off areas provided for all courts and pitches? Reviewer Response: Yes</p>
4.6	<p>Appropriate storage arrangements have been provided.</p> <p>Reviewer's Notes <i>All sports equipment is stored in locked cupboards which has shelf storage for smaller items.</i></p> <p>Review Question: Is equipment and apparatus appropriately stored? Reviewer Response: Yes</p>

5.1	<p>The fire risk assessment process for the college address the risks presented by the PE department. The Fire Emergency Plan includes the specific procedures in place for the department.</p> <p>Reviewer's Notes <i>Last reviewed on 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>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 provision of first-aid with all teachers being trained in first-aid at work , two teachers trained in advanced first-aid and outdoor first-aid.</i></p> <p>Review Question: Is there adequate First Aid provision within the department? Reviewer Response: Yes</p>
5.3	<p>Procedures are in place to inform staff about students' medicinal requirements.</p> <p>Reviewer's Notes <i>Medicines are only administered by the members of staff who are advanced first-aid trained. The school carries out daily briefing session which include information regarding special medical requirements of pupils.</i></p> <p>Review Question: Are procedures in place to inform staff about students' medicinal requirements? Reviewer Response: Yes</p>
6.1	<p>Departmental staff have undertaken induction training. This training is re-visited periodically.</p> <p>Reviewer's Notes <i>The school has two PE teachers who have both undergone induction training and operate a robust daily communication system which includes feeding into updating risk assessments and emergency procedures.</i></p> <p>Review Question: Has staff health and safety induction training been undertaken for the department? Reviewer Response: Yes</p>
7.1	<p>Appropriate departmental monitoring procedures are in place to ensure that arrangements for health and safety are being implemented as planned.</p> <p>Reviewer's Notes <i>Risk assessment and policy changes go through Governors for ratification. Accidents are logged on the OSHENS system. The PE department teachers work closely together regarding appropriate teaching practice.</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</p>

Section 4 - Actions to be carried out

[No action plans have been created]

Section 5 - Reviewer Comments and acknowledgements

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

It is evident that there is a good health and safety culture within the department and this is reflected in the overall score of the report. I hope the process was found to be beneficial and the guidance contained in this report useful.

It would be appreciated if you could inform me when the outstanding action regarding risk assessing the non anchoring of goal posts is complete, failing this I shall get in touch in 3months time to ascertain the remedial action taken.

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