



Haringey Council

Corporate Health and Safety Team

Crowland Primary School

Health and Safety Audit Report

25/11/11

Name and address of person for whom inspection was carried out

1.	Name	Melisha Trotman
2.	Site Address	Crowland Primary School Crowland Road London N15 6UX
3.	Inspection Date	25 th November 2011
	Inspection Time	10.00am

Location and description of workplace (including any part, equipment or materials) inspected.

4. Documentation to review **implementation** of policies and procedures and premises inspection.

All available Health and Safety documentation. An inspection of the premises was then carried out.

Matters of note, which may require remedial action.

5. **DOCUMENTATION**

Health and Safety File

1. A blank copy of the Workplace Arrangements and Organisation document was on file. The document should be completed and available for staff on the H&S notice board.
2. The school's H&S policy should more properly be signed and dated by the Chair of Governors and the Head.
3. A list of activities risk assessments was seen. It is thought that the documents themselves are on the shared drive.
4. Ladders are regularly checked and maintained, but this is not logged.
5. There is no critical incident / business continuity plan in place.

Evacuation and Fire Risk Assessment File

6. The fire plan is based on a risk assessment from 2008.

First Aid, accident reporting and welfare

7. The school is using an old version of the accident / incident reporting form.
8. Only copy orders dating from 2009 evidence first aid supplies monitoring.

PREMISES

The premises are very well maintained and no concerns were noted.

6.	Can work be carried out safely?	Yes
7.	Person informed	Melisha Trotman

Details of action considered necessary as a result of matters identified in 5 above

8. DOCUMENTATION

Health and Safety File

1. Display a completed copy of the Workplace Arrangements and Organisation document. A word version is included herewith (Section B/08) of the CYPS guidance. **MEDIUM TERM**
2. Arrange for the school's H&S policy to be signed by the Chair of Governors and Head. **MEDIUM TERM**
3. RAs should be reviewed at least annually, or more often if there are changes to circumstances. They should be graded in accordance the guidance provided herewith, signed and dated to allow for timely review. **MEDIUM TERM and ONGOING**
4. Template ladder logs are attached for future use. **MEDIUM TERM**
5. A template critical incident / business continuity plan is provided herewith. The plan should be developed to include contingency arrangements for relocation and be subject to ongoing review. Ideally, it should be tested annually as a desk top exercise to ensure that contact details remain valid. **MEDIUM TERM and ONGOING**

Evacuation and Fire Risk Assessment File

6. Review the fire plan, based on the current risk assessment (Nov. '11) and amend and action as appropriate. **SHORT TERM**

First Aid, accident reporting and welfare

7. The latest accident / incident reporting guidance and form is provided herewith, for future use. **IMMEDIATE and ONGOING**
8. First aid supplies monitoring logs are provided herewith, for future use. **ONGOING**

KEY:

IMMEDIATE	- Implementation within 7 days.
SHORT TERM	- Implementation within 14 days.
MEDIUM TERM	- Implementation within 28 days.
LONG TERM	- Implementation within 90 days

Comments/other recommendations

9. **CONCLUSION**

QSA Rating

Documentation = 2 (Good)
Premises = 1 (Outstanding)

This represents a marked improvement on the grade awarded following the last inspection in January 2010.

The asbestos report on file dates back to 2008. A attach a copy of the most recent re-inspection report on the database, of 5/11/10, pending the delivery of the latest report.

I attach the HASPEV guidance book and supplements, which remain a source of good general information on educational visits.

Documents provided herewith

CYPS H&S Guidance papers (Sections A, B and C)
Risk assessment grading guidance.
Template ladder logs
Business continuity plan template
Revised accident / incident reporting guidance and form
First aid supplies monitoring logs
Asbestos re-inspection report
HASPEV, Educational Visits guidance, with supplements

Name & designation of person making the report.

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