



Health & Safety Compliance

Schools Audit Programme - Autumn 2021

Introduction

1. Initially planned as the new approach to schools H&S compliance auditing in early 2020 but shelved due to covid restrictions
2. Using the international standard for health, safety and wellbeing (ISO 45001) which allows us to move away from a blunt and contentious Pass/Fail system to a health check measuring conformance to the standard
3. An important part of this new approach allows us to target further support to those who need it most, we won't just walk away for 2 years and leave you to it.
4. This work is being carried out in conjunction with the [Statutory Information](#) collected by Education Property which provides some information in advance of our visit

Next - Schools to be visited

Why, What, When

Which schools will/can be Audited

1. Schools will automatically be audited where the council is the employer
2. Schools where the council is not the employer e.g. Foundation or Voluntary Aided, Academy Status Schools and independent or Free Schools, the audit can be carried out at the request of Education Property through local agreement.

Who will need to take part in the Audit

1. Someone who will have the authority to sign off the audit, thus agreeing, with the lead auditor, the timescales and named person(s) who will be accountable for closing down any corrective actions arising from the audit Ideally the business manager or head teacher or someone else delegated to act on their behalf.

How it will work

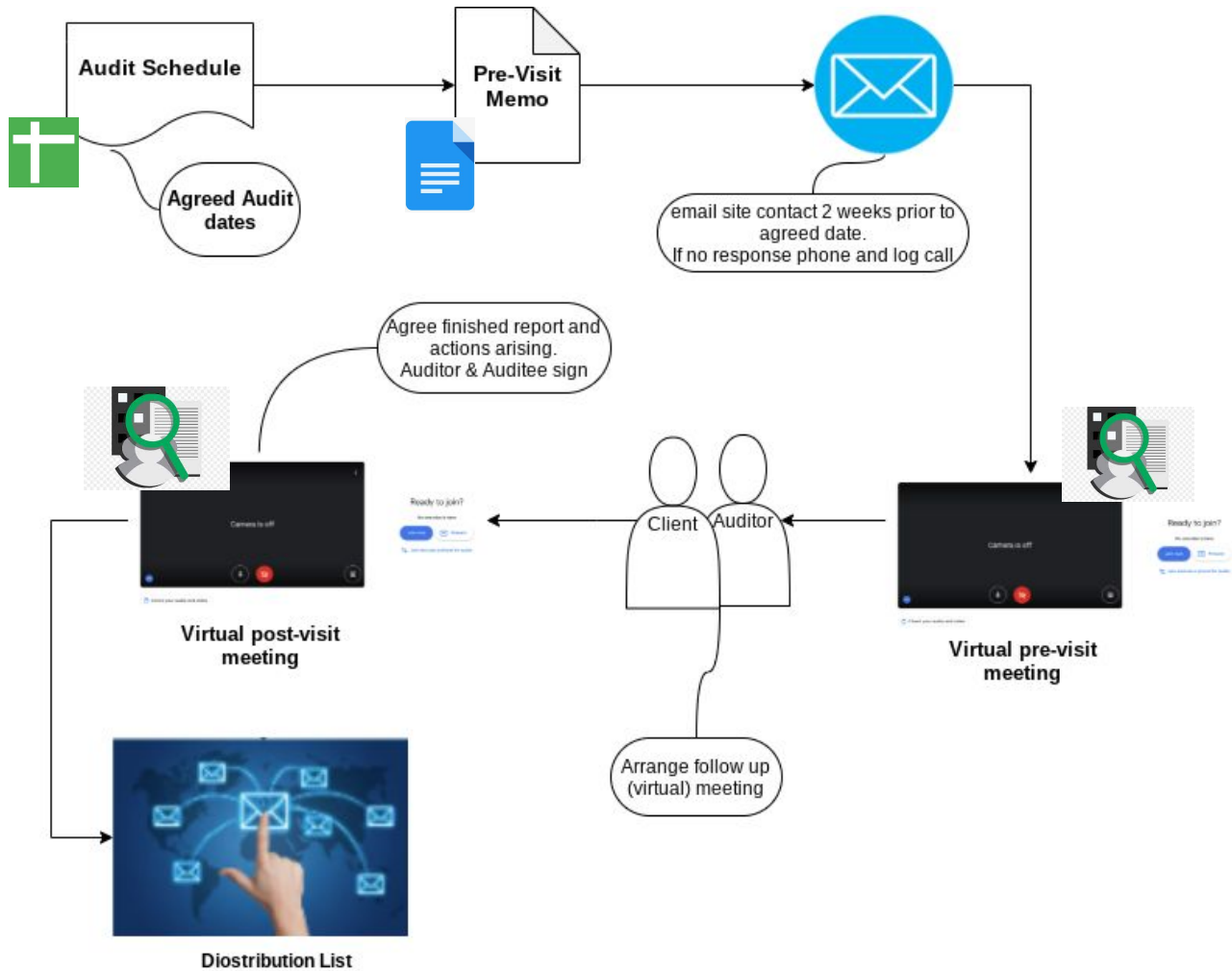
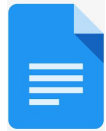
1. We will cross reference the audit questions against the Education Property Statutory Compliance checklist¹
2. Meeting 1 - Will be a virtual meeting to talk through the forthcoming Audit and ensure that you have documents and records available for an actual site visit (approx 1 hour)
3. Meeting 2 - We will visit site and complete the audit report using the document and records made available and a brief site walkaround (approx 2-3 hours)
4. Meeting 3 - A further virtual meeting to discuss the findings of the audit, agreement on timescales for closing down any non-conformances and future support e.g. return visits etc., (approx 1 hour)

¹Where this has not occurred we will [resend the form](#) prior to our first meeting

Next Steps

1. Trial the audit on 5 sites
2. Learn from feedback and change accordingly
3. Schedule next tranche
4. Publish Schedule onto the councils intranet

Copy of
ohsw-pro-019
Internal Audit



FAQ's

- **How will compliance be measured?**
 - *By determining non-conformances either Major (a statutory failing) or Minor (content errors e.g. dates, names)*
- **Who is the responsible person?**
 - *Ultimately this will be the person who can agree to system/management changes required to achieve conformance.*
- **How do I close a non-conformance?**
 - *In the final session we will talk through any non-conformances and agree a timescale for closure*
 - *We will upload the tasks into our Assure web portal and allocate the task to an agreed named person(s)*
- **What support will I receive?**
 - *The support level will be proportionate to the audit findings and with the agreement of the responsible person*
- **What if I dispute the findings of the audit?**
 - *The audit contents are aimed to measure compliance with current legislation and best practise*
 - *We are aiming for a more collaborative and cooperative approach*
 - *This is not a pass/fail audit*
 - *Where there are non conformances we will support you in closing them down*
- **What if I can't produce proof of compliance?**
 - *This will be marked as a non-conformance and remain open until such time as evidence is provided*
 - *As these are closed down they will be noted in quarterly Hackney Education 'Heat Map' Reporting*

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