

**Effective from 1 September 2023**

**Revised August 2025**

Regulatory Audit

Records of training, health and safety checks, provision of information

## Training

|  |
| --- |
| **List here details of most recent role specific training**  |
| **Roles of staff present (for example, teaching / support / pastoral)** | **Additional information if applicable** | **Date** | **Summary content** | **Provider**  |
| *Please see examples below for guidance* |
| *Staff in the early years* |  | *01/01/2020* | *Food hygiene* | *Education training provider Ltd* |
| *Lead for operations* |  | *01/01/2020* | *IOSHH training* | *Provider x. Ltd* |
| *All fire wardens* | *2 in each building* | *01/01/2020* | *Evacuation and extinguisher drills* | *School’s lead for operations*  |
|  |  |  |  |  |
|  |  |  |  |  |

## Health and safety checks (safety of boarders)

|  |
| --- |
| **Please include information for last check undertaken****Delete any rows not applicable to your school and insert rows that have not been included** |
| **Type of check** | **Person/company responsible**  | **Dates** |
| Reinforced autoclaved aerated concrete (RAAC) |  |  |
| Legionella |  |  |
| Other water (e.g swimming pool) |  |  |
| Electrical safety (buildings) |  |  |
| Electrical safety (appliances) |  |  |
| Gas safety |  |  |
| Trees |  |  |
| Catering/environmental health |  |  |
| Asbestos |  |  |
| Science laboratories |  |  |
| Design and technology |  |  |
| Food technology |  |  |
| Minibus  |  |  |

## Reporting of injuries, diseases and dangerous occurrences regulations

|  |
| --- |
| **List here details of any reportable RIDDOR since previous inspection**  |
| **Type of incident** | **Pupils/other involved**  | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Fire (fire precautions and drills including for any boarders)

|  |
| --- |
| **List here details of most recent checks and drills** |
| **Type of check** | **Person/company responsible**  | **Dates** |
| Fire risk assessment |  |  |
| Cladding of Residential buildings |  |  |
| Fire drills (for each building/boarding house) | *Please include date and time for each building/house* |  |
| Alarms |  |  |
| Emergency lighting |  |  |
| Escape routes |  |  |
| Fire-fighting equipment |  |  |
| Fire protection measures |  |  |

## First aid (Boarders’ health and wellbeing)

|  |
| --- |
| **List here details of most recent first-aid training and checks** |
| **Roles of staff present (e.g teaching/support/pastoral)** | **Additional information if applicable** | **Date** | **Summary of content** | **Provider**  |
| *Please see examples below for guidance* |
| *All Staff* |  | *01/01/2020* | *First aid awareness* | *Company x Ltd.* |
| *e.g selected staff x 20* |  | *01/01/2020* | *Emergency First Aid at Work course* | *Company x Ltd.* |
| *15 x staff in EYFS* | *All teachers and teaching assistants* | *01/01/2020* | *Paediatric first aid (two day)* | *Company x Ltd.* |
| *5 x pool staff* |  |  | *Lifesaving (two day)* | *Company x Ltd.* |
| *25 x sports coaches* |  |  | *Concussion update* | *School nurse* |
| **List here details of most recent first-aid checks** |
| EpiPen or other related training in emergency first aid |  |  |  |  |
| Check of content of first aid boxes |  |  |  |  |
| Check of contents of first aid bags |  |  |  |  |
| Check of accident and other records by proprietor or delegated person |  |  |  |  |
| Check of storage of medicines by proprietor or delegated person |  |  |  |  |

|  |
| --- |
| **Other legislation** |
| **Equality Act** | *Confirmation that school has an accessibility plan* *Date of last review**Current targets**Documentation will be seen during inspection* |
| **Corporal punishment** | *Conformation that the school rejects the use of corporal punishment* |

## Provision of information (+NMS 1: Statement of boarding principles and practice)

|  |
| --- |
| **List where the information in first column is provided to parents** |
| **Information** | **How provided** |
| particulars of the arrangements for meeting the standard contained in paragraph 7 (**safeguarding**) | *On website* |
| **Previous inspection reports (all except pre-registration and material change inspections** since January 2015) | *On website* |
| **Arrangements for RSE** | *On website* |
| **Attendance Policy**  | *On website* |
| **annual written report** of each registered pupil’s progress and attainment |  |
| the school’s **address** and **telephone** number, and the name of the **headteacher**; |  |
| **either**: where the **proprietor is an individual**, the proprietor’s full name, address for correspondence during both term-time and holidays and a telephone number or numbers on which the proprietor may be contacted at all times, |  |
| **or**: where the **proprietor is a body of persons**, the address and telephone number of its registered or principal office; |  |
| where there is a governing body, the name and address for correspondence of its **Chair**;  |  |
| a **statement of the school’s ethos** (including any religious ethos) and aims. |  |

|  |
| --- |
| **List where the information in first column is made available to parents** |
| **Information** | **How made available** |
| particulars of the school’s policy on and arrangements for **admissions, misbehaviour and exclusions**; |  |
| particulars of educational and welfare provision for pupils with **EHC plans** and pupils for whom English is an additional language **(EAL)** |  |
| particulars of the policy referred to in paragraph 2 (**curriculum policy**) |  |
| particulars of arrangements for meeting the standards contained in paragraphs 9 (**behaviour**), 10 (**bullying**), 11 (**health and safety**), 13 (**first aid**) and 33 (**complaints**); |  |
| particulars of the **school’s academic performance** during the preceding school year, including the **results of any public examinations**; |  |
| A suitable statement of the school’s boarding principles and practice |  |
|  |  |

|  |
| --- |
| **List where the information in first column is made available to local authority** |
| **Information** | **Yes/No** |
| ISS 32(h) Where a pupil is wholly or partly funded by a local authority (LA) annual account of income and expenditure provided to LA | *If there are such pupils, then documentation must be seen during inspection* |
| ISS 32(j) Where a pupil with an EHC plan is wholly or partly funded by a local authority (LA) information for the purpose of annual review sent to LA | *If there are such pupils, then documentation must be seen during inspection* |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Leadership and management

|  |
| --- |
| **List here details of any additional training undertaken by proprietors, leaders and managers that are relevant to the ISSRs, NMS and EYFS (e.g AGBIS, BSA courses)** |
| **Roles of person** | **Additional information if applicable** | **Date** | **Summary content** | **Provider**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |