

**Health Safety Performance Review Audit for Rise Up Academy
Hazards Management Elements Summary**

Element 1: CHAPEL	
Exit Door	Music Equipment and drapes are obstructing exit access.
	Drapes are a hinderance and need to be secured from the door
Exposed wires	Wire protuding from left wall -
	Music Equipment electrical chords obstructing access to exit
	tangled electrical chords under equipment needs to be taped and placed safely out of view
Lighting	Replace old light bulbs to led lights - more suitable to environmental learning conditions - Room 5
	light switches covered - must be visible
Heaters	Obstruction - heater vents must be kept clear
	Annual check required
External walls of Chapel	Brick Air Vents Guards missing need to be replaced Property Owner Responsibility
Carpet	Wear and Tear Maintenance Property Owner Responsibility
Manhole to underfloor	Door completely broken exposing paint containers stored under Property Owner responsibility
Reception Area	
Entrance Door	Not closing at correct speed - can cause jamming - Property Owner Responsibility
Archway between Room 6 Wall	Display Fixture overhanging walkway must be removed
Room 6 Entry Door from reception	Unable to shut door - magnet missing
Hall Kitchen Area	
Oven	Needs to be replaced or ensure regular servicing is compliant Property Owner Responsibility
Storage Cupboard	Must be clear of overhanging items
Entry Door	Must be securely locked at all times
	Supervision by Staff or designated Volunteers ONLY
	Entry by students with Staff supervision only
Kitchen Equipment	Stored in correct areas and be inaccessible to students
	Microwave outside of Kitchen Area
	Fridges ideally should be stored in an inaccessible area from Students as goods stored in Fridge can be accessed
Kitchen Roller Door	unsecured - unable to roll down completely - needs securing - Property Owner Responsibility
	Overhanging items on Fridge to be cleared
Room 6 Hall Area	
Kitchen Equipment storage	Currently in teaching and Learning space of Room 6 needs to be removed
Storage cupboards	No locks and protuding items hindering doors to shut correctly Property Owner Responsibility
Displays	overhanging displays above Food service area from Kitchen Hall to service bench need to be removed
Exit steps	Cracking on concrete requires anti-slip grips for all weather conditions Property Owner Responsibility
	Balustrade loose needs to be secured Property Owner Responsibility

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Resource Room	
Resource Shelves Entry	Rubbish restricting access to Resources Compartments
	General untidiness can cause minor to major accidents of falling & an increase of rodent infestation
Lighting Property Owner	Overhanging light bulb protuding over wooden balustrades - ledlight replacement preferably with a cover
Light Switch Property Owner	Option 1: Needs to be moved to entry point Option 2: Current Items blocking access to light must be removed
Storage Area	Cleared of protuding objects above the cupboard area
Computer Storage Area	All electrical chords to be positioned safely
Room 1 / Library	
Storage Equipment	Non-fixed storage must be cleared of items stored on the top
Window	Window broken since September 2018 yet to be fixed
Heater	Heater vents must be kept clear at all times
Ethernet Cables	Exposed cables need to be secure on wall
Student Playground Area & Site Ground	
Hazardous Items	Loose bricks need to be cleared from seating area
Storm Drains	excess clog and needs to be cleared - Property Owner responsibility
	Currently overflowing during heavy rain. Immediate action required
Car Parking	Car Parking - Parking lines need to be clearly marked. As the current car parking merges into the student playing area, it is advisable to mark ' NO PLAYING PASS THIS LINE' for insurance and student well-being purposes
	HAZARDOUS AREA - STAFF & VISITORS CARS PARKED ON SITE AREA. DOUBLE USE: CAR PARKING & CHILDREN'S PLAY AREA. PARKED CARS ARE OBSTACLES AND NEED TO BE PARKED ON THE ROAD. HIGH RISK.
Boundary Lines	Boundary Line markings required in consideration of the driveway gate which is also part of the student playing area
Disabled Car Park	minimum of one car park to be allocated by law as this is an Educational Facility
Dangerous Chemicals	Weed sprays, and other hazardous liquids to be stored in Container
Decking Area	The partition between the container room and Room 2 requires a step grip
	the decking edge between the container room and Room 2 needs a railing. Crates currently blocking clearway. Railing needed between Container and Room 2
Fenceline	Option 1: Fencing along the Middlemore rail tracks require extermination of weeds
	Option 2: Place Out of Bound Signs between container room and Fenceline
	Fencing around the site needs replacing, or repairs to height requirement.
Crossing Zebra lines	Re-paint lines and add additional lines to the curb
Room 2	
Floor Property Owner	Major hole in floor between the joinery structure. Hole located exactly adjacent to bag hooks. Hole appears to be caused by overflow of drainage pipes during wet weather. Immediate action. No conduct of business or

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	teaching and learning can be conducted until this is resolved and brought up to compliance.
Eternet cables	Excess wires hanging over rafters need to be secured
Toilet / Cloakroom areas	
Skirting Wall	Loose lino needs to be glued back to skirting wall
Urinals - Underground pipes	There appears to be a putrid urine smell. This smell has been an issue for a while.
Property Owner responsibility	All pipes and water pipes that are on a private boundary Property Owner Responsibility
	It is therefore advisable these sewage pipes be checked by a Plumber, as to the source of the odor.
	This odor needs to be sorted due to the health danger it poses for those with respiratory system.
Room 3	
Storage	Overhanging items on storagecupboards to be cleared
Container Room	
PLEASE NOTE: Additional note : CONTAINER CLASSROOM IS NON-COMPLIANT; IS NOT BUILDING CODE COMPLIANT	
CONTAINER CLASSROOM WILL NEED TO BE REPLACED WITH PRE-FABRICATED BUILDING AND BROUGHT UP TO BCC.	
	The container is used for teaching and learning but is must be noted that it is subject to ongoing maintenance given the nature of its' business activity.
	Non-regular maintenance will result in greater health risk for children due to dampness as there is no insulation. Regular checks and maintenance will ensure health and safety is being addressed and being responded to by the accountability by the Leasee and the Property Owner.
Exit Door	This exit door appears to be jammed. This door has been jammed since February 2018. Correct procedures were followed. To date the exit door has not been attended to. 1) It is illegal to conduct business or learning if there is no second exit. This must be attended to immediately. By not doing so can land both the leasee and the Property Owner with major fines in the event of a dangerous occurrence. The Property Owner and the leasee can have their business suspended resulting in Workplace Safe conducting a a formal inquiry
Flooring	Carpet tiles are loose and have come undone. It is noted that there are several parts of the floor that have missing tiles. Replacing these will entail all carpet tiles being pulled up and retiled.
Exterior	Waterblasting required to eliminate algae growth
Health & Safety Signage	
Exit Signs	All exit signs need to be fixed securely on all exit doors. Please entry and exit points
Shed & Storage Container	
Equipment	There is currently one shed without a door that stores sports equipment and surplus furniture
	The container houses hazardous goods, building gear and equipment along with surplus to requirement items
Health & Safety Policies	
Security Policy	In place, and documented regularly
Property Maintenance	Needs attention and updated

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Visitors Register	in place and being actioned
Building W.O.F.	All buildings compliant and has current W.O.F Container NOT COMPLIANT, NO INSUL
Fire & Emergency Policy	In place and documented regularly
Hazards Register	In progress
Health & Safety Reporting Register	In place and documented for ongoing incidents