

Health & Safety Review 2016 - 2017

Description H&S area	Current Situation	Action Required
The Health and Safety Policy	Reviewed and will be discussed at the Governors meeting on 16 ⁵ 5 ⁷ June 2016 7	Review June 2017
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 File (Education Property Partnership)	C S Burks	
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 expires 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	Audit action plan completed except for the gas tank positioning. This will be moved underground in summer holidays. Sub- contractors notice and hot work forms available.	Regular checking by Principal
Fire extinguishers	Annual inspection carried out by Herefordshire Fire Protection Services Ltd on 29th September 2015 . 23 rd September 2016	All OK. Annual check due Sept 2017
Legionella Management	Principal checks temperatures monthly. Record in the School Site directory. See record sheet.	Monthly check by the Principal
PAT Test	Carried out by CF Roberts on 29 th	Annual check due Oct 2016

	October 2015	
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 May 2016
Building and Engineering condition	Completed by Colin S Burks October 2015. Visited and checked the site May 2016 March 2017	Check in 2017
School H&S meetings	Meeting with C S Birks FRICS. Site check of room and informing of what is required. Minutes not taken	Visited and checked the site May 2016 March 2017
Contractors	Work is completed in the holidays. A contractors notice (information of how to conduct themselves. A hot working permit and forms are available..	
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.	
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.	
Minibus	Weekly inspections carried out by Mike Edge. Annual MOT/service arranged through Arval. Last one January 2016	Annual MOT/service due Jan 2017
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.	
Access control	All computers have individual passwords. MIS has secure passwords and sensitive system information is restricted to the	Monitor

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	Principal , Systems Manager and Lead Teachers Keys are only issued to Lead-Teachers and the Site Manager. 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.	
Play equipment	Annual inspection arranged through Herefordshire Council Parks Development Manager. Last inspection was carried out on 17 th May 2016.	Respond to high and medium risk issues. Next inspection due May 2017 inspection.
Sports Equipment inspection	Annual inspection carried out by Sportsafe UK Ltd on 17 th on 28 th June May 2016.	Next inspection due 28 th June May 2017 inspection

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Health & Safety First Aid Training

Name		Date Expiring
Jane Clarke	Forest School First Aid	11th 9th October 2016 November 2019
Simone Eckley	Paediatric (June 2016)	26 th June 2019
Mike Edge (PE, Site Manager)	Sports First Aid	18 th March 2018?
Kate Goad (Lead Teacher)	Paediatric (Autumn 2016)	9 th Dec 2019
Karen Hoare (Infants TA)	Paediatric	29 th April 2018
Peter Kyles	First Aid at Work	20 th March 2018
Sally Kyles	Paediatric	25 th March 2018

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Thea Preece (Infants TA)	Paediatric	20 th June 2018
<u>Cathy Shaw</u>	<u>Paediatric</u>	
Sue Thomas (TA)	Paediatric	29 th April 2018
Kym Pride (TA)	Paediatric	20 th May 2018
Elaine Stilwell (School Secretary)	Paediatric	25 th March 2018

Health & Safety Future Plans

Moving the methane tank and placing underground. Soil acting as a fire wall	Current contract ends in February 2017. Will be completed by that date. Cost has put this on hold.
Continue keeping First Aid & Safeguarding training up to date.	SE & KG require First Aid Training. JC Forest school first aid training. SE Nubis paediatric, epipen & defibrillator 22nd & 29th June <u>Paediatric First Aid Training. Anubis have been booked during INSET January 2018. This will cover 10 members of staff.</u>