

BRACKNELL FOREST COUNCIL

CORPORATE HEALTH & SAFETY

AUDIT QUESTIONNAIRE

Establishment **WHITEGROVE SCHOOL**

Nominated Person for Health & Safety **AINE MANNING**

Manager **ALEXANDRA BUTLER**

Audit Carried Out By **DOUG BRADY**

Date of Audit **20/05/2025**

QUESTIONS	Y	N	N/A	COMMENTS / ACTIONS
HEALTH & SAFETY RESPONSIBILITIES				
Who is responsible for Health & Safety on site?	√			Alex with Aine and John looking after the day-to-day issues
What training have they received?	√			First aid, managing medicines and safeguarding. Working at height and "Nebosh" for John.
Is there any training planned for this year?	√			Ongoing Health and Safety online refreshers.
Staff attended "Managing Medicines" training?	√			The Office team overseas medical requirements.
Care plans in place? Review date?	√			Up to date plans are in place
ACCIDENTS / INCIDENTS				
Who is responsible for incident recording and are they trained?	√			All staff report.
Are staff using the electronic incident reporting system?	√			Aine uses the system
Are all staff aware of how to report accidents/near miss/violence in accordance with Council policy and RIDDOR?	√			"RIDDOR" reporting was discussed during the audit.
Are actions taken to prevent a reoccurrence?	√			The managers section on the form is completed by Alex
Door finger guards fitted?	√			Yes, and all doors have anti- kick closures fitted to them.
ASBESTOS				
Do you know if your building contains any asbestos?	√			Yes, majority has been removed.
Do you have an asbestos register / survey (called either a Type 2 or a Management Survey)?	√			Yes
When was it carried out?	√			Type 2 management survey was carried out 20 th March 2015.

				A hard copy of the whole survey should be available on site.
Who is responsible for managing asbestos in your building?	√			John looks after the survey.
Which members of staff, if any, have undertaken formal asbestos awareness training?	√			John has attended training
Do you understand how to use the Type 2/Management Survey when planning work or when a contractor is to undertake work?	√			Permit to work would be used if required .
Have you made your staff aware of locations of asbestos that are relevant to their work areas?	√			It's only present in the secure boiler room
Do you have an Asbestos Risk Management Plan ?	√			In place
FIRE				
Who is responsible for Fire Safety on site?	√			Alex, Aine and John
What training have they received?	√			Appointed persons and Fire training previously.
Is there a fire file?	√			Kept in the main office.
Has an adequate fire risk assessment been completed by a competent person? By whom?	√			Carried out by DB 16th September 2024
Are there any out standing items on The Fire Risk Assessment action plan?	√			Lack of Fire detection in some areas.
Has there ever been a fire at your premises?		√		None
What arrangements are in place for key holder response when the fire alarm has been activated?	√			"SCS" provides out of hours monitoring and would contact key holders.
Is the emergency evacuation procedure clearly displayed?	√			Yes, at all call points.
Are there nominated fire wardens? What training have they had?	√			All staff are aware of their roles in an emergency evacuation
Is emergency lighting where necessary, ie: corridors and stairwells?	√			Yes
Are the batteries checked regularly? Records?	√			Last service was by "Churches" 9 th April. Corrective items will be actioned in August.
Are fire exits identified by correct signs (running man)?	√			Yes
Are fire exits unobstructed at all times?	√			Checked when the site is opened up and during daily walk rounds
Can all fire exits be easily opened from the inside?	√			Yes
Do all fire exists open outwards?	√			Yes
Are all fire doors self closing?	√			Yes
Are all fire doors kept closed?	√			Some are on automatic closures.

Is suitable fire equipment provided? Is it maintained?	√			Last service was by "Churches" August
Are persons adequately trained to raise the alarm and fight the fire?	√			Covered as part of new starter induction. DB has delivered Fire awareness training for staff previously
Is the fire alarm tested weekly?	√			Document testing every Monday by John. Last service by Churches" 9 th April.
Date of last electrical appliance testing?	√			Last testing was by "PHS" 3 rd and 4 th September.
Electrical testing been carried out?	√			Tested August 2020by A&P Electrical. Due again this year.
Is there a full evacuation drill held at least once a year/school term?	√			Last one was March.
Are all the areas no smoking?	√			As "BFC" non-smoking policy
Are all visitors booked on and off site and are you aware of where they are in case of an emergency or fire?	√			Electronic tablet and badges from reception
RISK ASSESSMENT				
Have risk assessments been carried out?	√			Site Risk Assessments were undertaken 2024
Are RAs reviewed regularly, ie: 12 monthly?	√			Annually by "People, Finance and Environment Committee", overseen by Health and Safety Governor.
Are there any outstanding actions from RAs?		√		No issues
Who carried out RAs? What training have they received?	√			"By Alex.
Are all staff aware of RAs?	√			Yes
Do RAs cover everyone including maintenance staff, cleaners etc?	√			In place for both, own cleaners.
Lockdown procedure?	√			In place, it would be worth testing it with staff on an inset day.
Entrance gates and perimeter fencing secure?. Electronic gates checked/serviced?	√			Manual vehicle entrance gate is left open during school hours. Other gates and doors are all secure as is the perimeter fencing.
Working at height assessment in place?	√			John and tony Edwards are the only persons who work at height, and they have attended training.
Chemical storage arrangements?	√			Domestic cleaning items are kept in two locked cupboards.
"COSHH" records in place?	√			Up to date "data sheets" are in place in the cupboards and John's office.
Lone working policy in place?	√			Not encouraged other than John, policy is in place

H&S TRAINING			
Does all staff receive a basic day one H&S induction? Does this include temps?	√		New starters receive a site walk round and staff handbook is sent out electronically, the handbook is under review.
Is there a system to ensure that H&S training takes place and is updated?	√		Aine deals with training requirements.
How are training records kept?	√		Everyone receives their own certificates and Aine keeps a copy in HR files and "Sims".
Are employees aware of their H&S responsibilities, ie: reporting of defective equipment, using equipment properly?	√		Yes
Is this establishment used for lettings?	√		Choir, Church, Karate, Stagecoach and Sumba.
What Health & Safety arrangements are in place for letting clients? Does this include emergency evacuations?	√		Include in the letting agreement that is given out to all groups.
WELFARE FACILITIES			
Date of last boiler service?	√		By "Berkshire Mechanical" during the May half term.
Carbon Monoxide detectors	√		Yes
Date of kitchen equipment testing. (gas appliances)	√		With the boiler service.
Are very hot water taps clearly labelled and not available to persons who might be at risk (other than staff)? Scalding max. of 43 Celsius in nursing homes	√		Cleaning cupboard and staff room are labelled up
Are hot water and thermostats regularly tested; records kept? (To guard against legionella - water temp >50, cold water <20 in tank fed systems)	√		By "IWS" last visit was February. John carries out documented temperature checks
Are all taps labelled if they are not suitable for drinking water?	√		No issues all the mains.
Are washrooms provided with running water, towels, and soap?	√		Hand dryers.
Are washrooms cleaned daily?	√		Yes
Do you have an Infection control poster displayed in a prominent place?	√		In the first aid room
Are suitable facilities for rest and meals?	√		Staff room,
Is drinking water available? Are receptacles provided if there is no fountain?	√		" "
Is there a means of heating water for refreshments?	√		" "
EQUIPMENT/ WORKSHOPS/ FACILITIES			
Security alarm on site? Last service date?	√		By "SCS" December.
Building maintenance arrangements?	√		John looks after small day to day items.
Any planned reactive maintenance?	√		"Right Choice" for all electrical work "BMS" for other building items.

Do you have ladders on site?	√			Four items of working at height equipment.
Is there a ladder register and when were the ladders last inspected? Are there any outstanding actions?	√			John inspects them every six months; last documented inspection was May.
Have staff received ladder training?	√			John and tony have attended training
Is there any playground equipment on site?	√			Yes
What was the date of the last equipment inspection? Are there any outstanding actions?	√			By "Sports Play Services" April
Playground supervision Policy	√			In place
Light covers in halls for sport	√			Yes.
Hard landscape surfaces in good condition?	√			Yes
Last Kitchen equipment service?	√			Repaired/Replaced as required.
Last kitchen deep clean?	√			Carried out by the Kitchen team on inset days.
Do you have any trees on your site?	√			Yes
When were the trees last inspected? Are there any outstanding actions?	√			Last survey was May; john will deal with the items.
OTHER CONCERNS ISSUES / CONCERNS RAISED DURING THE AUDIT				
NOTHING RAISED				