

Annual H&S Self-assessment for Schools 2022-23

Mandatory H&S self-assessment for LCC-maintained and voluntary-controlled schools and nursery settings.

Legal disclaimer: Please be aware that your H&S return/responses may be used as evidence in the event of future H&S accident investigations. Under the Health & Safety at Work Act 1974 it is an offence for any officer to knowingly falsify any health and safety document, or to refuse any request made for the purpose of ensuring compliance with current H&S legislation within UK law. Any such falsification may be investigated by the Health & Safety Executive (HSE) and, if proven, is punishable in a court of law.

Points: 25/25

1. Name of person completing audit *

Sarah Addison

2. Email address of person completing audit *

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3. School name *

St Michael's C of E Primary

4. Setting *

Secondary

Primary

Nursery

✓ **Correct** 1/1 Points

5. Who is responsible for managing Health & Safety at your (LCC-maintained) school? *

The Head Teacher ✓

The Health & Safety Governor

The Caretaker/Site Manager

✓ **Correct** 1/1 Points

6. Under the Working at Height Regulations, what MUST employers do if employees are working at height? *

Employers MUST arrange 'working at height' training for all staff.

Employers MUST ban all activities that involve working at height.

Employers MUST undertake a suitable and sufficient risk assessment including control measures to reduce the risk. ✓

✓ **Correct** 1/1 Points

7. Under the Working at Height Regulations, employers are required to undertake a risk assessment for Working at Height activities. What is the HSE definition of Working at Height? *

'Work at height' = work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury (for example a fall through a fragile roof). ✓

'Work at height' = anything over 1m.

'Work at height' = anything over 3m.

✓ **Correct** 1/1 Points

8. Which of the following is true, in relation to Work at Height? *

Work at Height = ONLY activities that involve the use of a ladder, e.g. the caretaker changing light bulbs.

Work at Height = ONLY activities that involve a height of 2m or more, e.g. collecting balls from the school roof.

Work at Height = ANY activity where a fall could result in an injury, e.g. even a teaching assistant using an elephant's foot to display a child's work on a board on the wall. ✓

✓ **Correct** 1/1 Points

9. Under the Manual Handling Operations Regulations, what MUST employers do if employees are undertaking manual handling activities in the workplace? *

Employers MUST arrange 'manual handling' training for all staff.

Employers MUST undertake a suitable and sufficient risk assessment including control measures to reduce the risk. ✓

Employers MUST ban all activities that involve manual handling.

✓ **Correct**

10. Under the Manual Handling of Load Operations Regulations, employers are required to undertake a risk assessment for Manual Handling Operations or activities. What is the HSE definition of Manual Handling Operations? *

"Manual handling operations" = any activities that involve manually lifting a load that weighs in excess of 25kg.

"Manual handling operations" = any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force. ✓

"Manual handling operations" = any activities that involve using lifting equipment to lift a load.

✓ **Correct** 1/1 Points

11. Which of the following is true, in relation to Manual Handling Operations? *

Manual Handling = ONLY activities that involve the use of a trolley or sack barrow, e.g. the caretaker transporting stacks of chairs into the hall for a performance and using lifting equipment to assist.

Manual Handling = ONLY activities that involve weights of 25kg or more, e.g. carrying boxes of paper from the stationery cupboard to the photocopier, replenishing the water dispenser bottle.

Manual Handling = ANY activity that includes moving a load by bodily force, including setting up dining tables and carrying quantities of books. ✓

✓ **Correct** 1/1 Points

12. Can the legal responsibility for Health & Safety management at the school be delegated to another individual? *

Yes, responsibility for Health & Safety management of the school can be delegated to another individual (e.g. caretaker).

Yes, responsibility for Health & Safety management of the school can be delegated, but not to a single individual, only to a group (e.g. the Board of Governors).

No, whilst Health & Safety DUTIES can be delegated - e.g. water testing, compliance checks, daily walk-rounds, fire drills - can be delegated to another individual or group, the overarching legal RESPONSIBILITY for Health & Safety management of the school cannot be delegated. ✓

✓ **Correct** 1/1 Points

13. The HSE is planning a schedule of inspections during the 2022-23 academic year (September 2022 onwards). The inspections will be assessing how schools are managing the risks from asbestos within the school estate and meeting the 'duty to manage' (DTM) requirements under Regulation 4 of the Control of Asbestos Regulations 2012 (CAR). How do you prepare for this? *

You check that that Asbestos Management Plan (AMP) is on Concerto, LCC's facilities management system, and that the sign-in sheet attached to it is being signed by any visiting contractors prior to starting work. ✓

You schedule a meeting with your site manager and/or H&S governor to undertake an inspection of the site and ensure that there has been no damage to any asbestos-containing materials (ACMs) on site.

You contact the Corporate Property Team and request an inspection by Kier at the earliest opportunity to ensure there have been no changes to the condition of any asbestos-containing materials (ACMs) on site.

✓ **Correct** 1/1 Points

14. You have a piece of equipment on site that supports lifting of people (e.g. passenger lift, hydraulic wheelchair ramp, hoist, Evac Chair) and you can't remember when it was last checked, nor can you locate recent inspection documentation to evidence recent checks. One of the Corporate Health & Safety team advisers is due to undertake an audit of the school next month. What do you do next? *

You feel it would be dishonest to try to pretend you're 100% up to speed in this area, and you very rarely use the equipment anyway, so you wait till the day of the audit to discuss exactly what you need to be doing in terms of the when, who and how of arranging independent inspections, and you carry on using it in the meantime.

You check on Concerto to ensure that there is inspection documentation on file, evidencing that the equipment has been inspected within the last 6 months to comply with LOLER (Lifting and Lowering Equipment Regulations). If not, you isolate the equipment to prevent it from being used, and you contact LCC's insurance team via Insurance@lincolnshire.gov.uk to ensure the equipment is placed on the statutory inspection schedule and an inspection scheduled ASAP. ✓

You contact LCC's insurance team via Insurance@lincolnshire.gov.uk to find out when the next round of inspections are due to take place so you can provide this information during the audit visit.

✓ **Correct** 1/1 Points

15. Your school is site a building that has two floors. A member of your teaching staff, whose classroom is on the first floor, has broken his leg and may not be able to self-evacuate in an emergency, e.g. fire evacuation. What do you do? *

You worry about the risks and decide that the staff member must work from home till he is mobile again, and you arrange weekly catch-ups over Zoom/Teams to see how he's doing.

You make a decision without the staff member and arrange for his class to be relocated to a classroom on the ground floor with immediate egress to the playground, and notify him at the first opportunity.

You meet with the staff member to discuss the situation and undertake a PEEP (Personal Emergency Evacuation Plan) using the information in LCC's G5 Fire policy, located on the Professionals section of the public-facing LCC website, to achieve a suitable plan which you agree with the affected employee and then share with all staff. ✓

✓ **Correct** 1/1 Points

16. Your most recent fire door inspection has raised a couple of issues around your office door, none of which identified during previous inspections over the past six years. Your door has failed the inspection this time because (apparently) the intumescent strip needs replacing, and the door hook that your caretaker fixed to the rear of the door has compromised the integrity of the door's surface. What do you do? *

This must be a mistake., so you do nothing, as the previous inspections didn't identify this issue.

You're shocked that it has taken so long for this issue to be identified. You raise a business case with Corporate Property and arrange to replace the fire doors.

You arrange for your caretaker to replace the intumescent strip, and you contact LCC's contracted supplier for Statutory Essential Maintenance (PSC@vincifacilities.com) to request further clarification as to whether the door is compliant. ✓

✓ **Correct** 1/1 Points

17. A fire drill is carried out, but the time taken to fully evacuate is unsatisfactory. Would you... *

Not take any further action and hope that the next drill is more successful.

Organise another fire drill for the next day to give the staff and children more practice.

Review the fire drill form to ascertain whether anything can be implemented to improve the next scheduled drill. ✓

✓ **Correct** 1/1 Points

18. A first aid incident occurs but due to staff absences it takes a long time to find a trained first aider. Following this occurrence, do you... *

Review the First Aid assessment and if deemed necessary train more First Aiders. ✓

Do nothing, as next time there's an incident there may be more staff on site.

Do nothing, as the incident was a minor one and didn't require much attention.

✓ **Correct** 1/1 Points

19. A member of the admin team is experiencing recurring lower back pain, but they are desk based and carry out no manual handling, do you... *

Assume they have probably injured themselves at home and do nothing.

Get them to complete DSE assessment in order to ascertain what might be causing the pain and complete any remedial actions. ✓

Just buy them a new chair and hope that sorts out the issues.

✓ **Correct** 1/1 Points

20. A teacher comes to you complaining that they are being harassed by another member of staff. What are your first actions? *

Report the incident on the EVOSAFE accident/incident reporting service and ensure the incident is raised with HR.

Make the staff member aware of the employee Health and Wellbeing support offered by LCC

All of the above ✓

✓ **Correct** 1/1 Points

21. A member of staff has approached you asking whether they can come in early to work for a week. What is the first thing you need to do? *

Carry out a risk assessment for lone working, including devising appropriate control measures. ✓

Allow them to do this, as it is only for a short space of time.

Immediately deny permission for this, stating it is too much of a risk.

✓ **Correct** 1/1 Points

22. A serious incident has occurred, and you are not sure whether it should be report to the Health and Safety Executive (HSE) via RIDDOR. How do you react to this? *

Complete an EVOSAFE form and fill out a RIDDOR form just in case.

Complete an EVOSAFE form and refer to the RIDDOR guidance to help determine whether the incident should be reported. ✓

Check the RIDDOR guidance and report it if necessary.

✓ **Correct** 1/1 Points

23. A member of staff complains that their laptop charger is damaged, with wiring exposed. What do you do about this? *

Purchase a new CE marked and appropriate power rated charger and ensure the faulty one is disposed of appropriately. ✓

Ask the Caretaker/Site Manager to fix it.

Purchase the cheapest charger online.

✓ **Correct** 1/1 Points

24. The Caretaker/Site Manager purchases a new cleaning chemical, what must be done prior to its use? *

Store the chemicals in the cleaning cupboard ready for the cleaning team to use.

Download the material data sheet, use the information to help complete a COSHH assessment and ensure the relevant staff read and understand it. ✓

Print off the material data sheet and keep it in a folder.

✓ **Correct** 1/1 Points

25. Vinci have visited the school and discover an item that is need of repair, upon request they provide a quote for the works. What happens next? *

The school follows its contractor selection process and regardless of who the chosen contractor is informs Corporate Property of what is happening. ✓

The school follows it contractor process, chooses an alternative contractor who successfully completes the work.

The school takes no immediate action and leaves the repair to a later date.

✓ **Correct** 1/1 Points

26. Driving for work is... *

Driving to/from work meetings/appointments/LCC sites/buildings. This may be in a personal car or one relating to the school. It does NOT include commuting to/from work. ✓

Driving to/from work meetings/appointments/LCC sites/buildings. This may be in a personal car or one relating to the school. It also includes commuting to/from work.

Only when you drive a vehicle the school/LCC is responsible for e.g. mini bus

✓ **Correct** 1/1 Points

27. You notice that the house backing onto the field has a hazelnut tree and it is growing over the fence dropping hazelnuts onto the grass. You know a pupil has a nut allergy and requires an epi-pen when coming into contact with nuts. What is the next step... *

You politely ask the neighbour to cut down the tree so that the problem goes away, however they refuse to do so, it's their tree, there is nothing else you can do.

You Risk Assess the situation looking at the child in question and the tree to work out control measures that could be put in place. You may need to conduct regular tree inspections and pay for competent people to cut down the tree that is growing onto the school side. ✓

You section off the overgrown tree to limit the nuts falling off the tree and the access children could get to them. You place signs around the area warning them to stay away and produce a poster campaign warning of the dangers.

✓ **Correct** 1/1 Points

28. Which of these types of scenarios **would not be** a lockdown situation? *

Reports of a fire in the building whilst occupied. ✓

Reports of a potential civil disturbance in the local area.

Reports of an intruder on schools' grounds that you believe poses a risk to staff/pupils.

✓ **Correct** 1/1 Points

29. Risk Assessments should be reviewed... *

Termly

Every two years, whether it needs it or not

Annually, and/or when there has been an accident or incident relating to that Risk Assessment ✓

✓ **Correct** 1/1 Points

30. A teacher wants to undertake a lesson which includes and experiment/experience that's outside the normal and slightly riskier but would present an excellent learning opportunity for the pupils. What would your response be? *

Due to the additional risk these types of experiment/experience pose to the pupils, we do not allow them.

That a lesson plan and risk assessment is undertaken that identifies how the lesson will be run safely, the control measures to be implemented and the emergency/first aid procedures. ✓

This can go only ahead if a pre-approved national lesson plan or guidance can be found and followed/implemented for the experiment/experience proposed by the teacher.

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