

Health and Safety Inspection Report

Shenfield High School



F557728

Conducted by: Matt Bushell MSc, BSc, Grad IOSH

Conducted on: 12/12/2022

Prepared by

Citation Ltd

13/12/2022

Workplace Inspection

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Shenfield High School

Alexander Lane Shenfield
Brentwood
CM15 8RY
England

13/12/2022

Dear Stuart,

Please find enclosed the health and safety inspection report that covers matters discussed with either yourself or nominated contacts at your premises on 12/12/2022. The report may identify site-specific hazards or shortcomings in your health and safety management system. If that is the case it will include specific recommendations that will assist in you completing these.

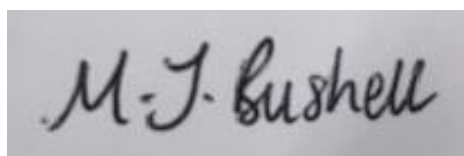
Delay in progressing these recommendations may leave the business open to further scrutiny or possible enforcement action by relevant enforcement authorities.

If there is any area in this report that is unclear or if there are any items you wish to discuss, please contact me via our head office or alternatively on my direct number 01615040849

It is important to ensure that if you move, alter your business premises or any of your working practices, or you are visited/contacted by an Enforcement Officer, you should inform me or the Health and Safety helpline 03458 444 848 at the earliest possible time so that the appropriate advice can be given.

Finally may I take this opportunity to thank yourself and your staff for the help and co-operation extended to me during my visit.

Yours Sincerely,

A rectangular box containing a handwritten signature in black ink that reads "M. J. Bushell".

Matt Bushell MSc, BSc, Grad IOSH

Safety and Health Practitioner

Introduction

This report is designed to assist you in managing and prioritising the health and safety risks in your workplace.

At Citation, we appreciate that all businesses will have competing demands for their time and resources and that health and safety may not always appear to be the greatest priority. However, it is very important for you to consider the recommended actions contained within this report as they are based upon the observed/stated conditions and your working practices and reflect your legal obligations under health and safety law.

The priority rating is provided to assist you in planning the required actions. Whilst you should review each recommended action on its own merits, it is important to remember that all items need to be addressed.

Even the smallest change in employers' or employees' actions or behaviour could reduce (if not eliminate) the potential for an accident occurring, thus avoiding the loss of working time/productivity, and reduce the potential for Enforcement Authority action (at worst leading to a criminal prosecution or intervention costs) or civil claim, that could have a damaging effect on your trading reputation.

This report refers to the condition of the premises at the time of inspection. However, there may be areas that were not inspected and there may have been situations that have arisen since the inspection. We therefore urge you to read the contents of this report in conjunction with the relevant guidance contained within your Health and Safety Policy documentation.

When carrying out inspection visits our consultants will use their experience, skills and expertise to identify matters in respect of which you may not be complying, either totally or in part, with relevant statutory health and safety provisions. However, especially given the finite amount of time that can be allocated to the visits, our consultants may not identify every example of non-compliance and Citation gives no warranty, expressed or implied, that they will do so. Unless you draw the consultant's attention to a specific matter and request his (or our) advice, we cannot be held responsible for any instance of non-compliance that the consultant may not identify.

If you make changes to your business premises/activities/personnel which may affect health and safety, or where there has been an accident, or an Enforcement Officer has contacted you for any reason, and for any other issues or concerns, please contact your consultant or the Citation Health and Safety helpline, 03458 444 848 to ensure that the correct advice can be provided.

You should also regularly monitor and make changes, where necessary, to your health and safety management system, including risk assessments and safe systems of working, training requirements, etc. in order to ensure continued legal compliance. Particular attention should be given following any business changes or workplace related accidents/incidents or near misses.

Citation cannot accept any responsibility for any failure by the company to comply with the recommendations contained within this report, or any changes that are subsequently made in relation to the company's premises, equipment or processes that were not disclosed during the visit.

Health and Safety Inspection Report

Place of Inspection:	Shenfield High School	Date of Inspection:	12/12/2022
Name of Consultant:	Matt Bushell	For the Attention of:	Stuart Roberts

Priority Definitions:

<p>Immediate Priority</p> <p>Action must be taken NOW.</p>	<p>Immediate action is required to remove an observed or stated dangerous condition/practice that is likely to cause an imminent risk of a fatality, serious personal injury or ill health. This also applies to a situation that could lead to a Prohibition Notice being issued by an Enforcing Authority and /or which may lead to legal proceedings being instigated by an Enforcing Authority. An Immediate Action Form will have been provided at the time of the visit.</p>
<p>High Priority</p> <p>Act Now.</p>	<p>Contravention of statutory requirements that could lead to fatal or serious personal injury, ill health, issuing of an Improvement Notice and / or which may lead to legal proceedings being instigated by the Enforcing Authority. These matters require urgent action.</p>
<p>Medium Priority</p> <p>Plan Actions.</p>	<p>Contravention of statutory requirements which could lead to personal injury or an ill health effect, the receipt of an Enforcement letter and / or legal proceedings being instituted by the Enforcing Authority indicating an area of non-compliance. These matters require a planned programme of action to eliminate or control the risk identified.</p>
<p>Low Priority</p> <p>Consider Improvements.</p>	<p>Recommendations for ensuring compliance with best practice or stated policy and procedures. Enforcement action is less likely, although accident or property damage is possible. The recommendations made are desired improvements, precautions or techniques consistent with good health and safety control and practice.</p>

Executive Summary

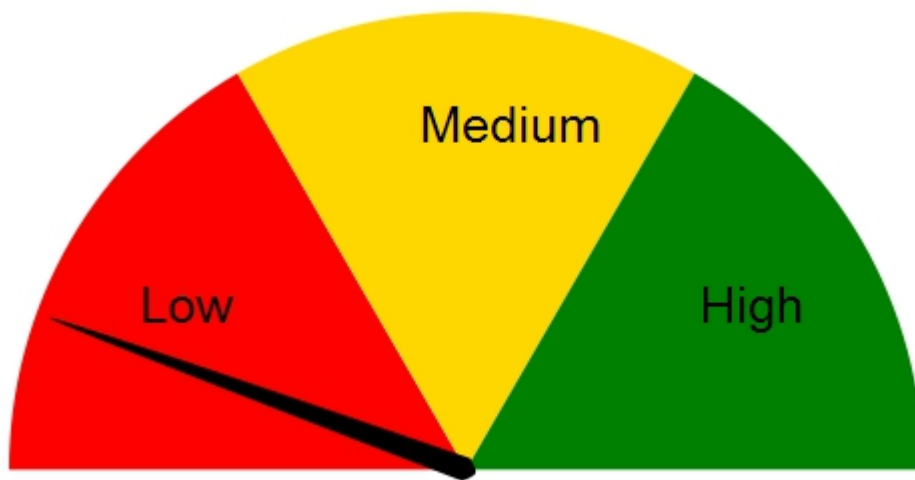
During the inspection of the premises a number of non-compliances were identified. These are listed in priority order below.

Consultant comments	
<p>Thank you for your time to complete the H&S visit. It was somewhat fortuitous that the school day had been cancelled due to the snow – it enabled us to view all parts of the school over a 6 hour period.</p> <p>We viewed the house right at the end – this did not appear to be included in the internal fire safety monitoring regime and 4 portable heaters had been left on with the house unattended. I recommend you consider your Policy for portable heaters e.g. are they banned or are specific ones authorised but then procedures in place to ensure fire safety?</p> <p>If I had to summarise any concerns in 3 priorities, my reflection would be</p> <ol style="list-style-type: none">1. the chemistry store and all the recommendations below relating to the storage of hazardous substances2. legionella – need for risk assessment review and delivering the monitoring regime. With regard to legionella, that would include advice with regard to drinking fountains and also advice in relation to the old swimming pool heaters that are dripping water directly into the pool when turned on; and3. fire safety – from securing a new full assessment to the actions we discussed (and anything that the fire assessor will recommend). <p>There is one immediate priority – putting a chuck guard on the pillar drill in the staff only room. I have prioritised the recommendations into immediate, high, medium and low to help you prioritise your consideration of the suggestions.</p> <p>This report outlines all recommendations from our visit. These findings are based on the visit, interpretation of the information available, and working practices that were seen. It uses examples throughout to demonstrate compliance and non-compliance based on statutory duties and best practices.</p> <p>If you have any queries, please do get in touch. Remember you can also send queries to Citation’s Health and Safety Advice Team via email or phone 0345 844 4848.</p>	

Non Compliance - Immediate	1.
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Non Compliance - High	8.
Non Compliance - Medium	23.
Non Compliance - Low	9.
Compliance	67.

Compliance Barometer



Compliance is Low

The barometer indicates the level of overall compliance witnessed during the site inspection.

Your compliance score is based on a calculation of what should be deemed as immediate, high, medium and low priorities, alongside any positive observations noted within the report.

Observations may have been made as there was no available evidence of certain documentation or certificates of thorough examination available at the time of the visit for example. The priorities on our observations are made considering the potential for future enforcement, should they not be addressed.

It may be the case that by addressing what might be a relatively small/simple recommendations in this report, that the barometer would change quite significantly.

Once you have implemented the recommended actions throughout the report, you may want to consider investing in a re-inspection if necessary to confirm your actions and refine future goals. If this is the case, or you have any questions about your score,

please contact your consultant as noted in the cover letter of this report.

Immediate	
Category	Observations
Engineering Equipment	The chuck guard, that prevents access to dangerous parts, was observed to be missing from the pillar drill in the Staff only room within the Workshop area. Please also check the machine to the right of the pillar drill (in picture below) has correct guarding in place.

High	
Category	Observations
Fire Safety Management and Documentation	There was no recent suitable and sufficient fire risk assessment available to comment on.
Fire Safety Site Observations	Fire alarm was registering a fault when inspected.
Gas / Oil / Solid Fuel Safety	The oxygen cylinders were stored in the same location as flammable hydrogen cylinders.
Risk Assessment: General, Young Person and Expectant Mothers	Risk assessments have been carried out but they have not been reviewed to ensure that they remain valid.
Risk Assessment: General, Young Person and Expectant Mothers	Evidence should be available to demonstrate that risk assessments have been communicated to employees.

Training	Role specific health and safety training has not been provided to members of staff.
Hazardous Substances/COSHH	No specific risk assessments have been completed to comply with the Control of Substances Hazardous to Health Regulations (COSHH).
Hazardous Substances/COSHH	The local exhaust ventilation (LEV) system had not been subject to thorough examination within the last 14 months - Workshop

Medium	
Category	Observations
Policy Documentation	There does not appear to be a formal health and safety management plan in place.
Monitoring	The monitoring/checking of health and safety arrangements and workplace conditions does not appear to have been conducted and/or documented.
Access and Egress	There does not appear to be a pro-active monitoring process to plan for the prevention of slips, trips and falls. You flagged Steve and team will be onto this in the New Year. Examples of slips, trips and falls hazards - see pictures.
Driving	Work-related driving risk assessments were not available.
Electrical Safety	Evidence was not available to confirm portable appliance testing (PAT) had been performed on electrical appliances.

Fire Safety Management and Documentation	The fire logbook is not being utilised to record all of the necessary internal fire safety checks.
Fire Safety Management and Documentation	Employees, who act as Fire Marshals in the event of a fire evacuation, would benefit from formal Fire Marshal training.
Fire Safety Site Observations	There is a means for raising the alarm. It was noted that at least one of the detectors was in need of repair
Fire Safety Site Observations	One Fire exit was noted to be obstructed at the time of the inspection.
Fire Safety Site Observations	Intumescent strips on one fire door was either damaged or missing. Other observations in relation to some of the fire doors: In at least one case each - gaps surrounding fire doors exceeded the maximum width advised and some may not "close flush".
First Aid	Some items in the first aid kit have passed their use by date.
First Aid	There appeared to be no plan of maintenance and repair for the defibrillator unit.
Legionella	The legionella risk assessment has not been reviewed. With regard to legionella, that would include advice with regard to drinking fountains and also advice in relation to the old swimming pool heaters that are dripping water directly into the pool when turned on.
Legionella	The monitoring and records were not in line with the requirements from your Legionella risk assessment.
Legionella	Information was not available to confirm that the shower heads within the premises are regularly disinfected.

Training	It was not clear if the health and safety induction process is documented for new employees.
Workplace Health, Safety and Welfare	Housekeeping requires attention in some areas - priority would be storing combustible items under escape route stairs.
Food Hygiene	The floor in the kitchen area was not clean - with small and larger food bits under working areas, as well as a plastic bottle.
Food Hygiene	A deep clean of the Kitchen had been carried out for over a year.
Food Hygiene	The extraction system had not been cleaned to the required standard. The previous annual service had not taken place.
Hazardous Substances/COSHH	The company has not obtained all of the material safety data sheets (MSDS) for all hazardous substances.
Hazardous Substances/COSHH	The hazardous substances used by the organisation may not all be stored appropriately. In the chemical store room :- > toxic substances were in a cupboard - which was unlocked / could not lock anymore > it was not clear if there had been an assurance exercise to check that chemicals stored in close proximity were not "a bad match". Acids and alkalis should be kept apart. > There was no bunding for the storage of large volumes of hydrochloric acid > Mentioned elsewhere in the report - The oxygen cylinders were stored in the same location as flammable hydrogen cylinders.
Swimming Pool	The floor surfaces around the pool require attention

Low	
Category	Observations
Access and Egress	We noted an access and egress issue - you already have plan in place to barrier off (see picture)
Fire Safety Management and Documentation	There are fire notices etc in place - we did talk about whether you might adopt the Fire Emergency Plan template for your fire plan - I will send this across to you.
Fire Safety Management and Documentation	A current DSEAR assessment was not available during the visit.
Fire Safety Site Observations	Not all fire doors were not fitted with automatic door closers.
Fire Safety Site Observations	I recommend adding a Fire blanket in the cadet room
Fire Safety Site Observations	Fire extinguishers were not all in their allocated place.
Display Screen Equipment	Display screen assessments have not have been completed for all "users" of display screen equipment (DSE).
Engineering Equipment	Redundant machinery was located in the workshop.
Swimming Pool	In relation to cleaning - we noted mould in the Swimming Pool rear access area. Rear access area could be added to cleaning schedule.

Displayed Notices and Certificates. Observations & Recommendations

Positive observations

- The employer's liability insurance certificate is available to review &/or on display.
- The HSE Law poster is on display. We talked about adding more posters at strategic points within the premises.

Policy Documentation. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>There does not appear to be a formal health and safety management plan in place.</p>	<p>To demonstrate an ongoing commitment to developing and maintaining a safe working environment it is important to document and implement a health and safety management plan.</p> <p>This would set out: -</p> <ul style="list-style-type: none"> • What you want to achieve, e.g. how you will ensure that your employees and others are kept safe and healthy • How you determine what might cause harm to people and whether you are doing enough or need to do more to prevent harm occurring e.g. risk assessment • How you will prioritise the improvements you may need to make • Who will be responsible for progressing health and safety tasks • What and how they should do it • Realistic timescales and achievable goals • The timeframe for review of progress and reflection. <p>Items to consider in your plan may include: -</p> <ul style="list-style-type: none"> • Insurers recommendations • Communications from fire and other enforcing 	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>

	<p>authorities and</p> <ul style="list-style-type: none">• Issues identified in the interactive inspection report completed by your consultant. <p>In the first instance you may want to itemise your priorities on the simple management plan template available on Citation's online resource.</p> <p>Further guidance can be found at; http://www.hse.gov.uk/pubns/indg417.htm</p>			
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Consultation. Observations & Recommendations


Positive observations

- There are staff meetings where health and safety is a standing item plus a H&S Committee.

Monitoring. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>The monitoring/checking of health and safety arrangements and workplace conditions does not appear to have been conducted and/or documented.</p>	<p>The Management of Health and Safety at Work Regulations require monitoring of working practices and workplace conditions and systems to support the implementation and effectiveness of your health and safety management system.</p> <p>Example monitoring documents and checklists are available on Atlas; their use will help identify any shortfalls in the management of health and safety and encourage continual improvement.</p> <p>The use of checklists might be considered for activities and workplace environments to demonstrate to interested parties that proactive monitoring is undertaken, documented, reviewed and acted upon where necessary.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>

Access and Egress. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>We noted an access and egress issue - you already have plan in place to barrier off (see picture)</p>	<p>We noted an access and egress issue - you already have plan in place to barrier off (see picture)</p>	<p>Low</p>	<p>Stuart Roberts</p>	<p>12/01/2023</p>
 <p>barrier will be added</p>				
<p>There does not appear to be a pro-active monitoring process to plan for the prevention of slips, trips and falls. You flagged Steve and team will be onto this in the New Year. Examples</p>	<p>Slip and trip accidents occur for a number of reasons and it is important these are controlled within the workplace.</p> <p>The prevention of slips will include formal control measures for:-</p> <ul style="list-style-type: none"> • Flooring • People movement 	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>

<p>of slips, trips and falls hazards - see pictures.</p>	<ul style="list-style-type: none"> • Cleaning processes • Footwear • The working environment. <p>The majority of trips are caused by obstructions in walkways and uneven surfaces, the prevention of which, will include formal control measures for:-</p> <ul style="list-style-type: none"> • Housekeeping • Flooring design and maintenance • The suitability of walkways • Lighting • Environmental issues. <p>A pro-active monitoring process will ensure that the controls remain effective.</p>			
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[S3 thin wire at tall person head height](#)



[S5 STF hazard](#)



[Dining area STF hazard](#)

Accident Reporting. Observations & Recommendations

Positive observations

- There is an accident book/log available at the premises.

Contractors. Observations & Recommendations

Positive observations

- Advised there is a contractor vetting procedure in place.

Disabled Discrimination. Observations & Recommendations

Positive observations

- There were functional alarms provided in the disabled toilet facilities.
- The emergency cord in the disabled toilets were close to / reached the floor when checked.

Driving. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
Work-related driving risk assessments were not available.	<p>Carry out a driving risk assessments based on the company's driving activities.</p> <p>Once completed, copies of the assessments should be given to all members of staff who drive and are likely to drive on company business who should sign to state they understand and will abide by the specified control measures.</p> <p>This assessment should be reviewed on a regular basis and after any road traffic collisions.</p>	Medium	Stuart Roberts	20/12/2022
Positive observations				
<ul style="list-style-type: none"> • Periodic driving licence checks, for those who drive on company business, are being carried out. • Company vehicles are being checked on a regular basis. You did advise this needed "reinvigorating" 				

Electrical Safety. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>Evidence was not available to confirm portable appliance testing (PAT) had been performed on electrical appliances.</p>	<p>Arrange for testing to be completed to the required standards, having an inventory/asset register will help to ensure equipment normally stored out of sight along with any extension leads are not overlooked.</p> <p>By way of a visual indicator, once complete it is normal practice for appliances to be labelled with the date of testing.</p> <p>Please bear in mind that in line with the Approved Code of Practice, Class 1 - earthed equipment used by the public should be visually inspected every three months and formally tested each year.</p> <p>A Fact Sheet on this topic can be downloaded via your login at Citation's online resource.</p> <p>Don't know where to start with electricity testing?</p> <p>We understand electrical safety can be tricky to comply with, which is why we provide market-leading testing services to cover PAT and Fixed Wire Testing services.</p> <p>Click here to find out more.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>



[PAT testing
needed
throughout](#)

Positive observations

- The fixed wiring condition report is in place. I did flag my concern that you should check all premises were checked e.g. including house, pavilion etc,

Fire Safety Management and Documentation.

Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>There was no recent suitable and sufficient fire risk assessment available to comment on.</p>	<p>In order to comply with The Regulatory Reform (Fire Safety) Order 2005, all relevant organisations must compile a suitable and sufficient fire risk assessment for all sites outlining the risk of fire within the premises and the control measures that are employed to reduce that risk.</p> <p>A detailed fire risk assessment should take into account:</p> <ul style="list-style-type: none"> • The means of raising the alarm • The type of work undertaken at the premises • The type of materials used, processed and stored on the premises • Evacuation procedures (including provisions for the evacuation of disabled persons) • Training, including the use of equipment provided • The provision of emergency lighting • Fire fighting equipment, e.g. fire extinguishers, fire blankets in kitchen areas • Provision of emergency routes/exits • Appropriate signs. 	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>

	<p>Depending on the size and complexity of the business being assessed, there may be a need to seek competent guidance and/or assistance from a qualified fire assessor.</p> <p>A notable complexity might be that the building or structure in which the fire safety risk is present may have a cladding system.</p> <p>Whether or not the presence of a cladding system is identified or referred to in this report we have not inspected it or carried out any assessment of it and we cannot comment on any fire safety risk arising from any cladding system or the potential impact of the system on any other fire safety risks referred to in this report.</p> <p>Again, we advise you to appoint a suitably qualified and competent specialist to determine the nature and composition of any cladding system on any of your buildings and structures and to advise you what if any fire safety risks the cladding system gives rise to.</p> <p>In order for the Responsible person to comply with Article 9(1) of The Regulatory Reform (Fire Safety) Order 2005 it is recommended that a fire risk assessment is undertaken by a competent person with sufficient knowledge of fire precautions, requirements and prohibitions under The Regulatory Reform (Fire Safety) Order 2005, and that evidence of knowledge, training, experience is recorded for proof. Reference to the assessors competency can be included in the Fire Risk Assessment.</p>			
<p>There are fire notices etc in place - we did talk about whether you might adopt the Fire Emergency Plan</p>	<p>Basic Fire procedures are provided as part of the Citation's online resource and copies are provided within the employees handbooks.</p> <p>It is important that these procedures are reviewed and aligned to</p>	<p>Low</p>	<p>Stuart Roberts</p>	<p>12/01/2023</p>

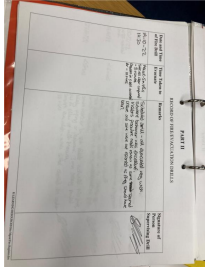
<p>template for your fire plan - I will send this across to you.</p>	<p>your particular workplace and brought to the attention of all members of staff so that they are aware of what actions need to be taken in an emergency situation.</p> <p>Copies of the organisations fire procedures should be displayed in prominent positions around the premises so that they can be seen and read by visitors.</p>			
<p>The fire logbook is not being utilised to record all of the necessary internal fire safety checks.</p>	<p>For emergency lighting – the schedule of testing and inspection set out in BS 5266 includes monthly - operational tests of every (emergency lighting) unit to be recorded (can be done in-house). For fire extinguishers – there should be monthly checks to ensure that the fire extinguishers are correctly sited, have not been discharged and have not suffered any obvious damage.</p> <p>These checks should be recorded. A fire log book is part of your health and safety management system.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>
<p>Employees, who act as Fire Marshals in the event of a fire evacuation, would benefit from formal Fire Marshal training.</p>	<p>Fire training needs to be proportionate to the risk and as such the appointment of Fire Marshals and assistants will be determined by your fire risk assessment.</p> <p>The type of staff training will depend on the premises and activities within but should: -</p> <ul style="list-style-type: none"> • Reflect the findings of the fire risk assessment • Include your emergency procedures • Clarify the duties and responsibilities of staff • Be carried out in normal working hours, on shifts and be repeated periodically • Be easily understood by staff 	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>

	<ul style="list-style-type: none"> • Be confirmed by fire drills. <p>A Fire Warden or Marshal's duties may include checking that: -</p> <ul style="list-style-type: none"> • Exit doors are available for use, unlocked and unobstructed • escape routes are clear of storage and combustible materials • Fire extinguishers are in position with seals in place • Fire safety signs are in position • Fire alarm call points are unobstructed • Fire-resisting doors are closed and functioning properly • False alarm or malfunction of the weekly fire alarm test is reported • Persons with a disability who may need help to be evacuate are known • Faults on the emergency lighting are reported. <p>To assist with training requirements for low level environments there are a number of fire related modules available on Citation's online resource via your login.</p> <p>We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling 0345 241 5250, or emailing additionalservices@citation.co.uk.</p>			
A current DSEAR assessment was not	DSEAR requires employers to assess the risks of fires and explosions that may be caused by dangerous substances in the	Low	Stuart	12/01/2023

<p>available during the visit.</p>	<p>workplace. From June 2015 DSEAR also covers the risk caused by gases under pressure and substances that are corrosive to metals. Information on substances that have been classified as such can be found in Manufacturer’s Safety Data Sheets.</p> <p>It is recommended that employers adhere to the following;</p> <ul style="list-style-type: none"> • Prepare a register of dangerous substances used or stored in the workplace • Ensure that a competent person prepares and documents a risk assessment for the use and storage of dangerous substances • Develop and implement • Prepare plans and procedures to deal with accidents, incidents and emergencies involving dangerous substances • Identify and classify hazardous areas (zoning) of the workplace where explosive atmospheres are likely to occur • Ensure that a competent person, in the field of explosion protection, verifies that an area where hazardous explosive atmospheres are likely is safe. This must be verified before an operation is due to start for the first time. <p>We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling 0345 241 5250, or emailing additionalervices@citation.co.uk.</p>		<p>Roberts</p>	
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Positive observations

- There has been an emergency drill within the past 6 months.



[fire drill records](#)

- The fire alarm system is on a service contract.
- The fire alarm points are tested weekly.
- The floorplan of the premises was available / on display.

Fire Safety Site Observations. Observations & Recommendations


Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>There is a means for raising the alarm. It was noted that at least one of the detectors was in need of repair</p>	<p>To complete the replacement / repair plan already in place.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>
<div data-bbox="221 730 423 1000" data-label="Image"> </div> <p data-bbox="224 1027 421 1161"> Pavilion detector not in full working order </p>				
<p>Fire alarm was registering a fault when inspected.</p>	<p>Contact your fire alarm engineer and request that he/she visits the premises at the earliest possible opportunity and repairs the system.</p>	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>

	<p>It is important to ensure the alarm is checked on a regular basis to identify any faults with the system.</p>			
<div data-bbox="221 403 423 555" data-label="Image"> </div> <p data-bbox="230 582 414 646">fire alarm system faults</p>				
<p>One Fire exit was noted to be obstructed at the time of the inspection.</p>	<p>Fire exit routes must be kept clear of obstruction at all times to ensure a safe and timely exit from the building in an emergency situation.</p> <p>It is advisable to nominate a member of staff to regularly check and monitor all fire exit routes to ensure that they are not obstructed. Records of these inspections should be documented to demonstrate to any interested party that the checks are being completed.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>



[blocked
escape route
\(partial\)](#)

<p>Intumescent strips on one fire door was either damaged or missing. Other observations in relation to some of the fire doors: In at least one case each - gaps surrounding fire doors exceeded the maximum width advised and some may not "close flush".</p>	<p>I would ask the estates team to complete a review of all fire doors.</p> <p>Ensure that a competent person installs or replaces all damaged intumescent strips on the fire doors. Intumescent fire seals and cold smoke seals should be fitted to the back edge, stile and head of the fire resisting door sets. Retention or control of smoke is required and fire door sets should be fitted with appropriate smoke seals. These prevent the leakage of air and therefore smoke, through the most vulnerable places i.e. gaps between door and frame, glazed openings and where appropriate, letter plates.</p> <p>Adjust the door (or self closing device attached to door) to ensure that it closes fully against the door frame at all times.</p> <p>Gaps between fire doors and the door frame should never be more than 4mm or less than 2mm. It's recommended to aim for a 3mm gap to ensure adequate room for the intumescent strips to activate in the event of a fire, and for the smoke seal</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>
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	strips (if installed) to not get damaged by the opening and closing of the door.			
Not all fire doors were not fitted with automatic door closers.	All fire doors should be fitted with an automatic door close to ensure that they are kept fully closed at all times. Failure to ensure that fire doors are kept closed may result in the spread of smoke and heat in the event of a fire. All closers should be at least "Class 3" and must be inspected on a regular basis to ensure they are not leaking oil.	Low	Stuart Roberts	12/01/2023
I recommend adding a Fire blanket in the cadet room	I recommend adding a Fire blanket in the cadet room	Low	Stuart Roberts	12/01/2023
 <p>Cadet office add fire blanket</p>				
Fire extinguishers were not all in their allocated place.	Where practicable, fire extinguishers should be hung on wall brackets or positioned on a suitable base plate so that they can be found quickly in an emergency. For example they should not be positioned behind a door or near a coat rack.	Low	Stuart Roberts	12/01/2023

Positive observations

- Fire doors were installed to compartment the building as a fire safety measure.
- There is emergency lighting installed in the premises.
The emergency lighting is subject to its annual inspection.
- There were fire extinguishers available in the premises.
- The fire extinguishers are serviced annually.

First Aid. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
Some items in the first aid kit have passed their use by date.	Delegate responsibility for a member of staff, typically an appointed person or first aider, to monitor the contents of the first aid kit and replenish stock as required.	Medium	Stuart Roberts	20/12/2022
There appeared to be no plan of maintenance and repair for the defibrillator unit.	<p>Automated External Defibrillator (AEDs) have consumable components that will need replacing periodically or when they have been used. The frequency and cost of these varies depending on the make and model of AED.</p> <ul style="list-style-type: none"> • The battery life of most AEDs generally lasts between three and five years, or for a certain number of deployments • The electrode pads generally have a shelf life of two to three years at which point they will need to be replaced even if they have not been used. 	Medium	Stuart Roberts	20/12/2022
Positive observations				
<ul style="list-style-type: none"> • First aid kit(s) are available in the premises. • There are trained First Aiders in the premises. 				

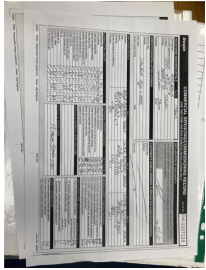


[first aiders](#)

Gas / Oil / Solid Fuel Safety. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>The oxygen cylinders were stored in the same location as flammable hydrogen cylinders.</p>	<p>Oxygen cylinders should be stored in a separate location to that of flammable hydrogen cylinders. It is therefore advisable to provide a separate storage area for oxygen which is at least 3 metres from the location of the flammable hydrogen cylinders store.</p> <p>Oxygen should be stored away from substances such as oils, grease and hydrogen and any flammable liquids, solids, or gases in a chemical store.</p>	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>
<div data-bbox="221 863 423 1131" data-label="Image"> </div> <div data-bbox="224 1155 416 1259" data-label="Caption"> <p>S53 - O2 and Hydrogen together</p> </div>				
<p>Positive observations</p>				

- The boilers have their annual gas safety inspection certificate in place.



[gas safety cert
example](#)

Health Screening. Observations & Recommendations

Positive observations

- Employment medical questionnaires are completed for new employees when they join the organisation
- There are measures in place for health and wellbeing management.

Display Screen Equipment. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>Display screen assessments have not have been completed for all "users" of display screen equipment (DSE).</p>	<p>The use of computer workstations or equipment can be associated with neck, shoulder, back/arm pains, fatigue and eyestrain.</p> <p>To identify and mitigate the risks associated with work of this nature, circulate to all PC users the "Display screen assessment" template that can be downloaded from Citation's online resource. Review the signed, returned documents and to better understand your obligations, refer to the online DSE Fact Sheet.</p> <p>To comply with regulation, "users" may be entitled to an eye test and contribution to eye wear, if deemed necessary by the examining optometrist.</p> <p>To compliment your assessment and demonstrate compliance with training requirements, utilise the online training module on this topic.</p>	<p>Low</p>	<p>Stuart Roberts</p>	<p>12/01/2023</p>

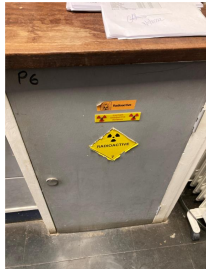
Legionella. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>The legionella risk assessment has not been reviewed. With regard to legionella, that would include advice with regard to drinking fountains and also advice in relation to the old swimming pool heaters that are dripping water directly into the pool when turned on.</p>	<p>It is important to ensure that the Legionella risk assessment is reviewed on a regular basis or if there is a reason to believe that the original assessment may no longer be valid.</p> <p>If necessary, the company should seek the services of a competent person to undertake the review.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>
<p>The monitoring and records were not in line with the requirements from your Legionella risk assessment.</p>	<p>Ensure compliance with the monitoring recommendations of your legionella assessment. Record dates and times when the checks have been undertaken for future reference.</p> <p>The Legionella risk assessment file should include monitoring records for items that include: -</p> <ul style="list-style-type: none"> • The water is stored or distributed between 20 - 45°C (cold water should be below 20°C and hot water stored above 60°C and distributed above 50°C) • There are any dead legs in old pipe work where water can stagnate 	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>

	<ul style="list-style-type: none"> • There are infrequently used outlets (showers or taps) • The system and tank are sealed • The system and tank are clean (rust, scale and sludge will provide food for bacteria) • There are susceptible people who may be exposed to contaminated aerosols (smokers, asthmatics, diabetics, etc.) To ensure compliance the company may need the support of a specialist contractor who is a member of the Legionella Control Association. Contact Citation's Additional Services Department on 0345 2415250 for information on this matter or Citation's online resource. 			
Information was not available to confirm that the shower heads within the premises are regularly disinfected.	<p>In order to reduce the risk of accumulation of potentially harmful micro-organisms within the shower system, the shower head should be removed and chlorinated regularly.</p> <p>It is also recommended that water be ran through the shower on a weekly basis in order to prevent stagnation in the associated pipe work.</p> <p>Suitable records should be recorded to demonstrate that the checks are being undertaken.</p>	Medium	Stuart Roberts	20/12/2022
Positive observations				
<ul style="list-style-type: none"> • The potential risk of Legionella has been risk assessed. 				

Risk Assessment: General, Young Person and Expectant Mothers. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>Risk assessments have been carried out but they have not been reviewed to ensure that they remain valid.</p>	<p>There is no formal time frame for reviewing risk assessments but over time, few working environments will remain unchanged. It makes sense to review what you are doing on an ongoing basis and revisit your risk assessments to check if:</p> <ul style="list-style-type: none"> - • There is any new equipment or process to assess • There have been any significant changes that need to be included in existing assessments and if • There are additional controls to be implemented • Employees have highlighted a problem or concern • You have received information from trade bodies or suppliers that will affect your assessments • Outcomes of near miss or accident reports require further action. <p>Keep employees informed of any significant changes you have identified during the review process.</p> <p>For further assistance on the step by step method of completing risk assessments using Atlas, click here.</p>	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>



[S56 - Example of where COSHH and RA assessment review required](#)

<p>Evidence should be available to demonstrate that risk assessments have been communicated to employees.</p>	<p>Given the important information they contain, it is important that all employees and other relevant persons have read and understood the risk assessments.</p> <p>Employees should sign to confirm that they have read and understood all relevant risk assessments.</p> <p>A simple acceptance form can be inserted to assessments this can be found on Citation's online resource to gain signatures of acceptance/understanding.</p>	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>
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Positive observations

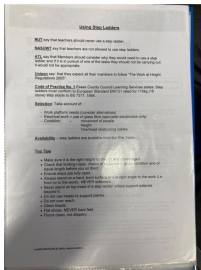
- Advised there are risk assessments in place for higher risk activities – evidence was not available to view.



Safe Systems Of Work. Observations & Recommendations

Positive observations

- There are standard operating procedures in place.



[SOP example](#)

Training. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>Role specific health and safety training has not been provided to members of staff.</p>	<p>Providing employees including supervisors and management with health and safety information and training helps you to: -</p> <ul style="list-style-type: none"> • Ensure they are not injured or made ill by the work they do • Develop a positive health and safety culture, where safe and healthy working becomes second nature to everyone • Meet your legal duty to protect the health and safety of your staff. <p>Develop a training programme that provides all members of staff with information and instruction on protecting their health and safety in the workplace.</p> <p>Once training has been completed, whether formal or informal, suitable records should be maintained. To compliment this a training matrix is available to download from Citation's online resource.</p> <p>We offer additional solutions to help you with this. For more information and a quote, get in touch with our dedicated Additional Services Team by calling 0345 241 5250, or emailing additionalservices@citation.co.uk.</p>	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>
<p>It was not clear if the health and safety</p>	<p>Induction training is a type of training given as an initial preparation upon taking up a post. Its goal is to help new</p>	<p>Medium</p>	<p>Stuart</p>	<p>20/12/2022</p>

<p>induction process is documented for new employees.</p>	<p>members of staff reach the level of performance expected from an experienced worker and should contain information about all health and safety measures that are in place and any site rules that need to be followed.</p> <p>It is advisable to complete this training with all new members of staff who start work with your organisation.</p> <p>As with all training, this should be recorded and kept on file for future reference.</p>		Roberts	
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Workplace Health, Safety and Welfare. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>Housekeeping requires attention in some areas - priority would be storing combustible items under escape route stairs.</p>	<p>Ensure that all offices are maintained in a clean and tidy condition at all times to ensure that members of staff and visitors can walk around safely without the risk of tripping and falling.</p> <p>All cables should be secured to the skirting boards at the sides of the room to eliminate any trip hazards.</p> <p>If electrical cables are required to cross a walkway, they should be covered with a protective rubber cover that is secured to the floor.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>
<div data-bbox="221 922 423 1193" data-label="Image"> </div> <div data-bbox="224 1217 418 1319" data-label="Caption"> <p>I-block : housekeeping esc route</p> </div>				

Asbestos. Observations & Recommendations

Positive observations

- There is an asbestos survey in place.
- There is an asbestos management plan in place.

Education - Physical Education. Observations & Recommendations

Positive observations

- We discussed health and safety in relation to Physical Education. You felt that risk assessments would be in place and that PE equipment has been assessed as suitable by design and construction. You also advised there was suitable storage facilities and class sizes were appropriate for activities being carried out.

Education - Premises Management. Observations & Recommendations

Positive observations

- We discussed health and safety in relation to Premises Management. You advised there was a suitable supply of water and suitable maintenance and security arrangements e.g. CCTV in place. There is annual vetting of third parties using facilities and there are adequate medical facilities – First aid room with 3 bays and medicine storage box (locked). Trees in the grounds are inspected periodically and actions agreed and implemented.

Education - Transport and Educational Visits.

Observations & Recommendations

Positive observations

- We discussed health and safety in relation to Transport and Educational visits. We had already discussed DVLA checks for drivers. You confirmed you use the Essex **EVOLVEvisits** online **system** for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities. You advised that there was suitable levels of supervision in place for the age, behaviours and medical needs of the pupils.



Engineering Equipment. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>The chuck guard, that prevents access to dangerous parts, was observed to be missing from the pillar drill in the Staff only room within the Workshop area. Please also check the machine to the right of the pillar drill (in picture below) has correct guarding in place.</p>	<p>Moving machine parts have the potential to cause severe workplace injuries, such as crushed fingers or hands, amputations, burns or blindness.</p> <p>Therefore, in order to protect workers from these preventable injuries it is essential to fit suitable guards to all machinery.</p> <p>Fixed guards provide the highest standard of protection and should be used where access to the danger is not required during normal operation. All these guards should be fixed using mechanical fixings.</p> <p>Where access is required during normal operations the guards must be fitted with suitable interlocks which automatically isolate the machine if the guard is opened/removed. Fit appropriate guarding/enclosures to all machines where there is a risk from:-</p> <ul style="list-style-type: none"> • Ejection of the work piece or tool • Contact with rotating parts • Trapping and crushing caused by moving tables or machining heads • Unexpected movement or start-up caused by 	<p>Immediate</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>

	<p>faults in the control system</p> <ul style="list-style-type: none"> • Excessive noise emission • The production of dust and chippings. <p>Consider seeking advice from the equipment manufacturers or guarding specialists to ensure suitable guarding is fitted and used.</p>			
<div data-bbox="221 639 423 908" data-label="Image"> </div> <p data-bbox="264 938 383 999">guarding missing</p>				
<p>Redundant machinery was located in the workshop.</p>	<p>When a machine is taken out of use or if they are beyond economical repair and are only being used for spare parts, they must be left in a safe condition so that it can not be inadvertently used by a member of staff.</p> <p>It is therefore advisable to ensure that all redundant machinery is disconnected from the power supply to prevent the equipment being used and is labelled as such.</p>	<p>Low</p>	<p>Stuart Roberts</p>	<p>12/01/2023</p>

Food Hygiene. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>The floor in the kitchen area was not clean - with small and larger food bits under working areas, as well as a plastic bottle.</p>	<p>Document and implement a cleaning schedule for the areas where food is delivered, stored, prepared, cooled and served.</p> <p>The cleaning schedule itself must be clearly and concisely written without any ambiguity to ensure that the instructions are easy to follow.</p> <p>The schedules should specify:-</p> <ul style="list-style-type: none"> • What is to be cleaned • Who is to clean it • When it is to be cleaned (frequency) • How it is to be cleaned • The time necessary to clean it • The chemicals, material and equipment to be used • The cleaning standard required • Any safety precautions to be taken • What protective clothing is to be worn • Who is responsible for monitoring and recording that the cleaning has been undertaken. <p>All relevant members of staff should be made aware of the</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>

	schedule so that it is followed correctly.			
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>(kitchen) hygiene cleaning food on floor</p> </div> <div style="text-align: center;">  <p>(kitchen) hygiene cleaning bottle on floor</p> </div> </div>				
<p>A deep clean of the Kitchen had been carried out for over a year.</p>	<p>A deep clean is necessary as it includes the items of equipment and parts of the structure that over time, are exposed to a build up of contamination, including:-</p> <ul style="list-style-type: none"> • Extraction/ventilation • Canopies • Lights • Ceilings • Walls • Floors • Kitchen fixtures and fittings. 	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>

	It is good practice to complete this process annually or on a more regular basis depending on usage.			
The extraction system had not been cleaned to the required standard. The previous annual service had not taken place.	<p>Ensure that the extraction system is thoroughly steam cleaned to remove the build up of grease on the unit. It is important to clean the unit on a regular basis taking care to clean all folded edges which can hold grease and dirt. Written records should be kept stating the dates that the cleaning process was undertaken.</p> <p>All filters should be removed from the extraction system on a regular basis and de-greased to ensure that the system works correctly at all times and is extracting the heat, smells and fumes from the kitchen environment.</p> <p>It is not advisable to operate the extraction system without the filters in place as grease can travel down the ducting and build up on the electric motor which in turn can overheat and possibly catch fire.</p>	Medium	Stuart Roberts	20/12/2022
Positive observations				
<ul style="list-style-type: none"> The Company is registered with the local authority for food operations. The production of food is outsourced to the catering company Pabulum - the facilities aspect remains the responsibility of the school. 				

Hazardous Substances/COSHH. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>The company has not obtained all of the material safety data sheets (MSDS) for all hazardous substances.</p>	<p>Manufacturer's safety data sheets (MSDS or SDS) must be made available by your material suppliers, typically enclosed with the product, on request, or online.</p> <p>These documents provide information on the hazards associated with the handling, storage, and use of chemical products and emergency measures in case of accident. This information is used to aid completion of COSHH assessments and safe systems of work.</p> <p>A safety data sheet is not an assessment. The information it contains will contribute to your COSHH assessment.</p> <p>You can use the online COSHH assessment tool, accessible through ATLAS to store scanned copies of the safety data sheets.</p>	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>
<p>No specific risk assessments have been completed to comply with the Control of Substances Hazardous to Health Regulations (COSHH).</p>	<p>The requirement for assessments is sometimes confused with the availability of safety data sheets. Use the information gathered during the creation of your COSHH inventory and safety data sheets as reference material for the compilation of COSHH assessments.</p> <p>A template to enable you to document written COSHH assessments can be downloaded from Citation's online</p>	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>

	<p>resource.</p> <p>Once the assessments have been completed, they must be brought to the attention of all members of staff who may be affected by the use of the chemical substances.</p> <p>To complete COSHH assessments successfully you are required to: -</p> <ul style="list-style-type: none"> • Identify which substances are harmful by reading the product labels and safety data sheets (SDS), if you are in doubt, contact your supplier • Think about harmful substances produced by your processes, such as cutting or grinding, or to which workers may be otherwise exposed • Decide who might be harmed and how • Determine the routes into the body e.g. whether the substance can be inhaled, absorbed through the skin, splashed into eyes or swallowed and the effects of exposure by each of these routes • Look at the frequency and duration of use • Consider anyone else such as maintenance workers, contractors or other visitors or members of the public who could be exposed • Think about people who could be exposed accidentally, e.g. while cleaning, or what happens if controls fail • Evaluate the risks and decide on precautions • Once you have carried out a risk assessment and 			
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	<p>identified which harmful substances are present, and how workers can be harmed, you need to think about preventing exposure</p> <ul style="list-style-type: none"> • Do you really need to use a particular substance, or is a safer alternative available? • Can you change the process to eliminate its use or avoid producing it? If this is not possible, you must put in place adequate control measures to reduce exposure. 			
<p>The local exhaust ventilation (LEV) system had not been subject to thorough examination within the last 14 months - Workshop</p>	<p>The COSHH regulations require that LEV plant undergo a thorough examination by a competent person, this should be completed at intervals dependant on the Commissioning Report and manufacturers specifications.</p> <p>Therefore, appoint a competent service engineer (UKAS accredited) to conduct tests on the local exhaust ventilation (LEV) system. This testing must be undertaken at least every 14 months or at intervals otherwise specified by the regulations.</p> <p>The tests must be recorded and held on file for a period of at least 5 years.</p>	<p>High</p>	<p>Stuart Roberts</p>	<p>24/12/2022</p>



[workshop LEV](#)

<p>The hazardous substances used by the organisation may not all be stored appropriately. In the chemical store room :- > toxic substances were in a cupboard - which was unlocked / could not lock anymore > it was not clear if there had been an assurance exercise to check that chemicals stored in close proximity were not "a bad match". Acids and alkalis should be kept apart. > There was no bunding for the storage of large volumes of hydrochloric acid ></p>	<p>Your COSHH assessments will assist in identifying the most appropriate storage method for hazardous substances but this should be in line with manufacturers' recommendations.</p> <p>Typically substances should be stored: -</p> <ul style="list-style-type: none"> • Securely in a cool, dry, dark place and bunded e.g. (capable of keeping in spills) • Not overstocked as this will only increase the size of facility you will require and increase the likelihood of an incident • With container labels visible • Heavier items and those that are corrosive kept on lower shelves • In containers that are easy to pour from and wipe clean using appropriate material • In secured containers if in solid or granular form 	<p>Medium</p>	<p>Stuart Roberts</p>	<p>20/12/2022</p>
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<p>Mentioned elsewhere in the report - The oxygen cylinders were stored in the same location as flammable hydrogen cylinders.</p>	<ul style="list-style-type: none"> • Away from waste materials. <p>Ensure to keep apart: -</p> <ul style="list-style-type: none"> • Liquids and solids • Flammable and oxidising materials • Acids and alkalis. <p>To assist with good housekeeping standards a COSHH monitoring form is available to download from Citation's online resource.</p>			
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[\(S53\) COSHH storage mix](#)

Lifting Equipment. Observations & Recommendations

Positive observations

- The passenger lift was its periodic inspection / servicing.

Swimming Pool. Observations & Recommendations

Observations	Recommendations	Priorities	Responsible Person	Recommended Deadline Date
<p>In relation to cleaning - we noted mould in the Swimming Pool rear access area. Rear access area could be added to cleaning schedule.</p>	<p>To reduce the likelihood of the pool becoming contaminated by bacteria, solids or failure of equipment, there needs to be a documented cleaning schedule implemented. This should include, but is not limited to:-</p> <ul style="list-style-type: none"> • Floors, stairs/steps • Glazing • Gulleys and drains • Furniture and fittings • Ceilings • Ladders and step treads • Footbaths • Safety equipment • Containers for waste • Pool aids. 	<p>Low</p>	<p>Stuart Roberts</p>	<p>12/01/2023</p>



[\(Swimming Pool rear access\) mould hygiene issue](#)

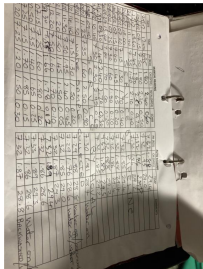
The floor surfaces around the pool require attention	Some of the tiling around the edge of the pool needs repairing/replacing. To reduce the risk of injury or tripping, have repairs attended to as soon as possible.	Medium	Stuart Roberts	20/12/2022
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[\(swimming pool\) floor surface](#)

Positive observations

- Advised all PE staff are trained in life saving techniques.
- There is good safety signage around the swimming pool.
- Poolside emergency alarm: advised this would be via the Radio system alert process and/or setting off fire alarm.
- There are regular water quality checks.



[ph readings](#)

[log](#)

Working at Height. Observations & Recommendations

Positive observations

- Ladder register and inspection regime is in place.

Workplace Inspection Media

Access and Egress



[barrier will be added](#)

Access and Egress



[S3 thin wire at tall person head height](#)

Access and Egress



[S5 STF hazard](#)

Access and Egress



[Dining area STF hazard](#)

Electrical Safety



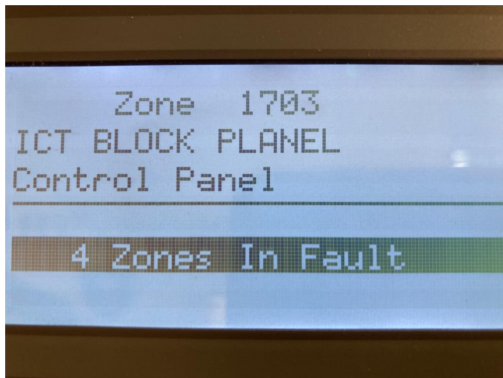
[PAT testing needed throughout](#)

Fire Safety Site Observations



[Pavilion detector not in full working order](#)

Fire Safety Site Observations



[fire alarm system faults](#)

Fire Safety Site Observations



[blocked escape route \(partial\)](#)

Fire Safety Site Observations



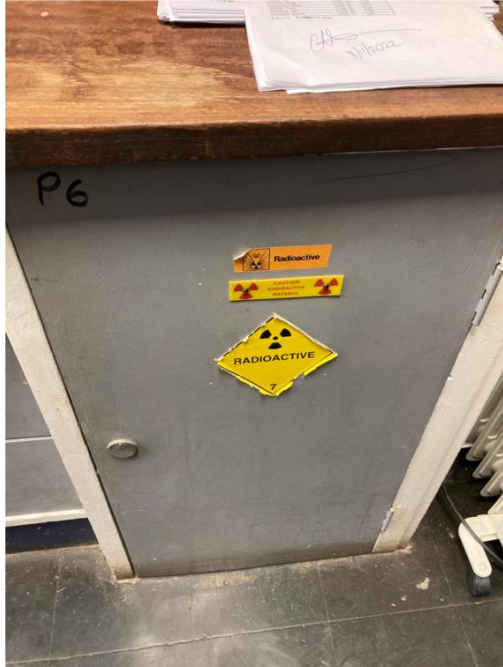
[Cadet office add fire blanket](#)

Gas / Oil / Solid Fuel Safety



[S53 - O2 and Hydrogen together](#)

Risk Assessment: General, Young Person
and Expectant Mothers



[S56 - Example of where COSHH and RA
assessment review required](#)

Workplace Health, Safety and
Welfare



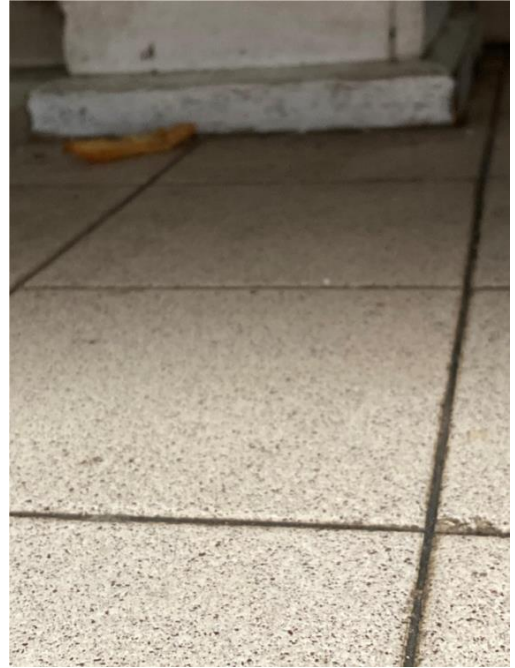
[I-block : housekeeping esc route](#)

Engineering Equipment



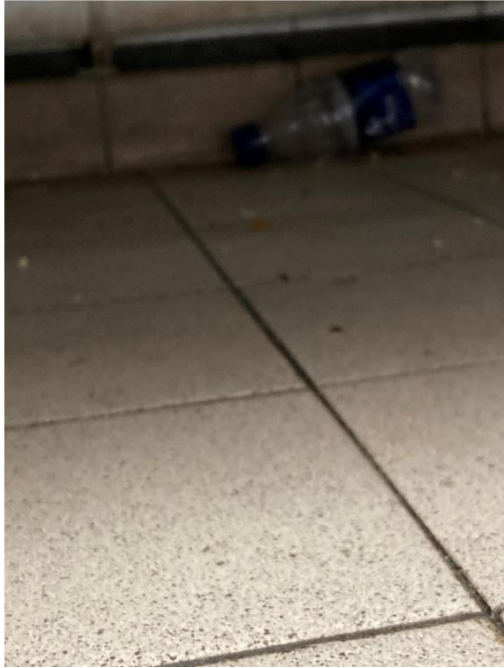
[guarding missing](#)

Food Hygiene



[\(kitchen\) hygiene cleaning food on floor](#)

Food Hygiene



[\(kitchen\) hygiene cleaning bottle on floor](#)

Hazardous Substances/COSHH



[workshop LEV](#)

Hazardous Substances/COSHH



[\(S53\) COSHH storage mix](#)

Swimming Pool



[\(Swimming Pool rear access\) mould hygiene issue](#)

Swimming Pool




[\(swimming pool\) floor surface](#)

Positive Observations Media

Fire Safety Management and Documentation

PART II
RECORD OF FIRE/EVACUATION DRILLS

Date and Time of Fire Drill	Time Taken to Evacuate	Remarks	Signature of Person Supervising Drill
19-10-22 14:30	14:30-14:55 - 25 minutes - 25 minutes - 25 minutes - 25 minutes - 25 minutes	Evacuation drill - all evacuated very quickly. No issues reported. All staff followed correct evacuation routes. No fire observed. All staff returned to work safely. No injuries reported. All staff accounted for.	

© LEARNING RESOURCES VIVE with First Aid Locations 2022 Book

[fire drill records](#)

First Aid



FIRST AID

YOUR FIRST AIDERS LOCATIONS ARE:

Please contact the First Aid Officer in the first instance, however in an Emergency or if she/he is unavailable one of the other members of staff should be contacted.

NAME	LOCATION	Role
Mrs Hadden	First Aid Officer outside South Hall	Fully Qualified First Aid at work
Mrs Kalatzis	Pastoral	Emergency First Aid at work
Mrs Goodrich	SEN Department	Emergency First Aid at work
Mr Maynard	Cadets Office	Emergency first Aid at work

N.B All PE staff are also covered under their life saving skills course for Emergency First Aid at work-they are located in the PE department.

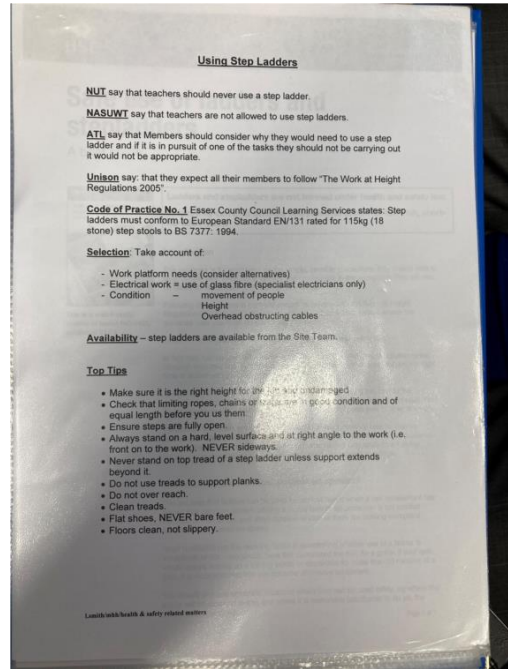
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[first aiders](#)

Gas / Oil / Solid Fuel Safety

[gas safety cert example](#)

Safe Systems Of Work



[SOP example](#)

Swimming Pool

DATE		TIME		PH		TEMPERATURE		WIND		CLOUDS		MOON		STARS		PLANETS		OTHER	
12/27	12/27	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
12/28	12/28	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
12/29	12/29	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
12/30	12/30	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
12/31	12/31	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/1	1/1	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/2	1/2	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/3	1/3	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/4	1/4	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/5	1/5	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/6	1/6	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/7	1/7	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/8	1/8	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/9	1/9	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/10	1/10	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/11	1/11	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/12	1/12	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/13	1/13	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/14	1/14	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/15	1/15	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/16	1/16	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/17	1/17	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/18	1/18	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/19	1/19	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
1/20	1/20	07:50	08:00	7.50	1.80	2.40	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70

[ph readings log](#)

Conclusion

The assessor believes that the information contained within this inspection report to be correct at the time of printing. The report is based on matters that were observed or came to the attention of the assessor at the time of the visit and should not be relied on as an exhaustive record of all possible risks or hazards that may exist. Hazards associated with the organisation's business should be addressed during the risk assessment process.

During the course of the inspection, not all areas within the premises or equipment may have been inspected, however, any issues that were apparent and visible at the time were either verbally commented upon or included in this report.

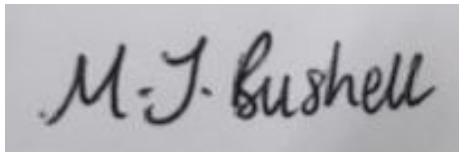
It will be important to ensure that if any new equipment is introduced into the organisation or any new work activities commence, appropriate risk assessments are compiled to comply with the Provision and Use of Work Equipment Regulations and any training that is required is completed by relevant members of staff.

In order to maintain the integrity of the inspection process and to protect all parties, the assessors will not divulge the contents of the inspection report to any unauthorised person without prior agreement or if legally obligated to do so.

Sign Off:

Client Representative: Stuart Roberts

Consultant:



EMPLOYMENT LAW | HEALTH AND SAFETY | TRAINING

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I can honestly say that our Citation consultant has saved us from many sleepless nights. I'm not sure what we did before having access to this face-to-face, on-site support – **Christine, 2020 Nixon Vehicle Inspection.**



Speak to your HR Consultant or call the advice line on **0345 844 4848.**

*Additional costs apply depending on your business requirements.



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- Ensure you have a safe working environment, protecting your employees and site visitors.

 Our Citation Health & Safety consultant was efficient, effective and professional – **Richard Atkinson, Refractiv Limited.**

 Speak to your H&S Consultant or call the advice line on **0345 844 4848.**

*Additional costs apply depending on your business requirements.