


Inspection and Audit



Taaleem Group	 inspiring young minds
Occupational Safety and Health Management System	
Inspection and Audit	

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Taaleem Group Signatory Page

Policy Document Reference	School Name	Name of Lead Responsible Signatory	Signature	Date
TG-OSH-15.1	Charter School Group	Alphonso Bronkhorst		
TG-OSH-15.1	DBS Group	Maris Keijser		
TG-OSH-15.1	IB Cluster	Ashley Tomkinson		
TG-OSH-15.1	AAG	Joslita D'Souza		
TG-OSH-15.1	Dubai Schools Group	Harry Bains		
TG-OSH-15.1	RAHA Group	Marthinus Neethling		
TG-OSH-15.1	ESE Group	Philip Longdon		



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1. Purpose

The purpose of this document is to establish a plan to conduct regular inspections, audits, and monitoring activities to ensure a safe working environment in Taaleem schools. This is done by identifying hazards, unsafe acts, and unsafe conditions and ensuring suitable control measures are implemented and reviewed for adequacy.

2. Scope

This procedure is applicable for all processes and facilities within the school, including the equipment used and the tasks and activities that are undertaken across the school site.

3. Definitions

Inspection: Physical on-site verification that work is performed, and documentation and equipment is maintained in accordance with applicable standards and procedures.

Audit: A systematic, independent, and documented exercise to determine the level of compliance to set standards.

Monitoring Activity: The measurement of the properties of a material or the sampling of a material with immediate or subsequent analysis.

Risk: Is the product of measure of likelihood of occurrence of an undesired event and the potential severity of the adverse consequence the event may have upon people.

Hazard: Any substance, physical effect, or condition with potential to harm people or property.

4. Roles and Responsibilities

4.1. Executive Principal or Principal

- The Executive Principal or Principal is responsible for ensuring that there are suitable inspection and audit processes established within the school ensuring a safe workplace and compliance with local regulations.
- To approve budgets for the provision of resources to control hazards within the school.


4.2. Head of Business Operations / Operations Manager

- To ensure there are suitable inspection and audit processes established within the school ensuring a safe workplace and compliance with local regulations.
- To maintain oversight that inspections are completed in accordance with the inspection schedule.
- To participate in inspections to ensure compliance.
- To approve budgets for the provision of resources to control hazards within the school.
- Ensuring that records of inspections and audits are maintained.

4.3. Facilities Manager OSH Officer

- Responsible for ensuring that inspections, audits, and monitoring activities are completed in accordance with the inspection schedule.
- Maintaining records of inspections and audits that have been completed
- Identifying areas that are subject to regular inspection.

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- Escalating serious issues to the Head of Business Operations, Operations Manager or Taaleem Central Office for support when required.
- Ensuring that concerns raised during inspections and audits are rectified as soon as reasonably practicable.

5. Procedure

The operations team will oversee the completion of all safety related inspections across the school. All staff are responsible for reporting any damaged equipment or unsafe conditions to the Facilities Manager without delay so that issues can be rectified, reporting should not wait for a scheduled inspection.

The safety inspections and audits that are required at schools within the Taaleem Group along with the required frequency is detailed in appendix 1. Completing the inspections detailed in appendix 1 will ensure the school is best placed to perform well in health and safety inspections and audits from external regulatory authorities such as KHDA, ADEK, ESE, OSHAD, DM etc. Schools may choose to conduct additional inspections to those listed in appendix 1 or may choose to complete inspections more frequently however the list acts as the minimum expected standard that must be achieved. Additional safety measures such as training drills occur in Taaleem schools but are not covered within the scope of this document, they are detailed in in TG-OSH-09 OSH Activities Calendar.


Inspections should be completed by the nominated competent person covering all aspects and areas relevant to the inspection checklist. It is important that comprehensive inspections take place, and all relevant items are checked for compliance. Where the inspection identifies a hazard, unsafe act or unsafe condition suitable controls must be established and implemented to mitigate the risk. It is important that control measures applied to hazards consider the risk hierarchy of control:



Reporting Monitoring, Follow Up and Record Keeping

When reports are completed, they should be effectively communicated too all appropriate personnel who can subsequently address issues and implement recommendations. It is best practice to track the completion of corrective actions by nominating responsible individuals and expected completion dates. It is important that follow up is carried out to ensure actions have been implemented and are effective.

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Taaleem approves and encourages the use of [Safety Culture](#) for the completion of internal audits and inspections. Use of the system ensures that accurate records are kept, inspection schedules are managed, and corrective actions can be tracked.

Following inspections and audits accurate records must be kept that can be presented as evidence when required by an external authority.

Taaleem Internal Health and Safety Audit Ratings


The following table can be used to grade a school's performance following a Taaleem health and safety audit:

Audit Score	Audit Rating
<60%	Very Weak
60-68	Weak
68-75%	Acceptable
75-82%	Good
82-90%	Very Good
90%+	Outstanding

6. References

1. OSHAD-SF v3.1 Glossary of Terms.
2. OSHAD-SF v3.1 Element 08 Audit and Inspection
3. OSHAD-SF v3.1 Element 02 Risk Management
4. Online resource www.Safetyculture.com

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Appendix 1. Minimum Inspection Requirements

Activity	Frequency	Responsible Person
Taaleem Internal Health and Safety Audit*	Annually	Central Office
Taaleem Clinic Audit	Annually	Central Office
3 rd Party Swimming Pool Audit	Annually	3 rd Party / Central Office
Portable Appliance Testing (PAT)	Annually	Facilities Manager
Elevator Safety Test	6 Monthly	3 rd Party / Facilities Manager
Medical Equipment Checks and Calibrations	6 Monthly	3 rd Party / Facilities Manager
Firefighting Equipment Inspection	Quarterly	Fire Contractor
Water Microbiology and Legionella Tests	Quarterly / Bi-monthly	3 rd Party / Facilities Manager
AED Checks	Monthly	School Nurse
First Aid Kits Checks	Monthly	School Nurse
School Bus Checks	Monthly	Facilities Manager
Cleaning and Infection Control	Monthly	School Nurse / Facilities Manager
Canteen Checks	Monthly	Facilities Manager
Site Safety Walkthrough	Monthly	Facilities Manager
Site Security Walkthrough	Monthly	Facilities Manager
Swimming Pool Safety Checks	Monthly	Lifeguard
Playground Safety Checks	Weekly	Facilities Manager
Swimming Pool Safety Checks	Daily	Lifeguard
Toilet Cleaning Checks	Daily	Cleaning Staff
Food Safety Checks	Daily	Catering Provider

* Abu Dhabi high risk entities will be required to complete two Taaleem Internal H+S Audits and will also be subject to an annual 3rd party audit in preparation for OSHAD