

MONITORING & VERIFICATION FORM 2017-2018 (ACADEMIES)

Date : 09/03/2018

MASTER V5

People		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Policy	1.0	Is the Academy's Health & Safety Policy suitable and sufficient?	1				Policy	d	All staff levels covered and key staff named - signed by HT and CoG February/March 2018
	1.1	Does the policy provide for a formal monitoring, review and revision process?	1				Copy of documents	d	Review dates added
	1.2	Are the personnel who hold key H&S responsibilities clearly defined in the local policy?	1				List, flow chart, appendix to policy, etc.	d	All staff levels covered and key staff named - signed by HT and CoG February/March 2018
	1.3	Is there reference to co-ordination & co-operation with all other site users included in the Policy?	1					e	Nursery setting- linked AFA
	1.4	Has the establishment's local policy been reviewed and adopted by the Governing body and been signed and dated by the Head and Chair of Governors within the last two years?	1				Signed dated policy documents	d	HT/CoG February/March 2018
			5	0	0	0		5	
Safety Management System	2.0	Is there a system for reviewing, signing and dating H&S policies and procedures within a two year period?	1				Dated policy documents	d	Policy matrix in place- all policies have review dates attached and person responsible identified
	2.1	Is there a system that ensures that all H&S procedures, including new information, is accessible to all employees?	1				Method of communication*	d	Staff policy folder maintained, regular staff meetings
*E mail, Internet, meeting minutes, notice boards	2.2	Have all employees, with specific H&S responsibilities, got reference to their responsibilities in their job descriptions?	1				Samples of job descriptions	d	Office Manager, TA and Site Manager viewed.
	2.3	How is internal monitoring carried out, how frequently and who completes the process?	1					d	Review schedule in place
	2.4	Lessons learnt/outcomes from internal monitoring? Performance review, continuous improvement/development.	1					e	Review schedule in place
			5	0	0	0		5	
Communication	3.0	Do all employees have a regular opportunity to raise H&S issues at least termly?	1				Meeting minutes/diary notes, agenda etc.	d	At staff meetings - agendas and minutes seen from November 2017
	3.1	Is H&S a standing item on senior management and governing body meetings?	1				Copies of agendas & minutes	d	Finance and Property committee agenda/minutes seen (10/17)
			2	0	0	0		2	

People		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Competency and Training	4.0	Are all new employees given a recorded appropriate job specific H&S Induction Programme?	1				Record of dates, signatures & content	d	OCC template in use
	4.1	Does the induction programme identify and address training needs?	1				Training records with names, dates, course content, certificates, meeting minutes, etc.	d	
	4.2	Has a member of the senior management attended an appropriate H&S training course? (e.g. IOSH Managing Safely, NEBOSH Health & Safety at Work Qualification etc.)	1					e	SBM- January 2018
	4.3	Is there evidence of the course content and attendance detail at in-house training?	1				Agenda/syllabus, training documentation, relevant leaflets etc.	e	Smartlog and HSE material used
	4.4	is there a training matrix including training levels and requirements in place?	1				Analysis details, schedule	d	Training matrix in place
			5	0	0	0		5	
People		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Risk Assessments e.g. Fire Safety, curriculum, buildings, pond, sloping site,	5.0	Is there a system in place for the monitoring and review of risk assessments?	1				Signed & dated inspection document	d	Annual inspection by SM and CoG
	5.1	Have a Suitable and Sufficient recorded generic risk assessments been carried out for identified significant hazards? Have they been countersigned by senior management or a Governor?	1				Lists/risk assessments	d	Broad range of generic and specific risk assessments maintained
	5.2	Are risk assessments accessible and retrievable for reference and implementation?	1				Sample risk assessments, training records	d	Paper copies kept in staff room
	5.3	Are suitable and sufficient risk assessments in place? Has the Academy nominated a competent Educational Visits Co-ordinator (EVC)?	1				Central/area records	d	Thelma Moore- May 2016
	5.4	Is there evidence that control measures identified by risk assessments are reviewed for effectiveness?	1				Minutes	d	Ras revised annually last review Jan 18
			5	0	0	0		5	

General Hazards (needing Risk Control Systems)	Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
		1	0	0	1			
Manual Handling	6.0	1				Risk assessments	d	Heavy items, laptop trolley, moving a child, physical restraint- reviewed by HT September 2016
	6.1	1				Training record, certificate	d	Smartlog training
	6.2				1	Training record, certificate		
		2	0	0	1		2	
Working at height	6.3	1				Risk assessments	d	Loss of balance, falling objects- SM is ladder trained, staff only use short step or 'elephant' foot- reviewed September 2016
	6.4	1				Ladder register	d	SM February 2018
	6.5	1				Training record, certificate	d	Smartlog training
		3	0	0	0		3	
Lone working e.g. isolated or remote location, early starts, late finishes, home visits, alarm call outs etc.	6.6	1				Risk assessments	d	Holidays, Weekends, Cleaner during term time, Locking up and illness when on site- reviewed September 2016
	6.7	1				Training record, certificate	d	Smartlog training
		2	0	0	0		2	
Slips trips and falls	6.8	1				Risk assessments	d	Cables, slippery surfaces (several), Stairs, Furniture and play periods. Reviewed September 2016
	6.9	1				Safety tour	e	Signage and briefings
	6.10	1				Training record, certificate	d	Smartlog training
		3	0	0	0		3	
Stress Management	7.0	1				Stress policy	d	OCC template policy in use
	7.1	1				Surveys, completed team risk assessments	d	HSE questionnaire used via Teresa Heys- April 2016
	7.2	1				Action plan showing evidence of wide consultation	d	Survey October 2017 and February 2018
	7.3				1	Meeting minutes, action plan with review dates		No issues
		3	0	0	1		3	

Emergency Procedures	Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
<p>Fire Safety</p> <p>*Out of hours use, breakfast and after school clubs, cleaners, evening & weekend hiring, etc.</p> <p>Visual, hearing, mobility, etc.</p>	8.0	Has a Fire Safety Risk Assessment been undertaken in the last 12 months by a competent person?	1			Signed and dated Fire Safety Risk Assessment	d	Feb 18 HT
	8.1	Have actions identified within the Fire Safety Risk Assessment Action Plan been completed and plans annotated accordingly?	1			Signed and dated Fire Safety Action Plan	d	Minor actions identified, action for drill needed with new after school club
	8.2	Is there evidence of co-ordination & co-operation with all other site users?	1			Meeting minutes, e-mail trail	d	Pre school/nursery alarms linked will evacuate with school
	8.3	Is there a fire evacuation management plan indicating the specific roles and responsibilities of all employees regarding the evacuation of themselves and all site users including the provision of Generic Emergency Evacuation Plans for those visitors in need?	1			Fire evacuation plan	d	Written arrangements in place
	8.4	Are drills completed regularly (at least 3 times per year)?	1			Signed and dated records including written instructions to caretakers etc. who may be opening the buildings and checking escape routes.	d	February 2018, November 2017 and October 2017.
	8.5	Is there a procedure in place for identifying, recording and rectifying near misses?	1				d	
	8.6	Are means of escape routes clear of all obstructions, checked daily and defects recorded in a Fire Safety Log Book? If applicable- are mechanical hold open devices serviced annually?	1				e	Checked daily
	8.7	Are call points / alarms tested weekly and recorded in the Fire Safety Log Book? Is the system being serviced annually?	1				d	Last check 2/3/18 - Westronics October 2017
	8.8	Is the emergency lighting tested monthly and recorded. Are emergency routes illuminated adequately included out of hours? And tested by a competent contractor? Is the system subject to the annual 3 hour discharge test?	1				d	Last check 2/3/18 - Westronics October 2017
	8.9	Is fire fighting equipment visually inspected monthly and recorded. Are items serviced/inspected by a competent contractor?	1				d	Last check 2/3/18 - Abbotfire February 2018
	8.10	Is specific / refresher training / instruction provided regularly and recorded with reference to content?	1			e	Smartlog training	
	8.11	Is there fire evacuation and procedure signage, which meets Safety Signs & Signals Regulations, displayed and clearly visible throughout the premises?	1			Evacuation signage, reception (PEEP's) sign	s	
	8.12	Is there recorded evidence that fire arrangements have been made and drills undertaken, for site users out of normal operational hours* ?	1			Record sheets	d	Jan-18
	8.13	Is there recorded evidence that adequate provision has been made to illuminate evacuation routes when the buildings are in use during the hours of darkness?	1			Record sheets	s	EL and External lighting
	8.14	Is there recorded evidence that fire arrangements have been made, including a recorded Personal Emergency Evacuation Plan (PEEP's), for any person with a known disability?				1	Access plan, risk assessments, PEEP's	
	8.15	Are all outside storage / waste containers secured and located away from buildings (at least 6 metres where practicable)?	1			Safety tour	s	
	8.16	Are all boiler houses free from combustible materials? Record date of last service and name of contractor.	1			Safety tour	s	Barker and Evans- April 2017
8.17	Is all electrical switch gear free from combustible materials?	1			Safety tour	s		
			17	0	0	1	17	

Emergency Procedures		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Incident and Accident Reporting	9.0	Are accidents/incidents/near misses reported in accordance with the Academy's policy and statutory requirements (e.g. RIDDOR)?	1				Records, minor injuries record	e	Arrangements in place- no reportable events since 2014
			1	0	0	0		1	
Monitoring Incidents and Accidents	9.1	Is there a written procedure for the investigation of accidents and incidents in a manner appropriate to their severity?	1				Including HSE major injuries, more than 7 days absence & work related ill health	d	Procedure in place
	9.2	Is there written evidence that remedial actions have been implemented?				1	Reports, minutes, etc.		No issues in last 4 years
			1	0	0	1		1	
First Aid	10.0	Are there appropriate numbers of competent first aiders/ appointed persons (including paediatric and epipen trained staff if needed) to provide adequate cover at all times both on and off-site?	1				Assessment details, policy statement, entry in handbook, etc.	d	x17 staff Emergency FA in schools x3 paed HT FAW Sept. 15
	10.1	Is there a current written policy on medical needs, medication and the administration of medicines? Are employees, parents and carers aware of the policy and how do they access it?	1				Safety tour, posters, containers, symbol, etc.	d	
	10.2	Is suitable first aid documentation clearly displayed around the premises? are first aid containers appropriately highlighted throughout site, including evidence to show they have been regularly checked and refilled?	1				Label and dates and expiry dates of contents	e	SBM maintains
			3	0	0	0		3	
Emergency Procedures		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Abuse	11.0	Are all known cases of abuse to employees recorded and investigated accordingly? Is there a system to investigate abuse of employees and implement remedial actions including staff support?	1				Procedure documents, employee interviews, etc.	e	HT would investigate
			1	0	0	0		1	
Critical incident Emergency Plan (CIEMP)	12.0	Is there an Academy site specific Critical Incident / Emergency Management Plan (CIEMP) to prepare for foreseeable incidents?	1				CIEMP	d	
	12.1	Has the CIEMP been tested? What lessons were learnt / actions are in place as a result?		1					Arrangements in place but not tested recently (over a year ago)
			1	1	0	0		1	

Plant and Equipment		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Inspection (Equipment safety)	13.0	What procedures are in place for regular checks of equipment? (e.g. hoists, lifts etc.) Are statutory and thorough inspections by insurers/other competent contractors/providers completed?	1				Records	d	Wicksteed - January 2018 , Sportsafe- September 2017, weekly play equipment checks (tyres, adventure and EYFS). Termly checks seen.
	13.1	Are gas/LPG appliances and safety valves serviced in line with manufacturers recommendations?	1					e	B&E as part of boiler service
	13.2	Do inspections of all pressurised vessels by insurance provider take place?	1					e	B&E as part of boiler service
	13.3	Are LEVs serviced in last 14months and cleaned where necessary e.g. kitchen extraction, fume cupboards, kilns, chemical storage etc.	1					d	SMS 14/2/17 ventilation system cleaning Report seen
			4	0	0	0		4	
Electrical Safety swimming pool, floodlights, greenhouses Portable Appliance Testing (PAT) projectors, interactive white boards, plug in stage lighting, etc.	14.0	Is there evidence that all "hard-wired" electrical systems have been inspected within 5 years by a competent person with adequate Public Liability Insurance?	1				Label, certificates, safety tour	d	Darke and Taylor- July 2017
	14.1	Is there evidence that all "hard-wired" electrical systems in hazardous environments have been inspected at least annually by a competent person with adequate Public Liability Insurance?				1	Label, certificates, safety tour		
	14.2	Are all portable electrical appliances PAT tested in accordance with the Academy's risk assessed policy & procedures by a competent person / contractor with adequate Public Liability Insurance? is there a register in place, are items tested prior to use and tested items marked accordingly?	1				Name	d	Northants Testing Ltd- February 2018
	14.3	Is there evidence that portable lighting (e.g. plug-in stage lighting) is PAT tested annually?				1	Safety tour		
			2	0	0	2		2	
Services		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Water Service Hygiene Manual (WSHM) Showers Pipes, main tanks. Long holidays = 2 weeks or more	15.0	Is there a copy of the Water Hygiene risk assessment dated within the last 24 months available for inspection?	1				Risk assessment & associated records	d	Safecare- February 2018
	15.1	Have appropriate members of staff received suitable and sufficient training?	1					e	Smartlog training
	15.2	Are water samples taken annually? And tanks descaled and inspected?				1			
	15.3	Are water temperatures monitored and recorded correctly? Are thermometers regularly checked for accuracy?	1				Records	d	Monthly records- temperatures ok
	15.4	Have risk assessments been undertaken in respect of hot radiant surfaces accessible to vulnerable individuals?	1					s	
	15.5	Are all TMV's being appropriately tested by a competent person and serviced in accordance with the manufacturer's recommendations i.e. formal service, clean & flush and fail-safe test?	1					d	Brown and Busby- February 2018
	15.6	Are all drinking water outlets labelled in accordance with the Safety Signs and Signals Regulations?	1				Site tour	s	
	15.7	Are all hot water taps with outlet temperatures greater than 50°C suitably labelled to reduce the risk of scalding?	1					s	
	15.8	Is there recorded evidence that all shower heads are being run dismantled, cleaned and descaled?	1				Records	d	Spray tap quarterly records and weekly flush- also weekly flush for external tap
15.9	Is there recorded evidence that hot and cold water systems have been brought up to temperature and water systems have been flushed when they have not been used for long periods (e.g. after long holidays)?	1				Records	d		
			9	0	0	1		9	

Services		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Chemical Safety	16.0	Is there a list of Hazardous substances in the Fire Safety Folder to inform the Fire Safety Risk Assessment?	1				Fire Safety Folder	s	
	16.1	Have Control of Substances Hazardous to Health (COSHH) risk assessments been carried out, using current Safety Data Sheets , by a competent person and the results recorded and reviewed?	1				Risk assessments, training records	d	RA and SDS seen, annual review March 18
	16.2	Have control measures been implemented? And suitable and sufficient store methods used?	1				Safety tour	s	Locked cupboards
	16.3	Have all appropriate members of staff had relevant COSHH training and / or instruction / information and record maintained?	1				Training records, certificates	d	Training delivered by SM signed by x3 cleaners February 2018
			4	0	0	0		4	
Hygiene Standards	17.0	Is there evidence that a cleaning standard and schedule has been established for the site?	1				Cleaning standard document	d	Comprehensive cleaning schedule
	17.1	Is there evidence that all cleaning personnel have received appropriate training?	1				Training records, certificates	d	SM provided training February 2018
	17.2	Is there a suitable procedure for the safe disposal of waste including Sharps disposal via a sharps bin?	1					e	Grundons
Waste management			3	0	0	0		3	
Services		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Catering	18.0	Does the Academy monitor the provision of catering services for the site against an established standard ?	1				Written standard, policies, procedures	e	Fresh Start Caterers
	18.1	Is there evidence that catering personnel have received suitable training?	1				Training records, certificates	d	Annual training records
	18.2	Are there facilities and procedures for safe delivery and storage of foodstuffs?	1				Storage, serving, dates, temperature records, etc.	s	Fridges and freezers
	18.3	Is food labelled in line with current legislation as per updated regs Dec '14?	1				Procedure & safety tour	s	
	18.4	Are there suitable facilities and procedures for safe and healthy serving of food?	1					s	Clean and dirty areas- prep stations
			5	0	0	0		5	0
Work environment		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Display Screen Equipment (DSE) <small>inc. computers, white boards etc. New or expectant mothers, employees returning to work after</small>	19.0	Have employees who are required to use DSE had an individual risk assessment undertaken?	1				Specific DSE risk assessments	d	HT, SBM and SM June 2017
	19.1	Have employees working at home been given suitable guidance under the Display Screen Equipment (DSE) regulations?	1				Guidance document, training records, home/flexi-place working risk assessment	d	Specific advice document for staff
			2	0	0	0		2	

Work environment		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Traffic	20.0	Are people and vehicle routes separated and appropriately signed as far as reasonably practicable?	1				Safety tour	s	Separate entries/exits and traffic routes
	20.1	Are peak time vehicle movements on site managed either actively by competent employees or passively by the use of gates or barriers as part of a recorded risk assessment?	1				Risk assessment / safety tour	s	Passive- barriers in place throughout
	20.2	Do employees wear high visibility clothing when actively managing vehicle movements on site?	1				High visibility clothing	e	In order to manage arrival/departure of school bus
			3	0	0	0		3	
Security	20.3	Is there a single controlled access point into each building as far as is reasonably practicable? Has a risk assessment of site referencing unwanted individuals in place?	1				Safety tour	s	Main entrance
	20.4	Are all visitors/contractors required to sign in and out of the site through a singled controlled entry point?	1				Visitors register/book	s	Signing in book
	20.5	Are identification badges, provided by the Academy , required to be worn by visitors and contractors?	1				Badges	s	Visitor badges
			3	0	0	0		3	
Work environment		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Asbestos Safety	21.0	Is there an up to date Asbestos Management Plan reflecting the up to date control of Asbestos Regulations 2012 in place? Does this reflect all known ACMs on site and is documentation of all removals in place?	1				Folder	d	
	21.1	Is there evidence that the Asbestos Management Plan has been drawn to the attention of all contractors, employees and other persons who carry out work on the premises, before work begins?	1				Signatures in folder	d	In staff handbook- no asbestos identified on site
	21.2	Has an appropriate onsite employee had relevant asbestos training? Are all employees aware of all known ACMs on site?	1				Training record, certificate	d	Latest entry July 2017
	21.3	Is there evidence that the condition of the identified asbestos on site has been formally checked annually by the Academy?				1	Folder/documents, signatures		
			3	0	0	1		3	
Commissioning & Monitoring Service Providers for significant planned/on-going works		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
External Service Provider Training / experience / competency	22.0	Is there a policy and procedure in place for the management of contractors?	1				Training experience	d	ODST policy in place
	The Contract	22.1	Are the persons responsible for awarding and managing contracts competent to do so?	1			Contract documents	d	HT OCC course May 13
Choosing Service Providers	22.2	Is appropriate information for visitors and / or contractors including an Academy specific "Contractors site notice" clearly displayed and brought to the attention of contractors or service providers?	1				E-mails documents	s	Main entrance
Monitoring Service Providers	22.3	What on-going checks and reviews of on-going contracts are completed? i.e. annual review / monthly meetings with grounds maintenance, cleaning, catering etc.	1				Contract, meeting notes	d	Regular contact with contractors, meeting notes seen
			4	0	0	0		4	

Driving at work <small>Insurance, driving licence (both card & paper copies), MoT</small>	23.0	Following DVLA changes in January 2015 how are employees licences monitored for points?	1				Check lists, notes	d	Annual records maintained
			1	0	0	0		1	
Curriculum Specific (Primary Schools)		Questions	Met	Partially Met	Not Met	Not Applicable	Verification Evidence Required	Verification	Additional Information
Art, Science, DT	24.0	Are you aware of CLEAPSS* and do you use their risk assessments and lesson plans?	0			1	CLEAPSS documentation	d	
	24.1	What are the arrangements in place for higher risk activities in years 5 & 6 e.g. using hot guns, science experiments?	0			1	Risk assessments	d	RA seen
			0	0	0	2		2	
PE and Swimming	25.0	Are you aware of AFPE (The Association for Physical Education), and do you have their Physical Education Core Activities guides	0			1	AFPE documentation	e	NOSSP
	25.1	Does the school/academy have a swimming policy in place?	0			1	Policy documentation	d	OCC policy adopted
	25.2	How many staff are trained in stage 1 pool side assistance swimming assistance? How many staff travel and supervise the children? Update with new course	0			1	Names and training records	e	4 staff level 1 trained-pool provides lifeguards
			0	0	0	3		3	

* CLEAPSS - Consortium of Local Education Authorities for the Provision of Science Services.
www.cleapss.org.uk contact Health and Safety for login details

*Curriculum Specific questions are for information gathering this year - a NM will be marked as 0 and a 1 in N/A so will not affect the overall score