



Health & Safety Policy

Review cycle: Annually

Last Review Date: Sept 2023

Next Review Date: Sept 2024

Staff responsible: Bursar, Board of Governors

Committee responsible: Compliance & Health and Safety

(This policy applies to the whole School including EYFS)
(Willington School reserves the right to update all policies on a regular basis)



HEALTH AND SAFETY POLICY

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PART 1: STATEMENT BY THE GOVERNING BODY

As governors of Willington Prep School we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Willington Prep School by appointing the Risk, Compliance and Health & Safety Committee with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmaster. However, as governors, we have specified that the school should adopt the following framework for managing health and safety:

The governors overseeing health and safety attends the meetings of the school's Risk, Compliance and Health & Safety Committee termly and receives copies of all relevant paperwork.

A report on health and safety covering: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Risk, Compliance and Health & Safety Committee meeting.

The minutes of the Committee's discussion on health and safety are tabled at each meeting of the full Governing Board together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.

The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals.

These reports (as per point above) are considered by the Risk, Compliance and Health & Safety Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes.

The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Catering contractors arranges for a hygiene and safety audit of food storage, meal preparation and food serving areas three times a year, together with regular external deep cleaning and pest control services, and that the Bursar reports on all these aspects to the Risk, Compliance and Health & Safety Committee.

The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and updated every three years, more frequently if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Full Board.

The school has a competent person undertake a risk assessment for legionella every two years and a bi-annual water sampling and testing regime in place.



The school has a policy in place for the training and induction of new staff in health and safety related issues which should include Health and safety Awareness. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to any member of the teaching staff who is involved with trips and visits and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the head, the bursar and other members of the Senior Leadership Team (SLT) in order to enable the governors to comply with health and safety duties. Finally, all members of staff are responsible for reporting any significant risks or issues to the bursar.

All employees are briefed on where copies of this statement can be obtained on the School Hub. They will be advised as and when it is reviewed, added to or modified. Details of the organisation and arrangements for carrying out the policy are to be found in parts two and three of this document.

Signed:

Chair of Governors
Date: 26/09/2023

Headmaster

Review period: Annual

Reviewed by: Bursar

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PART 2: ORGANISATION FOR HEALTH AND SAFETY FOR WILLINGTON SCHOOL

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities.

1. BOARD OF GOVERNORS ("THE BOARD")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. This will include ensuring the provision of sufficient training opportunities to staff to ensure they are able to work in a safe manner. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties. The Board will hold the Headmaster to account in respect of the requirements set out in this policy.

2. HEADMASTER

The Headmaster will have day to day responsibility for controlling health and safety within the school. This will include ensuring there are sufficient resources deployed to meet health and safety requirements. The Headmaster will have overall responsibility for ensuring that health and safety training is deployed as required. They will ensure that accidents are suitably and appropriately investigated and recorded. They will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance including an annual audit and will assist the Board in implementing changes in the Policy which the Board have approved. The Headmaster will be responsible for the implementation of an Major Incidents Policy (Critical Incident & Emergency Management Plan).

3. BURSAR

The Bursar will have delegated by the Headmaster the day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety
- Electrical safety
- Gas safety
- Water quality
- Asbestos
- Emergencies
- Staff induction and training
- The appointment of competent contractors

They will also act as the School Safety Co-ordinator, whose duties will include:

- advising the Headmaster on maintenance requirements;
- co-ordinating advice from specialist safety advisors and producing associated action plans;
- co-ordinating and implementing training
- monitoring health and safety within the School and raising concerns with the Headmaster
- compliance with the Construction (Design and Management) Regulations;
- reporting to the School Risk, Compliance and Health and Safety Committee.



- Investigating accidents and incidents and recording the same and reporting, where necessary to the appropriate bodies.

4. SENIOR LEADERSHIP TEAM

The SLT will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control and will delegate to teachers where appropriate. They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Science (including harmful substances and flammable materials)
- Sports activities – Director of Sports
- Drama
- Art & DT (including harmful substances and flammable materials) – Head of Art
- Music – Director of Music
- Outdoor lessons
- Trips and visits – Lead Teacher of the Trip or Visit
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They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

5. PREMISES OFFICER

The Premises Officer will assist the Bursar with the implementation of the following:

- Building security.
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate).
- Registration and control of visitors and management of contractors..
- Site traffic movements.
- Maintenance of School vehicles.
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos.
- Good standards of housekeeping, including drains, gutters etc.
- Control of hazardous substances for grounds maintenance activities.

6. EXTERNAL HEALTH AND SAFETY ADVISORS

The Bursar will arrange as appropriate for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and design and machinery used in both design and technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department. In addition, Thomas Franks arranges for:
 - a hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - appropriate pest control measures to be in place.
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior



of buildings, or new buildings are bought or added.

- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are tested at least annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella every two years and a bi-annual water sampling and testing regime in place.
- The school maintains an asbestos register and the bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. They are also responsible for the maintenance of an asbestos management plan. Contractors are required to sign the Contractors register to confirm they have been fully briefed about the Asbestos status at the school before starting work.
- The school has current electrical test certificates for all its buildings. It uses NICEIC qualified electrical engineers to inspect and maintain its electrical installations .
- All work on gas boilers and appliances is carried out by registered Gas Safe engineers.
- A competent Contractor is appointed in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 2015 whenever construction work is undertaken.

7. SCHOOL RISK, COMPLIANCE AND HEALTH AND SAFETY COMMITTEE

The Committee will meet once a term, and will be chaired by the Bursar. The Governors who are responsible for overseeing health and safety will attend these meetings. The other members of the Committee will be:

- Headmaster
- Deputy Heads (optional)
- Director of Sports
- Director of Music
- Head of Art
- Premises Officer
- Matrons

The role of the Committee is to:

- discuss matters concerning health and safety, including any changes to regulations;
- monitor the effectiveness of health and safety within the school;
- review accidents and near misses, and discuss preventative measures;
- review and update risk assessments;
- discuss training requirements;
- monitor the implementation of professional advice;
- review the safety policy guidance and updating it;
- assist in the development of safety rules and safe systems of work;
- monitor communication and publicity relating to health and safety in the workplace;
- encourage suggestions and reporting of defects by all members of staff.

8. THE MATRONS

The Matrons will be responsible for:

- Overseeing the [First Aid procedures](#) and ensuring that all accidents, dangerous occurrences and near misses are reported on the school's Accident, Incident and Near Miss form.
- Maintaining an accident spreadsheet and reporting to the Bursar.
- Keeping statistics and preparing summary reports for the School Risk, Compliance and Health and Safety Committee.
- Escorting pupils to hospital (and informing their parents).
- Checking that all first aid boxes and eye wash stations are replenished.



9. ALL STAFF

The cooperation of all staff is essential to the success of the Policy and the School requests that staff should notify the Premises Officer via the Maintenance Ticket System on the Staff Hub of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:-

- follow the Policy;
- take reasonable care for the health and safety of themselves and others who may be affected;
- follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed;
- carry out all reasonable instructions given by managers / senior staff;
- make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence;
- comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties.

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PART 3: ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording & Investigation

- All accidents, near misses or injuries are recorded on the Accident, Incident and Near miss Forms available on the Staff hub. Paper forms are also available in the playgrounds and should be returned to the Matrons for the information to be uploaded onto google.
- All accidents, near misses and incident records are stored according to the School's Data Protection Policy.
- Any accidents or injuries resulting in the casualty going home are investigated and/or reviewed by the Bursar.
- The Bursar will inform Governors of all accidents of a serious nature and any dangerous occurrences and where applicable follow the requirements of current legislation (RIDDOR 1999).

Asbestos

- Work involving lead or asbestos is not to be carried out under any circumstances without reference in the first instance to the Bursar or Headmaster.
- The Asbestos Survey Record is held by the Bursar. Reference is made to this document before commencement of building work and brought to contractor's attention when appointing them.
- Please see Appendix A for the Asbestos Policy Guidance and Appendix B for Asbestos Management Plan.

Contractors

- Contractors working within the school are required to comply with the working rules as issued by this school. Any breach of these rules is to be reported to the Bursar. Contractors will be asked to sign the contractors on site sheet confirming they have read the Asbestos summary.

Curriculum Safety [including out of school learning activity/study support]

- Teaching Staff must ensure safe working procedures are identified as part of lesson planning and check pupils' understanding of these procedures during communication of the learning objective.
- All staff that arrange or actively participate in school visits or out of school activities must complete a risk assessment for the activity.

Drugs & Medications

- The school follows guidance produced by the Department of Children, Schools and Families (DCSF).
- Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the school day.
- Any medication brought into School must be taken to the School Office with correct/complete information recorded and the school's parental agreement form to administer medicines.
- Medication is stored in a safe place and away from children's reach except for emergency medicines, such as asthma inhalers and adrenaline pens, which should be readily available for prescribed children.
- The school only accepts medicines prescribed by a medical practitioner.
- Non-prescribed medicine is only administered where there is specific prior written permission from the parents under exceptional circumstances.
- Staff are made aware of the special needs of children suffering from asthma, diabetes, epilepsy, etc and a health care plan developed involving parents and relevant health professionals.
- A record of medicines administered is maintained in the Medication Authorisation Folder.



- The school will provide appropriate training to administer medication e.g. epipen training, in collaboration with local health services.
- Parents are responsible for ensuring that date-expired medicines are collected/ returned to a pharmacy for safe disposal and replaced where necessary.

Electrical Equipment [fixed & portable]

- A visual check of electrical items must be made prior to use
- Only authorised and fully qualified personnel are to install, repair or attempt to repair electrical equipment
- Electrical equipment that is known to be, or suspected of being faulty, must not be used until repair has been affected, and disposed of if it cannot be repaired.
- Faulty electrical equipment should be reported to the Premises Officer and/or the Bursar to arrange inspection/repair by a competent individual using the Maintenance Ticketing System.
- Portable appliance testing (PAT) is completed by the Premises Officer and in accordance with HSE guidelines. An inventory of items tested is held by the Premises Officer.
- Personal items brought to school must be approved by the Premises Officer who will carry out PAT testing on the item.

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Fire Precautions & Procedures (and other emergencies)

- Fire Drill Procedures are posted in all buildings and each room has a printed notice clearly identifying the evacuation route and assembly area to be used.
- All staff are responsible for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire.
- The most important part of fire control is prevention. It is with this in mind that all staff are to be conversant with the fire potential of materials and substances that they use and should exercise maximum care in their use, especially those marked flammable.
- Fire evacuation procedures, fire safety training and fire alarm testing is to be carried out in accordance with current legislation.
- Fire extinguishers are checked by a competent person annually.
- Emergency lighting and Fire Alarm servicing and testing are checked by a competent person bi-annually.
- The Bursar ensures that fire drills are carried out termly, and a competent person completes a fire risk assessment which is reviewed regularly.

First Aid

- Please also see the First Aid policy for further information.
- All front line and selected staff within EYFS staff receive pediatric first aid training and this is updated every three years.
- First Aid Boxes are located in the School Office and their contents should be checked at least termly. The Matrons are designated First Aiders and are responsible for their checking and restocking.
- The designated Matrons will summon/instruct someone to call an ambulance and will usually accompany children to hospital in the absence of the parents/guardians.
- Waste resulting from first aid treatment is disposed in the sanitary bin located in the staff toilet.
- Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings
- Arrangements for first aid provision, for after school activities and school trips/off-site activities are the responsibility of the Teacher in charge.

Hazardous Substances

- When using harmful substances, whether they are material or chemical substances, all staff must



ensure that adequate precautions are taken to prevent injury to health.

- All new materials or chemical substances must have a COSHH (Control of Substances Hazardous to Health Regulations 1994) Assessment and clearance given by the Bursar prior to use. The user is to be in possession of a Safety Data Sheet.

Housekeeping, Cleaning & Waste Disposal

- Tidiness, cleanliness and efficiency are essential factors in the promotion of health and safety.
- Accidents can be prevented by all staff following the guidelines listed below:
 - Keep corridors and passageways unobstructed
 - Ensure shelves in storerooms are stacked neatly and not overloaded
 - Keep floors clean
 - Do not obstruct emergency exits

Handling & Lifting

- Staff are not to lift, drag, push or carry heavy or awkward loads, over 10kg, unless training has been undertaken and risk assessments carried out.
- Health and safety information and advice is available on all aspects of health, safety and welfare from the Bursar.

Jewellery

- The wearing of jewellery apart from stud earrings is not permitted by children in school. This message is communicated to all pupils by Teachers and parents via the application process.

Lettings/Shared Use of Premises

- The conditions of hire are agreed and outlined on the School's terms and conditions document and the hirer briefed on the location of telephones, fire escapes routes, fire alarms and fire fighting equipment.
- A representative of the school either remains on site or on call during the period of hire.
- Emergency contact details of the school's representative are provided to the hirer.
- Organisations hiring must have their own public liability insurance.

Lone Working

- All staff should avoid lone working wherever possible by arranging for a colleague to also be on site.
- Anyone lone-working on a regular basis is advised to carry a personal mobile phone.
- Please refer to the Lone Working Policy in the [Staff Employment Handbook](#).

Maintenance / Inspection of Equipment

- Class Teachers should check all PE apparatus before use and report any damaged or unsafe equipment to the Premises Officer. Faults must be remedied or the equipment removed from service
- Regular or cyclical inspections are carried as follows by a competent person and records maintained:
 - Portable Appliance Testing – annually or as per HSE guidelines
 - Intruder Alarm System – bi-annually
 - Fire Alarm System – bi-annually
 - Emergency Lighting - bi-annually
 - Fire fighting equipment – annually
 - Fixed outdoor equipment and PE apparatus – annually
 - Gas boilers - Gas certificate - annual
 - Fixed wiring – 5 yearly
 - Legionella Water checks - monthly (internal), bi-annually (external)
 - Air Conditioners - annually



- Minibus Safety Checks - drivers are requested to complete their checks before every use (internal), termly (external)
- Lift - annually
- All staff must check access equipment prior to use and report or remove any defective items from use. Staff must only use ladders if trained to do so.

Monitoring the Policy

- Termly Compliance and Health and Safety Committee meetings with a report from the Bursar. Informal inspections by the Premises Officer during opening and locking procedures.
- The Bursar together with the Compliance and Health and Safety Committee will identify accident trends for corrective and preventive action.
- The Headmaster is responsible for implementing the Health & Safety policy and staff are informed of their responsibilities through induction training and regular reporting at staff meetings.

Review period: Annual

Reviewed by: Bursar

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Appendix A - Asbestos Policy Guidance

1.1 Scope

This guidance is applicable to all of those on school premises who may come into contact with asbestos.

1.2 Objectives

1.2.1 To ensure that foreseeable working activities where individuals have the potential to come into contact with asbestos are identified.

1.2.2 To ensure that suitable and sufficient risk assessments are in place where significant risks have been identified.

1.2.3 To ensure that suitable control measures are put in place to protect the health, safety and welfare of those who may be affected by the School's undertaking.

1.2.4 To ensure that an appropriate programme of recording the location of asbestos and monitoring it is in place and that the Control of Asbestos Regulations 2012 are complied with.

1.3 Guidance

1.3.1 The School will be the dutyholder as specified in the Control of Asbestos at Work Regulations 2002 ("CAW"). The Head Master/Mistress will have day to day responsibility for asbestos the management of which will be delegated to the Bursar.

1.3.2 It is the School policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor).

1.3.3 Where asbestos exists or is suspected in any of the School campus, an asbestos risk assessment will be conducted by specialist surveyors to identify asbestos containing materials. The Bursar will arrange for this to take place with assistance with the Premises Officer.

1.3.4 Records of asbestos surveys will be maintained for each property where the School is the Dutyholder showing the location, type and condition of the asbestos and recorded on the Asbestos Management plan. The Bursar will be responsible for the upkeep of the plan.

1.3.5 Details of the asbestos summary will be made available to all occupants of the building and visiting contractors (as required).

1.3.6 Where asbestos exists, and risk assessments indicate a high asbestos hazard, warning signs will be displayed.

1.3.7 An asbestos management plan will be formulated [by an external competent person], in conjunction with the Bursar to either:-

- encapsulate any asbestos present and monitor its condition: or
- have the asbestos removed by a licensed contractor.
- the plan will specify:
 - who is responsible for managing the asbestos
 - responsibility for the asbestos register
 - the schedule for monitoring the condition of the materials
 - the associated channels of communication
 - the Bursar will have responsibility for the management of the plan

1.3.8 Where any work is likely to involve contact with asbestos containing materials, the Bursar will appoint an HSE licensed contractor to undertake the works.

1.3.9 Where any refurbishment work is required in a building that contains asbestos, the School may need to commission a refurbishment and demolition survey which will give a more detailed understanding of the asbestos present in the building.



1.3.10 Where any School employees may undertake activities where asbestos could be disturbed, they will be provided with awareness training so that they understand the dangers and steps to take if they are accidentally exposed.

1.3.11 Where an employee / contractor / pupil believes they have discovered asbestos they should contact the Bursar immediately so that appropriate action can be taken.

1.3.12 Detailed guidance is contained in the Education & Skills Funding Agency document "Managing asbestos in your school" (February 2017)

Legal Requirements & Education Standards

References:

A: Commentary on The Regulatory Requirements, Part 3 (www.isi.net)

B: Control of Asbestos at Work Regulations 2012, Approved Code of Practice (www.hse.gov.uk)

C: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

D: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

E: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

F: Guidelines for Environmental Design in Schools" DCSF Guidance (www.gov.uk/dfe)

G: Education & Skills Funding Agency - Managing asbestos in your school, Feb 2017

H: Managing asbestos in schools outside local authority control (www.hse.gov.uk)

I: Asbestos management - checklist for schools (www.hse.gov.uk)

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Appendix B - Asbestos Management

ASBESTOS MANAGEMENT PLAN – Updated 21/07/2021

Building Summary

1. The property was constructed in the latter part of the 19th Century using traditional building methods. It was purchased by Willington School Foundation Ltd in 1990 and converted into a single-sex prep school for boys aged 4 to 13. Development projects have been carried out in 2000, 2007, 2014/15, 2017/18 and (including a new co-ed Nursery and a new temporary kitchen) in 2019/2020. Further developments to complete the School's transition into a co-educational prep school (including a new permanent kitchen located in the cellar (the Undercroft)) have been planned for 2021/22.

Asbestos Surveys

2. In preparation for the development projects, Asbestos surveys were carried out in July 2006 (by Particle Analysis Ltd) and in June 2014 (by BSafe Consultancy Ltd).

3. In 2006, it was reported that the Undercroft ceiling is protected with Supalux, a non-asbestos insulating board. Internal partitions, where not masonry are plaster-board. The main roof void has 3 water tanks with the associated pipework lagged with machine-made mineral fibre (MMMf). The roof void has MMMf insulation placed on some areas of the ceiling. The main original school has carpet in most areas placed onto wooden floor boards. Radiators and pipework are surface mounted, not encapsulated in the main, some vertical pipes are protected by wooden boxing. It was reported that samples were taken from materials which it was believed may contain asbestos or from materials which could easily be mistaken for containing asbestos. No asbestos was identified during the inspection. **It was recommended that, as there was no asbestos containing materials detected within the scope of the inspection, there was no requirement for a management plan.** It was however advised that care should be taken when accessing areas not inspected during the survey, and if appropriate should be inspected under controlled conditions to ascertain the presence or not of asbestos containing materials. It was also recommended that, although no asbestos containing materials were identified, a Type 3 inspection should be carried out before any major refurbishment or demolition works in accordance with MDHA 100.

4. In 2014, materials were found which were presumed to contain asbestos but were not HSE notifiable. These materials were blue floor tiles/adhesives and Bitumen form adhesive material to hardboard flooring material. All were located under carpet covering and were located in 4 classrooms and one store-room (all of which were due for refurbishment in Summer 2014). These rooms were:

On the first floor:

Reception 1 Classroom – converted to Year 1 classroom.

Year 1 Classroom – still a Year 1 Classroom.

Year 2 Classroom – still a Year 2 classroom.

On the second floor:

French Classroom – still the French Classroom

Store Room next to French Classroom – converted to corridor to new staircase.

5. **It was recommended that the materials were to be removed under controlled asbestos conditions if likely to be disturbed as part of planned refurbishment works. The School understood that these materials were removed by the contractors under controlled asbestos conditions during Summer 2014 and that no further materials presumed to contain asbestos remained in the building.**



6. While the School was not aware of any known asbestos in the School which needed to be the subject of a management plan, it could not be assumed that there was no asbestos in the School and there was a continuing need to be prepared to carry out further inspections prior to any major refurbishments or demolition works. In preparation for the further developments planned for 2021/22, a further asbestos survey was carried out in November/December 2020 by HFS Environmental. It was reported that, of 26 samples taken in the Undercroft, 8 were found to contain asbestos fibres. These were:

S -09	Insulation Debris to Wall –	Chrysotile
S-16	Residue to pipework –	Amosite
S-17	Insulation Debris to Wall –	Amosite/Chrysotile
S-18	Insulation residue to Pipework -	Amosite
S-20	Debris to Floor -	Amosite
S-23	Insulation Debris to Wall –	Chrysotile
S-24	Insulation Debris to Wall –	Chrysotile
S25-	Insulation Debris to Pipework –	Chrysotile

7. Work to get the whole Undercroft cleaned and all possible asbestos removed under controlled asbestos conditions was completed in April 2021. Certificate of reoccupation was received from Life Environmental services on 16 April 2021.

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