

## Action Plan arising from Safety Statement 2023-2024

1. Portable electrical equipment is tested periodically by a competent person and records kept. (p. 25)
2. All teachers have received training on how to use fire extinguishers and fire blankets. (p. 37)
3. Copy of asbestos survey and asbestos register kept in the school (p. 66)
4. Competent person with relevant skills, knowledge and experience identified to conduct site specific risk assessment for legionella bacteria (p. 68)
5. Copies of test certificates showing Goal Posts conformity are available (p.71)
6. The caretaker is trained in use of fire extinguishers (p.88)
7. Designated employees have received training in the use of fire fighting equipment. (p. 108)
8. Ensure Safety Data Sheets are available for all chemicals (p.39)
9. Visitors to wear tag identifying them as accredited visitor (p.46)
10. HSCL to inform school of date and time of proposed visit (p.53)
11. Proper procedures are agreed with lone workers (p.56)
12. Instruction on Manual handling provided to caretaker (p.59)
13. Recommended contents of first aid kit is reviewed (p.35)
14. Competent person to conduct site specific risk assessment on legionella (p.68)
15. A maintenance schedule on goalposts is established (p.71)
16. Complete Allianz Winter Ready checklist.
17. The gas detectors and boiler is serviced annually (p.96)
18. Water boiler is serviced annually (p.108)
19. Annual overview to be provided to staff on safety, health and welfare management system (SMS) (p. 116)
20. Recertification for at least 1 employee in occupational First Aid training.
21. Check boundary wall