

Health & Safety Review 2017-18

Description H&S area	Current Situation	Action Required
The Health and Safety Policy	Reviewed and will be discussed at the Governors meeting on 2018	Review June 2018
Safety and Welfare responsibilities and their qualifications in health and safety.	Principal Peter Kyles qualification was H&S officer at St Mary's, Lugwardine (6Years)	None
Site Management M Edge/PK/ES	Three Shires Building – Les Fancourt consultant.	Since January 2018 PK and ES make checks
Energy Certificate displayed	Survey carried out by M J Davies Management Ass. Ltd. Certificate issued 15 th May 2016 and displayed in the school entrance.	Certificate expired on 12 th May 2025.
Asbestos survey	Survey carried out by Lister Yallup of ACEM Consultants on May 2015.	
Fire Audit completed by Bryan Morgan 16 th June 2015 Les Fancourt (Three Shires Building) to move the tank with calor gas.	Audit action plan completed except for the gas tank positioning. This will be moved underground in 2019 summer holidays. Sub- contractors notice and hot work forms available.	Monitor (PK)
Fire extinguishers	Annual inspection carried out by Herefordshire Fire Protection Services Ltd. Sept 2017	All OK. Annual check due Sept 2018
Legionella Management	Principal checks temperatures monthly. Record in the School Site directory. See record sheet. Also RISK assessment February 2018.	Monthly check by the Principal. Review of Risk Assessment in January 2019
PAT Test	Carried out by CF Roberts on 3 rd October	Annual check due October

	2017	2018
5 Year Electrical check	Carried out by CF Roberts on 6 th July 2015.	5 Year check due July 2020
Fire notices & record of fire drills & equipment checks	Fire notices and drill procedure updated and posted May 2016 after fire alarm installation	Notice and evacuation poster in each room check required
Building and Engineering condition	Completed by Les Fancourt (Three Shires Building) August 2018.	Roof of 1845 needs rebattoning and felting. Chimney requires repointing.
School H&S meetings	Meeting with Les Fancourt. Site check of rooms and informing of what is required. Minutes not taken	Visited and checked August 2018
Contractors	Work is completed in the holidays. A contractors notice (information of how to conduct themselves. A hot working permit and forms are available..	Les Fancourt (ThreeShires Building) replaced infants floor and sink unit in Lower Juniors.
Hazard incidents	These are reported to E Stilwell and P Kyles. Actual incidents are reported on MIS (ScholarPack) so areas of concern can be highlighted.	Monitor ScholarPack
Risk Assessments	Individual activity/fieldwork/forest school R A. Areas R A are available on the 'T' Drive (File 101)	Continual updating
Emergency management procedure documentation	Business-continuity-plan available on Finance directory.	Need reviewing 2019
Minibus	Weekly inspections carried out by Mike Edge. Annual MOT/service arranged through Arval. Last one January 2018	Annual MOT/service due Jan 2019
CLEEAPS, MSDS register	Dangerous chemicals not stored on the site. Material Safety Data Sheets not required except for Meths see precautions on 'T Drive' low risk.	As and when bought.
Access control	All computers have individual passwords. MIS has secure passwords and sensitive system information is restricted to the	Monitor. With GDPR hard copies of personal equipment are securely destroyed. Audit of

	Principal , Systems Manager, School Secretary and Lead Teachers. Keys are only issued to the Principal, School Secretary, Lead-Teachers, Caretaker and Cleaner. When the school is open school gates are locked. Door has a number pad for security and the school is alarmed out of school hours. As part of prevent all computers on the network have certain sites blocked. Key words	information required September 2018 on admissions. Information control and also shredding of hard copies with sensitive data. Staff GDPR training 4 th September 2018. GDPR sensitive placed on documents with personal data.
Play equipment	Annual inspection arranged through Fran White of Parks and Playgrounds. Last inspection was carried out on 13 th August 2017.	Respond to high and medium risk issues. Next inspection due September 2018. Email Fran
Sports Equipment inspection	Annual inspection carried out by Sportsafe UK Ltd on May 2017.	Sports equipment inspected internally as benches are not used in climbing activities.

Health & Safety First Aid Training

Name & role	Type of training	Expiry date
Peter Kyles (Principal)	First Aid at Work First Aid and Paediatric First Aid (Jan 2018)	20 th Mar 2018 3 rd Jan 2018
Jane Clarke (Forest school)	Forest School First Aid	21 st Nov 2019
Matthew Burns (Vicar/Governor)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Simone Eckley (Lead Teacher)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Mike Edge (Sports /Caretaker)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021

Kate Goad (Lead Teacher)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Karen Hoare (Infants TA)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Sally Kyles (Lead Teacher)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Sue Thomas (TA)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Thea Preece (Infants TA)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Cathy Shaw (Lead Teacher)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021
Elaine Stilwell (School Sec)	Paediatric First Aid (Jan 2018)	3 rd Jan 2021

Health & Safety Future Plans

Moving the methane tank and placing underground. Soil acting as a fire wall	
Continue keeping First Aid & Safeguarding training up to date.	
GDPR awareness training.	On-going