

Site Details

**WORKING ENVIRONMENT CHECKLIST**

Date of Visit	10 <sup>th</sup> and 29 October 2018	Date report completed	4th December 2018
<b>Issues to Check</b>	<b>Y/N/NA</b>	<b>Issues to check</b>	<b>Y/N/NA</b>
Are all floors free from obstruction, e.g. boxes, bags, files, etc?	Y – mostly, the walk down to the hall is full of potential uneven surfaces, steps and flooring changes. Care should be taken by all. The outside floodlights could be switched on in the courts to aid people walking to late lessons. The open space is huge and the hall floor space mostly clear of hazards. Coats are on coat racks kept around the edge of the hall away from players.	Are thermometers provided?	No – temperature can be hot due to hall construction materials. Sensible suggestions required for summer months to alleviate heat. Might be cool in winter.
Are all floors, including under desks free of trailing cables and other trip hazards?	Y – Cable management Must be managed daily and inspected before use.	During working hours, is the workplace temperature reasonable, e.g. 19°C?	Must be further monitored for heat and cold depending on weather.
Are all substances, correctly stored and labelled?	Y – minimal use of cleaning chemicals.	Is the air conditioning unit working?	NA
Are all material safety data sheets (MSDS) available?	Cleaners / Maintenance team responsible	Is the localised heating working?	Heating and cooling solutions are being managed.
Are the first aid boxes fully stocked and contents in date?	Y and first aid available from staff. No fixed phone line but mobile or radio available for emergency contacts.	Are there sufficient toilets and urinals for the workforce?	Not near here. General school provision good. Pupils will need to be supervised back to the toilets. This has ratio implications for younger children. Considered when hall used by younger groups.

## St Augustine's Priory Temporary Hall


Is the accident book available and have all previous pages been removed and given to the HR/Payroll Administrator?	Online	Have appropriate sanitary disposal bins been provided?	Y – in school
Have all Accident and Incident Report forms been sent to HR?	Online	Are the toilet facilities kept clean?	Y
Is the health and safety notice board free from other notices/posters?	Yes	Is there sufficient space for each worker?	Y – class rotation in place.
Is the list of first aiders and fire wardens on the notice board and up-to-date?	No staff to evacuate as per students.	Have workstation assessments been conducted for each DSE user?	NA
Are electrical cables in order with no splits or bare wires showing?	Y – active cable management	Have self assessments been completed for all home workers?	NA
Are extension leads over loaded, i.e. other sets of extension leads plugged into them?	No. Lots of extensions in use. Consider extra sockets if more helpful.	Are resting facilities available for pregnant women/nursing mothers?	yes
Are all portable appliance testing (PAT) stickers in place and in date?	Y	Is a smoke-free environment maintained?	Y
Is the general lighting in good order?	Y – Monitor in winter months.	Are there appropriate facilities for making hot drinks and heating food?	Y – staff canteen well catered.
Is natural light being used wherever possible?	Not possible	Is there an ample supply of drinking water?	No – consider bottled water in this area.
If task lamps are required, have they been provided?	Torches and lamps could be good in case of power failure. Or leave floodlights on.	Fire extinguishers in position, accessible, serviced within the last year and signs displayed?	New set installed. Only one ignition source. Electrical sockets and Fans.
Are the lighting levels suitable?	Y –	Fire action notices and fire exit signs displayed and visible?	Y
Is the building clean (including furniture, fittings and display screen equipment)?	Y	All new staff have received safety information and instructions?	Y –. Fire and safety Induction, security and lost child procedure in place.

## Fire Safety Inspection and Risk Assessment

St Augustine's Priory Temporary Hall

	Yes	No	Corrective Actions Required
Are all escape routes free from obstruction and combustible materials?	X		
Have all combustible materials been removed from beneath open staircases?	X		Not applicable
Are all fire exits kept clear and free from obstruction on both sides of the door?	X		3 exits – no external lighting but can borrow light from tree lights and floodlights. Could extend if required.
Are all fire extinguishers in their correct locations, free from obstruction and on stands or hooks?			Consider Co2 Extinguisher – Electrical Ignition source only
Have fire extinguishers been tampered with? Check retaining ring/tag or gauge.		X	
Are all fire doors kept closed?		X	Left open in warm weather. Only when staff present.
Are all fire doors easily opened?	X		Yes
Are all fire signs in place, including fire exit directional signs and fire extinguisher usage signs, in good condition and easily readable?	X		
Has the fire alarm been tested on a weekly basis and results recorded?		X	Not applicable
Is emergency lighting operable?	X		Mixed coverage /emergency torches and lantern would be good for emergencies.
Have smoke/heat detectors been tested and results recorded?	X		Not applicable in this area.
Is the list of fire marshals on the notice board and up-to-date?	NA		Safety reps on noticeboard, staff have fire drill training and security aware.

**Inspection Completed By:**

Name:	Jo Banks		
Signature			
Action Points	By Whom	By When	Initial date when completed
Supply emergency torch and lantern. Or leave Floodlights and Path lights on during winter evenings.	Site	Ongoing	
General - cables need a tidy, messy wiring and store. Make sure all overhead appliances are secure and screen secure.	Site	Daily Check Visual	
Consider fire drill and planning is the	Site	ASAP	

provision adequate?			
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**Remedial actions agreed with:**

Name:	Jonathan Powell
Signature	Jo Banks By Email

**Observations.**

- Site was well managed by onsite team.
- Emergency procedures and fire drills are lead and managed by management, staff are happy with arrangements in place.
- Staff able to utilize facilities in main school and take a break in staff canteen.
- Jobs rotated to avoid people being over exposed to cold or rain.
- No Lone Working, Security supplied by CCTV.
- Contractors controlled on entry and exit.
- Permits system in place and Maintenance team can be utilized for some tasks.
- Parking on site.
- Late night hours possible.
- Shared drive with all available H&S information for site manager.
  - Manager's aware of systems in place.
  - Lost child procedure in place. Staff have radios available and mobile contact.
  - PAT Testing in place – company technician test own fittings.
  - Radio Codes in operation for emergency signals and security incidents.
  - Emergency plan must include getting assistance to the hall for any urgent issue and notifying hall occupants of any issues in whole school environment.
  - Main school fire alarms can be heard at the Hall.

**Site Photographs**

