


School / Department	
Policy Name	<b><u>NASAT: Audit of Health and Safety Systems and Practices Policy</u></b>
Policy Reference Number	NASAT 012v
Date of Issue	April 2016
Date reviewed	October 2018
Next review	October 2021
Version Number	V2
Policy Lead	Managing Director, NAS Education and Children's Services and NAS Academies Trust
Date version approved by directors	Pending Ratification
Responsible governor (signed)	Effectiveness of Leadership & Management

## Audit Requirements

Annual audits must be carried out for:

- Schools (Education)

They must also be undertaken at other specific locations as directed by line management.

Managers not required to carry out this audit must regularly monitor and review health and safety arrangements to the satisfaction of their line manager.

## Completion of the Annual Audit

The self audit must be carried out during October each year. All managers complete core questions followed by a set of questions specific to their work setting. A copy of the audit must be entered on to the computerised system by the end of October each year. Managers must declare compliance, partial compliance or non-compliance for each question and notes must be entered into the comment box to qualify the answers given. For areas of non compliance or partial compliance, the audit must show what action is to be taken to achieve full compliance.

The information from the action plans will be used by the Head of SQE to help evaluate further corporate action that may be necessary.

## **Key Management Actions**

- Carry out annual audits.
- Create and follow action plan for areas of non or partial compliance.

## Appendix 1 Core - Audit of Health and Safety System and Practices

LOCATION	MANAGER	DATE OF AUDIT	DATE OF REPORT
AUDITOR NAME (PRINT)	AUDITOR (SIGN)	AUDITOR JOB TITLE	ALL ACTIONS CLEARED (SIGN/DATE)

**N = Not Compliant**

**P = Partial Compliance**

**C =**

**Compliant**

Ref	Check	N P C	Comment / Action	Priority	Progress	Date Completed
1.01	Is the H&S manual readily available to all staff and volunteers either as a paper version or electronically					
1.02	Have staff and volunteers been made aware of the contents of the H&S manual including any recent updates					
1.03	Are paper copies of the H&S manual the latest issue					
1.04	Where paper copies of the H&S Manual are held, do they only contain the latest versions of the controlled documents, e.g. no old versions, no training material, memos etc					
1.05	Do staff know where to look to find H&S information e.g. H&S Manual and H&S Law Poster					
1.06	Are records showing weekly, monthly and annual checks completed and up to date as per the H&S Manual					
1.07	Are accident, incident and RIDDOR reports completed correctly					

Ref	Check	N P C	Comment / Action	Priority	Progress	Date Completed
1.08	Are accident entries onto SERS up to date					
1.09	Are records available to show that drivers have an "authority to drive" and that correct procedures have been followed					
1.10	Do SAG meetings take place according to the constitution and include Accident Reports and Top X					
1.11	Are records kept of checks of the condition and serviceability of Personal Protective Equipment (PPE), where applicable					
1.12	Is documentation for contractors satisfactory eg: method statement, training records, insurance certificates					
1.13	Has the Disaster Recovery Plan been updated in the last 12 months					
1.14	Where there are multiple copies of the Emergency Plan, are they all the same version					
1.15	Do random checks of information in the Emergency Plan confirm the validity of the plan, e.g. phone numbers.					
1.16	Is there a record of the annual practice of the Disaster Recovery Plan available					
1.17	Have you completed the Fire Risk Assessment (FRA) template during the last 12 months or					

Ref	Check	N P C	Comment / Action	Priority	Progress	Date Completed
	reviewed it as required					
1.18	Has the FRA action plan been completed to show the remedial work has been carried out					
1.19	Are plant rooms and other dangerous areas kept locked shut when not in use					
1.20	Has adequate provision been made for First Aid					
1.21	Do senior staff know what to do in the event of an "out of hours" emergency					
1.22	Do key people shown on the disaster recovery plan know what to do					
1.23	Have generic risk assessments (GRA) been completed and kept up to date					
1.24	Has the GRA Action Plan been completed to show the remedial work has been carried out					
1.25	Is there evidence that specific risk assessments have been carried out for all significant hazards and for the people we support					
1.26	Do the risk assessments for the people we support correspond with their support plans (e.g. BSP/ISP)					
1.27	Are risk assessments full and complete, eg: review date entered, actions by whom and by when complete					
1.28	Have risk assessment actions					

Ref	Check	N P C	Comment / Action	Priority	Progress	Date Completed
	been signed off when complete					
1.29	Is the risk register complete					
1.30	Are Top X risks identified and managed effectively					
1.31	Is there evidence that people affected by risks have been informed of the risks and the control measures					
1.32	Are the people we support involved in carrying out risk assessments					
1.33	Are the people we support encouraged to consider the benefits of positive risk taking					
1.34	Do staff and volunteers know what control measures are in place for risk assessments relevant to their work					
1.35	Have all actions following SQE, AV and regulatory body audits and inspections been completed					
1.36	Have adequate food safety arrangements been made					
1.37	Is the kitchen and equipment clean					
1.38	Are fridge, freezer and cooked food temperatures checked in accordance with the Food Safety Policy					
1.39	Are food stuffs stored correctly, adequately labelled and "in date"					
1.40	Do checks of water temperatures confirm that proper control					

Ref	Check	N P C	Comment / Action	Priority	Progress	Date Completed
	measures are in place					
1.41	Are hazardous substances adequately controlled					
1.42	Are H&S COSHH data sheets filed					
1.43	Have proper COSHH assessments been carried out					
1.44	Is there evidence that COSHH assessments are being followed					
1.45	Have adequate manual handling assessments been carried out for inanimate objects					
1.46	Have adequate manual handling assessments been carried out for people moving					
1.47	Is there evidence that manual handling assessments are being followed					
1.48	Are DSE workstation arrangements satisfactory and have assessments been carried out					
1.49	Are "users" of DSE aware of their responsibilities					
1.50	Are First Aid supplies available, "in date" and properly maintained					
1.51	Are window restrictors fitted and operational on windows above ground floor level					
1.52	Are risks that are due to staff working alone (e.g. in buildings, out in the community, in remote areas of a building etc) included					

Ref	Check	N P C	Comment / Action	Priority	Progress	Date Completed
	on specific risk assessments either as part of the RA for a particular task or activity or as a separate lone working RA					
1.53	Have staff who work alone completed the NAS personal safety for Lone Workers induction training					
1.54	Have staff been trained in manual handling awareness					
1.55	Has adequate food safety training been undertaken					
1.56	Do staff know how to alert managers to H&S hazards and communicate H&S concerns					
1.57	Are records maintained showing that H&S training has been delivered					
1.58	Are copies of H&S training certificates kept					
1.59	Are records available showing that trained staff are receiving appropriate follow-up monitoring e.g. supervision					
1.60	Is there a plan showing H&S training needs for staff e.g. refresher and new recruit training					
1.61	Are staff aware of the NAS employee assistance provision and do you promote this when appropriate					
1.62	Are staff aware and do you promote when appropriate, the well being portal					
1.63	During Support and Supervision is the					



<b>Ref</b>	<b>Check</b>	<b>N P C</b>	<b>Comment / Action</b>	<b>Priority</b>	<b>Progress</b>	<b>Date Completed</b>
	well being of staff considered and recorded					
1.64	Have staff been made aware of the causes and signs of stress					

## Appendix 2 Schools (Education) - Audit of Health and Safety System and Practices

LOCATION	MANAGER	DATE OF AUDIT	DATE OF REPORT
AUDITOR NAME (PRINT)	AUDITOR (SIGN)	AUDITOR JOB TITLE	ALL ACTIONS CLEARED (SIGN/DATE)

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Ref	Check	N P C	Comment / Action	Priority	Progress	Date Completed
1.01	Is the latest version of the statement of intent displayed prominently					
1.02	Is the Health and Safety Law Poster displayed prominently and does it contain all the necessary information					
1.03	Are records kept of annual checks of the safety of tools and equipment, eg: hand tools, ladders and mowers etc.					
1.04	Are regular vehicle checks carried out in accordance with the Drive and Vehicle Policy					
1.05	Is there a serviceable torch available for emergency use					
1.06	Is First Aid available from a trained First Aider					
1.07	Are all hot surfaces below 2 metres adequately guarded					
1.08	Are regular checks made to ensure that playground equipment is safe to use					
1.09	Is the laundry arranged to minimise risks					

<b>Ref</b>	<b>Check</b>	<b>N P C</b>	<b>Comment / Action</b>	<b>Priority</b>	<b>Progress</b>	<b>Date Completed</b>
1.10	Are records kept of routine checks of the temperature from thermostatic mixing valves					
1.11	Are proper records kept of checks required to minimise the risk of Legionnaires' disease, e.g.: water temperatures, drawing off of dead-legs and visual inspections					
1.12	Is access to hazardous waste areas restricted and external bins locked					
1.13	Where manual handling/person moving risk assessments determine the need for training, has this skill based training been provided					
1.14	Have staff received all the necessary Studio III training required in their role					
1.15	Is Studio III training up to date					
1.16	Have staff received the necessary medication training relevant to their role					
1.17	Is medication training up to date					