



## Internal Audit Plan & Checklists

## **1. Introduction**

Internal audits are conducted to ensure that all West Norfolk Academies Trust (WNAT) schools are compliant with relevant laws, regulations and standards. Audits identify levels of risk and assist in reducing the potential of legal issues, financial penalties, fines and reputational damage. Ultimately an audit minimizes potential damage associated with non-compliance.

## **2. Method of implementation**

To ensure all areas are covered WNAT audits will be conducted in accordance with the audit plan provided below using the relevant checklist as per the attached annexes. A feedback post audit report will be provided and issued to the headteacher and where applicable relevant Heads of Department.

Issues identified within the audit will be added to the school Actions & Issues Log which will be reviewed at least monthly.

## **3. WNAT Audit Plan**

Autumn Term - Site audit including general H&S and Security

Spring Term - Science department audit

Summer term - Technology department audit

Every Term - Catering departments

Every half term - Compliance audit

## **4. Actions and Issues (A&I) log**

As mentioned, issues discovered during the audit process will be uploaded to the school A&I log. This will allow the allocation of a suitable person and timeline dependent on priority. Progress will be tracked by conducting regular reviews at least monthly.

Annex 1 – General Site Audit Checklist

Annex 2 – Compliance Checklist

Annex 3 – Science Department Audit Checklist

Annex 4 – Technology Department Audit Checklist

Annex 5 - Catering Department Audit Checklist

Annex 6 - Report Template

### **Annex 1 – General site Checklist**

POLICY				
	Yes	No	Comments	Action Required
Is there a health and safety policy, and has it been signed and dated by the CEO?				
Is the health and safety policy reviewed regularly by the person responsible for its implementation?				
Is the health and safety policy made available to all staff, parents and contractors?				
Do all staff sign as having read and understood the H&S policy annually or following an update?				
Is the H&S policy included in the induction process?				
RISK ASSESSMENTS				
	Yes	No	Comments	Action Required
Is there a risk assessment register in place to record all specific and non-specific risk assessments for the school?				

Has a risk assessment audit been carried out within the last year to ensure that school-specific risk assessments are in place where needed and fit for purpose?				
Are risk assessments for individuals being carried out where required, for example for known medical conditions where there are health and safety implications, such as epilepsy?				
Are risk assessments recorded for regular events such as prom?				
Do all staff have access to relevant Risk Assessments?				
Have staff, pupils and visitors been informed of the hazards and risks on the site, where applicable?				
Are staff aware of the location compliance codes relevant to their role?				
<b>GENERAL</b>				
	Yes	No	Comments	Action Required
Is the general condition / maintenance of all building(s) acceptable?				
Is the general condition / maintenance of the grounds acceptable?				

Is the health and safety law poster on display?				
Is a system in place for reporting health and safety concerns, and are all staff and pupils aware of it?				
Is there a system for notifying the site manager of defects found with equipment or premises?				
Are defects logged immediately and is prompt and appropriate action taken to resolve these defects?				
Is there a record of regular site inspections held?				
Where issues have been identified, are remedial works planned or is mitigation in place?				
Is drinking water available from readily accessible areas separate from bathroom facilities and is it from a clean, well-maintained source that's clearly marked as such?				
Are caretaker workshops or storage areas secured against unauthorized access?				
Are electrical cables kept tidy and extension leads to a minimum?				

Are sockets used for no more than one plug each?				
<b>ROOFS, CEILINGS AND WALLS</b>				
	Yes	No	Comments	Action Required
Are roofs inspected regularly and repaired where necessary?				
Are any fragile roof surfaces identified by signage?				
Is safe access available to all flat roofs and is fall protection in place?				
Have fall protection systems been serviced at least annual?				
Are regular inspections carried out of any known areas of concern relating to the structure of the buildings?				
For areas of concern, is suitable mitigation in place and plans to address the issues?				
Are lightning conductors serviced annually?				
Are gutters, roof outlets, rain pipes etc. inspected in the autumn and spring terms or more frequently as required? Is there a record?				

Are external walls, ceilings, partitions and cladding inspected for damage regularly and repaired where necessary?				
Are internal and external finishes, including tiling, masonry and paintwork, inspected annually?				
<b>FLOORS AND CORRIDORS</b>				
	Yes	No	Comments	Action Required
Are floor surfaces and coverings kept clean, in good condition, non-slippery and free of trip hazards?				
Are corridors, gangways and other internal pedestrian routes kept clear of obstructions?				
Are any sudden changes in floor level highlighted?				
Are there procedures in place to deal with spillages?				
<b>STAIRCASES AND RAMPS</b>				
	Yes	No	Comments	Action Required
Are the stairs even, unworn and adequately lit?				

Do the staircases have handrails? Are handrails in good condition?				
Are ramps of a suitable gradient and non-slippery?				
<b>TOILETS AND BATHROOMS</b>				
	Yes	No	Comments	Action Required
Are the toilet facilities adequate for the number of staff and pupils?				
Are toilets well-supplied and hygienically maintained?				
Are regular checks of toilet facilities carried out during the day?				
Are tiles and seals in good condition?				
Are floors clean and dry?				
Are extractor fans clean and working?				
Is hot water at the point of use at a temperature that does not pose a scalding risk to users?				
<b>LIGHTING, HEATING AND VENTILATION</b>				
	Yes	No	Comments	Action Required



Are lighting levels adequate inside and outside the building?				
Is the heating suitable and sufficient in all parts of the school?				
Is ventilation (natural or powered) adequate?				
Are extractor fans clean and working?				
Have air conditioning systems been serviced within the last year?				
Have air source heat pump systems been serviced in the last year?				
<b>WINDOWS</b>				
	Yes	No	Comments	Action Required
Are windows, including window locks, checked for damage weekly?				
Have window restrictors been fitted and are they in good working order?				
If open windows pose an injury risk, are risk assessments and control measures in place?				

Is glazing inspected regularly and reinforced or protected in higher risk areas?				
Have measures been taken to reduce solar gain where necessary?				
<b>DOORS</b>				
	Yes	No	Comments	Action Required
Are doors, including door locks and viewing panels, checked for damage regularly?				
Are finger guards in place and effectively maintained on vulnerable doors (e.g. toilets and classrooms in early years and Key Stage 1 areas)?				
Have electronic-powered gates or doors been serviced by a contractor within the last year?				
Have all roller doors been serviced and tested in the last year?				
<b>SWIMMING POOL (WHERE APPLICABLE)</b>				
	Yes	No	Comments	Actions Required
Has a swimming pool risk assessment been carried out and all identified actions addressed?				

Is there a written operating procedure and emergency action plan for the swimming pool?				
Are staff who operate and maintain the swimming pool appropriately qualified?				
Do staff who teach swimming hold an appropriate qualification?				
Have swimming staff received rescue training?				
Is the pool area secure when unsupervised to prevent unauthorized access?				
Is a regular microbiological water test conducted of the swimming pool water?				
<b>EXTERNAL AREAS AND ACCESS ARRANGEMENTS</b>				
	Yes	No	Comments	Action Required
Are trees in or overhanging the grounds, safe and in good condition?				
Is there an in-date Tree survey in place?				
Have recommendations identified in the Tree survey been considered or implemented?				

Are walls and fences in good condition and of a suitable height?				
Are grounds, including playgrounds and games pitches, kept clear of refuse and litter and regularly checked for damage and disrepair, and are they currently in good condition?				
Is PE and outdoor play equipment inspected annually by a competent contractor?				
Are waste bins and any external storage spaces covered, secured and located a safe distance away from buildings?				
Are external pathways and other outside areas checked daily for trip hazards and general maintenance?				
Is the car park free from surface damage, such as potholes?				
Is there safe access to and egress from the school?				
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?				
Is there suitable separation between vehicles and pedestrians on the site?				

Where physical separation between vehicles and pedestrians is not possible, are there suitable signs and traffic calming measures – such as signage, speed restrictions or speed humps? Are these signs in good condition and legible?				
Is adequate access to the site maintained for emergency services?				
Is disabled access clear of obstructions?				
Is salt and grit readily available to treat paths and walkways in icy weather?				
Are risk assessments and measures in place to ensure that grounds remain secure as possible?				
<b>HOUSEKEEPING</b>				
	Yes	No	Comments	Action Required
Is general housekeeping satisfactory?				
Is regular cleaning carried out to a suitable standard?				
Are materials and equipment stored in an orderly, safe and suitable fashion, including cleaning chemicals?				
Are cleaning cupboards secure when access is not required?				

Are items stored at height accessible, secure and safe?				
Is there a contents list for cleaning supplies?				
Where substances are identified as Hazardous to Health is there sufficient information provided both inside and outside of the room?				
Are COSHH assessments in place for all hazardous substances?				
Is suitable PPE provided to staff as required?				
Do cleaning staff have access to suitable H&S training and is there a record held for completion?				
Do cleaning staff complete annual skin self- assessment checks and are records held?				
Where required, are adaptations made to reduce the risk to cleaning staff who report an issue?				
Are cleaning staff exposed to potential lone working, aware of the additional requirements required including what to do in the event of an emergency?				

EQUIPMENT AND FACILITIES				
	Yes	No	Comments	Action Required
Is there a record of the weekly fire alarm testing in place and is it up to date?				
Is there a record of monthly fire extinguisher checks and is it up to date?				
Is there a record of termly fire evacuation drills in place and is it up to date?				
Is there a flushing regime in place for seldom used outlets and is it up to date?				
Is there a record of ladder inspections for all equipment in place and is it up to date?				
VEHICLES				
	Yes	No	Comments	Action Required
Is a list of nominated minibus drivers and training maintained?				
Do drivers have the appropriate licenses for vehicles?				
Are all vehicles used on site being inspected and serviced regularly and according to manufacturers' instructions?				

Are vehicles used on site, such as tractors, fitted with appropriate warning devices for use when moving around the site?				
Are driving licenses checked periodically to identify any penalties, which might affect insurance cover?				
Are all inspection, MOT and servicing records in place and up to date?				
<b>SECURITY</b>				
	Yes	No	Comments	Action Required
Is there a process for ensuring the site is secure at the end of each day?				
Is the intruder alarm working and serviced at least annually?				
Are external lights checked on a regular basis and any faults reported?				
Are automatic gates and doors regularly serviced?				
Is access to low roofs adequately restricted?				
Are CCTV systems checked weekly and footage kept for a suitable period?				



Is there a signing-in system in the school reception area with a backup system, should this fail?				
Are all staff and visitors issued identity badges?				
Is the number of entrance points onto the school site kept to a minimum and are they adequately controlled?				
Are doors giving direct access to pupils kept secure against unauthorized persons?				
Are electronic keypads checked weekly and entry codes changed regularly?				
Have risk assessments been carried out in relation to the potential for intruders coming onto the site?				
Are the names and contact details of key holders kept up to date?				
Are those who require access out of hours aware of alarm codes, access codes etc.?				
<b>LETTINGS</b>				
	Yes	No	Comments	Action Required

If parts of the premises are used by another organization, have responsibilities for health and safety been clearly defined?				
Is a lettings policy in place and up to date?				
Are key risks and emergency procedures clearly communicated to hirers?				
Are there formal arrangements in place to notify other users and occupants of the site of new health and safety issues?				
<b>CONTRACTORS</b>				
	Yes	No	Comments	Action Required
Are there arrangements in place for the control of regular contractors on site?				
Are regular contractors DBS checked and is a record held?				
Is there a procedure for contractors who do not hold DBS?				
Are control measures in place to ensure separation between students and contractors as far as possible when conducting large scale projects?				

Are vehicle movements required in relation to large scale projects suitably controlled?				
<b>ACCIDENT REPORTING</b>				
	Yes	No	Comments	Action Required
Is there a procedure in place for recording and reporting accidents to staff and pupils?				
Is there a process to ensure accidents that meet RIDDOR criteria are reported in a timely manner?				
Is there a process for recording near misses?				
Are accident records monitored for trends?				
Are head teachers routinely notified of any significant accidents?				
Are head teachers made aware of the number and type of accidents being reported at their site?				
<b>FIRST AID AND MEDICATION</b>				
	Yes	No	Comments	Action Required

Is there a first aid needs assessment in place?				
Is there a nominated person for the school and are they aware of their responsibilities?				
Are first aid supplies re-stocked regularly and stored in an appropriate place?				
Is there an adequate number of first aiders on site, and are they appropriately qualified? Is their training up to date?				
Are the names of first aiders and the locations of first aid supplies clearly displayed?				
Are staff and pupils aware of the procedure for summoning first aid assistance?				
Are pupils with medical needs and allergies clearly identified?				
Is an annual review of care plans undertaken for those with more complex needs?				
Is there a procedure for the administration of medication?				
Is the medicine cabinet kept locked and in a secure place?				

Are all the medicines in their original container and labelled with the details of the pupil they are meant for?				
Is the medicine cabinet regularly emptied of old or unwanted stock?				
Are records being kept of the administration of first aid and medicines?				
Are procedures in place for buying, storing, maintaining and disposing of adrenaline auto-injectors (AAIs) if required?				
Are all staff informed of infection control measures annually, and new staff upon induction?				
Is the Public Health Agency poster 'Guidance on infection control in schools and other childcare settings' posted in the school office and the staffroom?				
<b>STAFF TRAINING</b>				
	Yes	No	Comments	Action Required
Have staff with emergency response roles (e.g. fire warden) received training?				
Have staff received and completed Mandatory fire awareness training?				

Have staff received and completed the mandatory DSE training?				
Where required have staff completed H&S training, other than Fire and DSE, relevant to their role?				
Have staff who need it been provided with appropriate protective clothing?				
Have all display screen equipment users been identified and have they completed a DSE assessment?				
Have any additional measures been put in place for the safety of people with disabilities or pregnant people on site?				
Have health and safety implications for lone working been considered?				
Are risk assessments and control measures in place for personal security and lone working?				
<b>CRISIS AND EMERGENCY MANAGEMENT</b>				
	Yes	No	Comments	Actions Required
Is there a crisis management team, and have they created a recovery plan to be followed in the event of a serious accident or incident?				

Are procedures in place for handling emergency situations and for communicating these to all staff?				
Is equipment necessary for the execution of emergency plans, including communications equipment and building plans, readily available for use in the event of a crisis?				
Are these plans and procedures tested through an annual emergency exercise?				
Are these plans and procedures reviewed after the annual emergency exercise?				
Additional comments				

**Annex 2 – Compliance Checklist**

ELECTRICAL EQUIPMENT				
	Yes	No	Comments	Actions Required
Do all items of <b>frequently</b> used or high risk portable electrical equipment undergo portable appliance testing (PAT) on an annual basis?				
Have all <b>infrequently</b> used and low risk items of portable electrical equipment been tested within the last 5 years?				
Has all fixed electrical equipment and wiring been inspected within the last 5 years with a satisfactory report held?				
Are inspection records for all items of electrical equipment such as kitchen appliances etc. available and up to date?				
Have air source heating systems been serviced at least annually?				
Has building lighting protection been serviced and tested, where applicable, in the last year?				



Are the locations of emergency shut off switches for electricity marked up on an accessible plan? Do the relevant staff know their locations?				
<b>GAS AND OIL SYSTEMS</b>				
	Yes	No	Comments	Action Required
Are all gas appliances, including gas boilers, inspected, serviced and tested annually by a gas safety-registered contractor?				
Is a gas safety test conducted every 5 years and are records kept?				
Are gas cylinders stored appropriately? (Secured upright, separated from flammables, location marked on a plan in the fire risk assessment)				
Is oil stored in a way which satisfies the requirements in The Control of Pollution (Oil Storage) (England) Regulations 2001?				
Are any pressure vessels, such as gas cylinders, and any liquefied petroleum gas (LPG) tanks inspected annually?				
Is the area around LPG tanks kept clear of weeds and debris, and is the LPG tank surrounded by fencing or barriers?				

Are oil boilers serviced every annually by a registered contractor?				
Are boiler rooms kept free of combustible materials?				
Is the area around oil storage tanks kept clear of weeds and debris, and are the tanks surrounded by fencing or barriers?				
Are oil storage tanks checked monthly for leaks?				
Is the gas supply turned off in labs, workshops and kitchens when not in use?				
Are the locations of emergency shut off valves for gas and oil marked up on an accessible plan? Do the relevant staff know their locations?				
<b>PLUMBING AND WATER</b>				
	Yes	No	Comments	Actions Required
Has a risk assessment been conducted for the prevention of legionella and is it in date?				
Have the priority recommendations from the water risk assessment been actioned?				
Are there plans to address lower priority recommendations?				

If there have been subsequent changes to the hot and cold-water systems since the last assessment?				
Are there suitable legionella inspections/ tests carried out by a competent authorized contractor?				
Are failure reports reviewed with priority issues addressed or mitigated for?				
Are waste pipes and above ground drainage systems checked regularly for blockages?				
Are sewerage pumps and chambers inspected and serviced in accordance with manufacturers' instructions?				
Are the locations of emergency shut-off valves for the water supply marked up on an accessible plan?				
Have staff completed legionella awareness training where applicable? Are records in date?				
<b>FIRE SAFETY</b>				
	Yes	No	Comments	Actions Required
Has a fire risk assessment or assessment review been carried out in the last 12 months?				

Has the capacity for communal areas (e.g. main hall) been calculated as part of this assessment?				
Do staff have access to or an awareness of the capacity assessment?				
Have all priority actions from the fire risk assessment been carried out and suitably recorded?				
If changes have been made to the building or occupancy, has the fire risk assessment been reviewed?				
Is an up-to-date school evacuation plan in place?				
Are personal emergency evacuation plans (PEEPs) in place for staff and pupils who need them, and are PEEPs considered in the school evacuation plan?				
Have all staff, pupils and visitors been given instructions about fire evacuation and assembly procedures?				
Are up-to-date evacuation signs and notices clearly displayed?				
Are all emergency exits and routes clearly signed, available for immediate use and unobstructed?				

Are the fire assembly points kept free from obstruction?				
Are internal fire doors in place in key areas, such as corridors and stairwells? Are they opening easily and closing fully, and are they kept unlocked?				
Do any electronic locking devices used on fire escape routes unlock automatically on operation of fire alarm or loss of power?				
Are fire drills conducted termly and recorded?				
Is the fire alarm system audible throughout the building?				
Is a full test of the fire alarm, including call points, carried out weekly, and are these tests recorded?				
Has the fire alarm system been serviced by a competent engineer within the last year?				
Is the fire-fighting equipment checked monthly in-house and inspected by a contractor on an annual basis? Are records of checks kept?				
Are fire extinguishers accessible and clearly signed?				

Is the emergency lighting tested, and faults recorded, monthly?				
Are all stairwells and under-stairs areas kept clear of combustible materials?				
Are highly combustible materials stored and secured in their correct locations?				
Are classrooms and the areas near fire doors kept free from paper and other combustible materials?				
Have all staff received and completed the mandatory fire awareness training?				
<b>LIFTS AND HOISTS</b>				
	Yes	No	Comments	Action Required
Are building lifts and hoists for moving and carrying people checked and serviced 6 monthly, and are checks and services recorded?				
Are building lifts serviced every 6 months with records held?				
Have any goods lifts or hoists been serviced within the last year?				
Is a procedure in place for responding to passenger alarms?				

Are commissioning, testing and inspection certificates held on site for all lifting and hoisting equipment?				
<b>ASBESTOS</b>				
	Yes	No	Comments	Action Required
Is there an in date asbestos survey available at reception?				
Is there a current copy of the WNAT Asbestos Management Plan (AMP) attached to the current survey?				
Have all inspections been completed as per the requirements of the asbestos survey?				
Has asbestos been considered for any ongoing construction or infrastructure project?				
Have all staff completed asbestos awareness training, as required?				
Has the head been made aware of any issues that may pose an impact to H&S or the operational effectiveness of the school?				
<b>VENTILATION</b>				
	Yes	No	Comments	Action Required

Has a TM44 inspection been conducted, where applicable, and are records held?				
Have all air conditioning units been serviced at least annually? Are records held?				
Have commercial fridges been serviced at least annually? Are records held?				
Have Local Exhaust Ventilation (LEV) systems been serviced within 14 months? Are records available?				
Have Fume cupboards been serviced and tested within 14 months? Are records available?				
Has the main kitchen extraction system been cleaned, where applicable, at least annually?				
<b>MANAGEMENT SYSTEM</b>				
	Yes	No	Comments	Action Required
Is the compliance spreadsheet up to date with no overdue requirements?				
Have none issues been added to the relevant action log?				



Are the action logs up to date with current mitigation in place or plans to address issues?				
Are regular meetings held with the Head to discuss issues that increase H&S risk or that can potentially impact the operational effectiveness of the school?				
<b>Additional comments</b>				

### **Annex 3 – Science Department Checklist**

Science Department				
	Yes	No	Comments	Action Required
Is there a record of staff training relevant to their role? Is training in date?				
Is there a Science department compliance code and are staff aware of its location?				
Is there a department risk assessment in place and are staff aware of its contents?				
Are hazcards in use and are they in date?				
Is there H&S information available for staff and students?				
Is there a nominated Radiation Protection Supervisor (RPS)?				
Is there a record of checks for radioactive sources?				
Is there a list of chemical substances held?				
Are chemicals suitably stored and controlled?				
Is access to chemicals suitably controlled?				

Are Technicain areas suitable controlled?				
Do chemical rooms have information regarding the items stored within on the outside of the door?				
Is PPE provided for both staff and Student use? are checks carried out and recorded?				
Is there a spill kit available?				
Have fume cupboards been serviced and where issues have been identified has this been mitigated against?				
Are pressure vessels such as autoclaves and steam engines in date testing?				
Are all rooms kept in a clean and tidy state when not in use?				
Are trip hazards kept to a minimum when rooms are in use?				
Is heating and ventilation suitable in all areas?				
Is lighting suitable in all areas?				
Is there an emergency shut off for gas where supplied?				

Is there suitable and sufficient first aid provision within the department?				
Are there sufficient eye wash facilities throughout the department?				
Is there suitable fire fighting equipment in place?				
Are fire exits and egress routes clear and easily accessible?				
Are floors in good condition throughout the department?				
Are taps labeled accordingly such as not drinking water or caution hot?				
Are electrical sockets in good condition throughout the department?				
Are extension leads in use and if so are there trip hazards present?				
<b>Additional Comments</b>				

#### **Annex 4 – Technology Department Checklist**

<b>Technology Department</b>				
	Yes	No	Comments	Action Required
Is there a record of staff training relevant to their role? Is training in date?				
Is there a Technology department compliance code and are staff aware of its location?				
Is there a department risk assessment in place and are staff aware of its contents?				
Are model risk assessments adapted to meet the schools requirements and is there a record?				
Are model RA's Regularly reviewed?				
Is H&S advice readily available for machinery used within the department?				
Are Chemicals stored in a safe and secure manner?				
Is there an up to date contents list for all chemicals and substances?				

Are COSHH assessments available for all hazardous substances?				
Is suitable PPE available for all staff and students? Is it regularly inspected?				
Has all machinery been serviced? Have any issues been mitigated against?				
Have extraction systems been serviced? Is there a record?				
Is there sufficient first aid provision within the department?				
Is there sufficient fire equipment with the department?				
Is there any requirement for working at height within the department? If so, have staff received suitable training? Is the equipment suitable and serviced?				
Is there a requirement for manual handling within the department? If so, have staff received suitable training?				
<b>Workshops</b>				
	Yes	No	Comments	Action Required
Is the room maintained in a clean and tidy state?				

Are workshops locked when not in use?				
Is access to technician areas restricted?				
Is heating and ventilation suitable?				
Are light levels adequate?				
Is there sufficient space around workbenches (750mm or 1500mm between benches)?				
Are large machines hardwired into the circuit with identification labels?				
Is the laser cutter serviced and connected to a suitable extraction system?				
Are there emergency shut offs for gas and electricity?				
Are there suitable warning signs in place relating to noise, PPE etc ?				
Are fire exits and egress routes kept clear at all times?				
Is there an air compressor in use? Does it exceed 250 bar pressure (max pressure x internal volume)? If so, has it been inspected?				

Is shelving suitable for the items in use? Are the shelves used correctly with heavy items low and light items high?				
Is equipment used by students suitable for the task intended e.g vices?				
Is the flooring in good condition with no damage apparent?				
Are extension leads in use? If so, are they minimal? Do they pose a trip hazard?				
<b>Heat treatment areas</b>				
	Yes	No	Comments	Action Required
Is the system gas fed? Are there suitable safety devices in place?				
Is ventilation suitable for the size of the area?				
Is there suitable first aid provision in place?				
Is there suitable fire equipment in place?				
Are fire exits and egress routes kept clear at all times?				
Is the floor in good condition with no trip hazards?				



**Food technology**

	Yes	No	Comments	Action Required
Is the floor in good condition? Are there any trip hazards?				
Are worktops clean and suitably sealed?				
Are electrical sockets in good condition and located away from sinks etc?				
Are appliances in good condition and where required serviced? Do gas cookers have safe chains fitted?				
Is food and ingredients stored correctly?				
Is shelving suitable and is it used correctly?				
Is there suitable first aid provision in place?				
Are fire exits and egress routes kept clear at all times?				

**Textiles**

	Yes	No	Comments	Action Required
Are floors in good condition with no trip hazards?				

Are fire exits and egress routes kept clear at all times?				
Is there sufficient fire fighting equipment available?				
Is equipment well maintained and stored correctly?				
Is shelving suitable for the items stored and is it used correctly?				
Are store rooms free from clutter?				
Is lighting suitable for the area?				
Is heating and ventilation adequate?				
<b>Art and Design</b>				
	Yes	No	Comments	Action Required
Is the flooring in good condition with no trip hazards?				
Is lighting suitable?				
Is heating and ventilation adequate?				
Are shelves suitable and are they used correctly				

Are extension leads in use? If so, are they kept to a minimum with no trip hazards?				
Is there a list of Hazardous Substances?				
Are COSHH assessments held for hazardous substances?				
Is PPE available for staff and students? Is it in good condition?				
Are fire exits and egress routes kept clear at all times?				
Is there suitable fire fighting equipment available?				
Are displays secure and not impeding access and egress?				
<b>Dark rooms</b>				
	Yes	No	Comments	Action Required
Is there a risk assessment available for the dark room (CLEAPSS - MRAT167 refers)				
Is the dark room secured when not in use?				
Is the room only lockable from the outside?				
Is the room kept clean and tidy?				

Is there suitable ventilation in place?				
Is there a lockable electric shut off switch available?				
Is there an isolator for the water supply?				
Are chemicals securely stored with a suitable and up to date contents list? Are chemicals in date shelf life?				
Where chemicals have been decanted is are the containers suitably labeled to identify the contents?				
Are chemical warning signs in place both with and on the outside of the dark room?				
Where hazardous substances are in use is there a COSHH Assessment held? (CLEAPSS - MRAT 166 refers)?				
Is suitable PPE available and is it serviceable?				
Is the floor in good condition and are there trip hazards from damage or trailing cables?				
Is there a warning sign to indicate the room is in use?				
Is there suitable first aid provision in the area and ways of raising the alarm?				

Is there suitable fire equipment available?				
<b>Kilns and Ceramics</b>				
	Yes	No	Comments	Action Required
Is there a risk assessment in place for the use of the kiln or ceramic processes (consider exposure to dust etc)? (CLEAPSS GL245 Refers)				
Is access to the kiln suitably controlled?				
Is there a process or suitable controls in place to ensure the kiln is not operating when unattended?				
Is there information on how to shut down the kiln in an emergency?				
Has the kiln been serviced in the last 12 months? Are records held?				
Is the area around the kiln free from combustible materials?				
Where in use, are there suitable COSHH Assessments in place for hazardous substances such as glazes etc (CLEAPSS MRAT145 refers)				
Is suitable PPE available and is it serviceable?				

Is there suitable first aid provision in place and means of raising the alarm?				
Is there suitable fire equipment in place? (CO2 extinguisher)				
If identified as containing asbestos is suitable signage in place on the kiln? Is this included in the school Asbestos Management Plan (AMP)				
<b>Printing press</b>				
	Yes	No	Comments	Action Required
Is the press kept in a clean and tidy condition?				
Are guards in place?				
Is access to the press restricted when not in use?				
Are solvent based inks in use? If so, is there suitable ventilation? Is PPE available including goggles, gloves etc?				
Where solvent based inks are used is there a COSHH Assessment available?				
Are inks stored in a suitable manner?				
<b>Additional comments</b>				



**Annex 5 – Catering Department Checklist**

<b>Cleaning</b>				
	Yes	No	Comments	Action Required
Are food rooms and equipment in good condition and well maintained?				
Are rooms clean and tidy? Do staff clean as they go whilst including difficult areas?				
Is there suitable cleaning equipment and substances available?				
Where Hazardous substances are in use are COSHH assessments and contents lists available?				
Are cleaning substances and equipment stored correctly? Is shelving fit for purpose?				
Are separate cleaning cloths used in different areas? Are they washed regularly?				
Has a deep clean been carried out? If so, when?				
<b>Equipment and general area</b>				
	Yes	No	Comments	Action Required



Are Freezers and fridges working correctly? Have commercial units been inspected and serviced? (Discuss with Site Manager)				
Is gas equipment serviced annually? Are records held?				
Is all electrical equipment in good condition and working correctly?				
Is the extraction system serviced annually? Is a record held?				
Has the extraction system been cleaned in the last 12 months as a minimum?				
Is furniture in good condition?				
Is the floor in good condition with no trip hazards?				
Is equipment located to minimize trip hazards?				
Are fire exits and egress routes kept clear at all times?				
Is there suitable fire fighting equipment in place including fire blankets?				
Have staff completed mandatory fire awareness training? Are records available?				

Is the premise pest proof and free from signs of pest ingress?				
Are fly screens or fly zappers in use? Have these been cleaned?				
Is food protected from contamination by pests?				
Is lighting, ventilation and heating suitable?				
<b>Food Storage</b>				
	Yes	No	Comments	Action Required
Are deliveries appropriately stored as soon as delivered?				
Is ready to eat food stored above/ separate from raw food in the fridges and freezers?				
Is food in fridges and freezers covered?				
Are high risk foods dated, checked and rotated?				
Are dried goods stored correctly? e.g. in a suitable room, off the floor and in covered containers?				

Is outer packaging removed from ready to eat food removed before being placed into a clean area (Room where only ready to eat food is handled - no raw foods permitted)				
Are fridges and freezers defrosted regularly?				
<b>Food Handling and Hygiene</b>				
	Yes	No	Comments	Action Required
Are ready to eat foods prepared in a clean area?				
Are separate utensils and equipment used for ready to eat foods unless disinfected in a dishwasher?				
Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules?				
Is hygiene guidance on display?				
Have staff completed hygiene training? Are records maintained?				
Are hand wash basins available with sufficient hot water and soap available? Are they used for hand washing only?				

Are staff toilets and changing areas maintained in a good condition?				
<b>Waste control</b>				
	Yes	No	Comments	Action Required
Is waste in food rooms stored correctly?				
Is food waste stored correctly outside and is the refuse area kept tidy?				
Is unfit food clearly labeled and/ or disposed of?				
Is food waste separated from general waste?				
Is there a process for controlling the disposal of Fats, Oils and Grease (FOG)? Is this being followed?				
Where grease traps are installed, are they regularly cleaned?				
<b>Menu and service</b>				
	Yes	No	comments	Action Required
Is the current menu and price list clearly displayed in both the kitchen and canteen areas?				

Is food prepared and presented in a suitable way to meet Trust standards?				
Is suitable portion control in place?				
Is allergen information clearly available? Are staff aware of allergy requirements for staff/ students?				
Have staff completed allergen training and are records held?				
<b>Additional Comments</b>				



## Internal Audit Report

In line with the WNAT audit plan an internal audit has been conducted at the following school site:

School	
Area	
Date	

Audit conducted by:

Name	
Position	

Staff involved in the audit

Name & Position	
Name & Position	
Name & Position	

Name & Position	
Name & Position	

Were there any issues affecting the completion of the audit. Yes/ No?

If Yes, please provide detail below

Issue affecting the audit	
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Issues identified during the audit should be listed below in priority order. (1 High, 2 Medium, 3 Low).

Any issues posing an immediate increase in risk are to be highlighted to the head teacher to enable suitable mitigation to be identified.

Issue number	Issue Identified	Priority 1, 2 or 3


Have all issues identified been transferred to the School Actions & Issues (A&I) log? Yes / No

If No, why?

Has a post audit meeting been held with the relevant head teacher to discuss the findings? Yes / No?

If No, Why?



**Declaration by person conducting the audit**

This audit has been completed with due regard to HSE Guidance, CLEAPSS Guidance, FSA guidance, WNAT policies and/ or compliance codes as applicable using the checklists provided.

Where high priority issues have been identified that have the potential to increase risk or impact the operational effectiveness of the school, the issue has been highlighted to the head with immediate effect.

Where required, risk assessments have been reviewed as part of the audit process and amendments implemented.

Name:

Date:

Signature: