



BERRYMEDE JUNIOR SCHOOL

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LA Audit Assistance Surveyor Report 2017

Review Date: September 2017

Renewal Date: September 2018

'Be Happy, Be Healthy, Study Hard'

LA AUDIT ASSISTANCE SURVEYOR REPORT 2017

Summary																																											
<p>Berrymede Junior School is managed by head teacher, Mrs Lubna Khan with the help of a team of support staff looking after building maintenance and health and safety. The audit assistance survey by Lauren North of Ealing Council on 15 June 2017 was attended by Tracy Fitkin who is the School Business Manager.</p> <p>The survey should not be seen as an exhaustive 'audit' and schools should continue to work with their maintenance contractors and other appropriate parties to keep the school well maintained, compliant with legislation and safe for all occupants. Weighting is applied to some questions.</p> <p>The school had a main facilities or M & E contract with Bridge at the time of the survey. Service suppliers for general mechanical works and servicing are Bridge Engineering and for electrical maintenance are Bridge Engineering. The fire alarms are tested and maintained by Chubb and intruder alarms by Cova Security Gates Ltd. A support surveyor service for the school is provided by Ealing Council.</p> <p>A brief summary of the assessment follows and is largely generic based on information gained at the survey.</p> <p>Indicative compliance for asbestos was below the 2016 average, Legionella procedures were excellent and COSHH management was below average.</p> <p>The general health and safety section is excellent. Fire procedures were found to be below the 2016 average. Emergency lighting maintenance and testing at Berrymede Junior School were scored as excellent. Security system procedures were assessed to be excellent. The date of the most recent emergency evacuation drill is February 2017.</p> <p>Maintenance categories were deemed to be excellent for heating and hot water and excellent for gas equipment. Air conditioning and ventilation were excellent and the two electrical sections overall were excellent.</p> <p>Overall compliance at Berrymede Junior School was 95% which is above average. There are 5 items in the recommendations list that require some attention to achieve compliance (with this survey). In 2016, the school achieved 96% under a slightly different format.</p> <p>The insurance/thorough inspections section includes questions that were previously found in different locations within the survey. They were moved to speed up the survey but the scoring remains in the original sections. With regards to this section, the school should ensure that all lifts, hoists and pressure systems are included in these inspections. The reports should be read and recommendations applied.</p> <p>There are a total of 4 essential documents which, on the day of report issue appear to be missing or unavailable, 0 of these were out of date. The documents are listed in the Essential Missing Documents section near the end of this report.</p> <p>If any further advice is required please advise the council with specific requirements and your enquiry will be carefully directed to the most appropriate department. For most advice the first port of call will be your health and safety officer or advisor.</p> <p>Tracy was very welcoming and friendly at the time of the survey. A number of documents were submitted during the update period and the survey was updated where appropriate. 10.02 has been marked as yes but this may have been an error. The school should check that the fire risk recommendations are fully completed and signed off. There are important notes in sections 2, 7, 10, 15, 16 that should be reviewed.</p> <p><i>'Compliance' when used in this report indicates that the school or centre is compliant with this Audit Assistance Survey and not necessarily with any current British or European standard or legislation. Where 'average' is used it refers to the 2016 average score by schools for that section.</i></p>	<p>Indicative Compliance by section for Berrymede Junior School.</p> <table border="1"> <tbody> <tr><td>1.0 Asbestos</td><td>75%</td></tr> <tr><td>2.0 Legionella</td><td>100%</td></tr> <tr><td>3.0 COSHH</td><td>67%</td></tr> <tr><td>4.0 Roof Safety/ Maintenance</td><td>100%</td></tr> <tr><td>5.0 General</td><td>100%</td></tr> <tr><td>6.0 Accidents and First Aid</td><td>100%</td></tr> <tr><td>7.0 Lift/ Dumb Waiter & Lifting Equipment</td><td>100%</td></tr> <tr><td>8.0 Site Attendance/ Visitors</td><td>100%</td></tr> <tr><td>9.0 Critical Incident Planning</td><td>100%</td></tr> <tr><td>10.0 Fire Procedures</td><td>99%</td></tr> <tr><td>11.0 Security Systems</td><td>100%</td></tr> <tr><td>12.0 Emergency Lighting</td><td>100%</td></tr> <tr><td>13.0 Heating, Hot Water Installations & Pressurised Systems</td><td>100%</td></tr> <tr><td>14.0 Gas Installations</td><td>100%</td></tr> <tr><td>15.0 Air Conditioning and Ventilation</td><td>100%</td></tr> <tr><td>16.0 Electrical Installations</td><td>100%</td></tr> <tr><td>17.0 Other Electrical</td><td>100%</td></tr> <tr><td>18.0 Insurance and Thorough Inspections</td><td>Scored in relevant sections.</td></tr> <tr><td>19.0 Display Energy Certificate</td><td>No longer scored but still required.</td></tr> <tr><td>20.0 Energy Monitoring & Sustainability</td><td>75%</td></tr> <tr><td>21.0 Swimming & Hydrotherapy Pools</td><td>n/a</td></tr> </tbody> </table> <p>Overall Indicative Compliance 95%</p> <p><small>Not all questions are scored. The report should be read in full, with particular attention given to observations and highlighted recommendations.</small></p>	1.0 Asbestos	75%	2.0 Legionella	100%	3.0 COSHH	67%	4.0 Roof Safety/ Maintenance	100%	5.0 General	100%	6.0 Accidents and First Aid	100%	7.0 Lift/ Dumb Waiter & Lifting Equipment	100%	8.0 Site Attendance/ Visitors	100%	9.0 Critical Incident Planning	100%	10.0 Fire Procedures	99%	11.0 Security Systems	100%	12.0 Emergency Lighting	100%	13.0 Heating, Hot Water Installations & Pressurised Systems	100%	14.0 Gas Installations	100%	15.0 Air Conditioning and Ventilation	100%	16.0 Electrical Installations	100%	17.0 Other Electrical	100%	18.0 Insurance and Thorough Inspections	Scored in relevant sections.	19.0 Display Energy Certificate	No longer scored but still required.	20.0 Energy Monitoring & Sustainability	75%	21.0 Swimming & Hydrotherapy Pools	n/a
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