HEALTH & SAFETY ARRANGEMENTS

FEBRUARY 2026

INTRODUCTION

This document contains information about the Health & Safety arrangements within the school.

This document sets out the location of all Health & Safety information, registers, certificates and manuals within the school. This document also contains lists of all the external companies and organisations utilised by Brentside Primary Academy for Health & Safety purposes.

REVIEW

This document must be reviewed on an annual basis and when information contained in the document is altered. All reviews of this document must be listed, along with comments about any alterations made.

REVIEW DATE	REVIEWED BY	COMMENTS
3/3/10	M Bailey	* Roles Updated * KBR Removed * 1st Aid Updated * Plan updated & printed
17/12/10	M Bailey	Key Holders record amended- Carol Brown added
13/01/11	M Bailey	* Site Assistant Role Added * Ross Brodie Removed * Inspection responsibilities updated * Emergency procedures updated * Work equipment updated * DSE audit carried out for C Brown * Babcock removed, EC Harris added *Text message system added for snow closures
10/07/12	M Bailey	*Christy Power Removed *Location of Fire plan changed *Legionella File Added *Work at Height Procedures file added *Written Scheme of Examination added * Pressure Vessel Inspections added* Evacuation time added to fire drill log *Rec Playground added to list of first aid boxes *Swabs bin added *Site Assistant added to PAT Testing * Carol Brown removed as key holder
24/07/12	M Bailey	First Aid Course attendees details added to first aid section
02/10/13	M Bailey	*Caroline Devonshire changed to Crosdale *Removed LEA/council and added EFA and Governors where applicable *Fire door inspections added
20/10/14	M Bailey	*Electrical contractor amended, ADT & Landscape Solutions added *Staff Accident Book added *Natalie Wood, James Smith & Carly Jackman removed from first aid list *Mansafe system added to work equipment list *Mansafe added to list of equipment to be inspected *Maintenance book added to site page
26/10/15	M Bailey	* Pauline Smith removed from First Aid role, Carly Cornwell added * Landscape Solutions removed from Contractors list, Countrywide Grounds Maintenance added * HCL Safety & Norwood Electrical added to contractors list * First aid list of trained personnel updated * Health and safety training log added * Norwood electrical added to Work equipment checklist as PAT testing contractor * P Waterkemper and P Scott added as keyholders * Side gate automation added to site section * Plastic and cardboard recycling added to site section

11/02/16	M Bailey	*Whole Plan updated to remove the school and replace with academy *Section 11 added- vehicles section, including minibus policy and Procedures *LEA and county council removed where applicable *New contents page produced *Academy Tryst added to Governing Body where applicable *Adrian Power removed from H&S plan as no longer works at the Academy. Site Assistant Role removed from H&S duties *Carmel Brophy & Diana Disha added as key holders *Security Cleaner role added to tasks *Section 12- Lone working section added- Lone working policy
07/02/17	M Bailey	*Carly Cornwell- name changed to Carly Rochford *3 training courses added to the list *2 people removed from list of trained first aiders *Recent inspections added *backdated inspections added to put a record in one place of all inspections- asbestos, legionella, fire, playground, fixed electric, PAT, harness, external audits
12/06/18	M Bailey	* Carly Rochford replaced with Kelly Rapjohns as first aid manager * First aid training list updated * Administration of medicines updated inline with First Aid Policy (Nov17) * Training page updated
06/03/19	M Bailey	* Melody Moran removed as headteacher and replaced with Caroline Crosdale as Acting Headteacher * Melanie Bailey added as Health & Safety Manager * Kelly Rapjohns name changed to Kelly Manners * London Gutter Clean added as a contractor * Staff that have left removed from first aid training list * Lockdown alarm details added * Paper recycling removed * Inspection log updated
11/02/20	M Bailey	* Redesign * Deputy Head replaced with Assistant Head * Care plans changed from displayed to stored in welfare room. * Visitor red lanyards added * Recycling collection schedule updated * Recycling contact details added * Inspection & audit record updated
16/02/21	M Bailey	* N Harris & Son added as an external contractor * Inspection records and locations updated * Certificate records and locations updated * Lockdown procedures added to manual * Fire related inspections list updated * First Aider list updated * Carmel Brophy removed as security cleaner, Jennifer Rapjohns added. * Inspection record updated * Defibrillator details added

02/02/2022	M Bailey	* Numbers added to sections and heading (1.0 etc) * contents adjusted for additional headings in numbered sections * Multiple pages- Deputy Head replaced with Deputy Head * N Harris added for checks on fire doors and emergency lighting * Policy and procedure document dates and titles update * H&S Training record updated * H&S Inspection record updated
19/01/2023	M Bailey	* Wraparound care section added * First aiders added * First aid box added for wrap around care * Accident investigation form added to accident section * H&S Training record updated * H&S Inspection record updated
29/11/2023	M Bailey/ K Manners	* Updated training records for WAC * Updated staff for WAC
24/01/2024	M Bailey	*Training records updated *Biffa recycling details added to waste management section *MUGA added to outdoor play equipment section *Minibus sale information added *WAC food hygiene documentation list added *WAC food hygiene training list updated * Gate details updated
30/01/2025	M Bailey	*Well planned maintenance replaced G20 ltd, Spectrum Fire & Norwood Electrical on External contractors page *CCTV contractor temporarily removed from list- new CCTV installation planned for April 2025 *Provision of information updated to add Joblogic portal for all well planned maintenance records *Fire risk assessment location changed *Deputy Head changed to Deputy/Assistant Head *Jemima Smith replaced with Samilla Amir *First aid training records updated *Health & safety training updated *Biffa removed from waste management *Inspections list updated *WAC first aid list updated *WAC food hygiene and safety training list updated *WAC Fire warden training list updated
13/02/2026	M Bailey	* M Bailey replaced A Smith as First Aid Manager * HM Electrical replacing Well Planned Maintenance * Spectrum Fire added as fire alarm and extinguishers inspectors * Deputy Head's Office changed to Assistant/Deputy * Online- Joblogic portal changed to Emailed to M Bailey * First Aid training list updated * H&S training log updated * Stephen Dias Smith added as Trips Lead * H&S Inspection list updated * WAC Training lists updated

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1.0 ROLES & RESPONSIBILITIES

1.1 HEALTH AND SAFETY CO-ORDINATOR

The Senior Members of Staff in the Establishment with special responsibility for Health and Safety Matters (Health and Safety Co-ordination)

Name	Position in School
Caroline Crosdale	Headteacher
Melanie Bailey	School Business Manager

1.2 HEALTH & SAFETY REPRESENTATIVES

The members of staff whom have specific Health & Safety Responsibilities within their job roles.

Professional Association	Name
Headteacher	Caroline Crosdale
Health and Safety Manager	Melanie Bailey
First Aid Managers	Kelly Manners Melanie Bailey

1.3 EXTERNAL CONTRACTORS

The external contractors the School utilises for safety equipment and regular safety checks

Company Name	Company Utilised For	Frequency of Use
HM Electrical	Repairs/Emergency Call Outs Gas Inspections Annual Gas Safety Test Mixer & Shower Inspections Emergency Lighting Check Cold Water Tank Flush Test Calorifier Test Plant Commissioning Test Hot Water Boiler Examination Sanitary Ware	When necessary Biannually & 3 Monthly Annually Quarterly Biannually Annually Biannually Biannually Biannually Annually Annually
Spectrum Fire	Fire Extinguishers Testing	Annually
	Fire Alarm Testing	Biannually
Countrywide Grounds Maintenance	Nature Area	Bi Weekly
T. Mohan	Electricity Safety	When necessary
H & M Electrical &	Fixed Wiring Certificate	Every 5 years
Delta Synergetic Security Systems	Video Security System	Annually/When necessary
	Gated Entry System	Annually/When necessary
Currently vacant- New system being installed in April 2025	Video Security System	Annually/When necessary
Wicksteed Leisure Ltd	Outdoor Play Equipment	Annually/When necessary
Universal Services Ltd	PE Equipment	Annually/When necessary
HCL Safety	Mansafe and harness inspection	Annually
Norwood Electrical	PAT Testing	Annually
Admiral Security	Lockdown Alarm maintenance	Annually
N Harris & Son Ltd/ T Mohan	General Maintenance Playground safety checks	As & When Monthly

1.4 RESPONSIBILITIES

Below is a list of health & safety responsibilities for the following personnel:-

- Governing Body/Academy Trust
- Headteacher
- Health & Safety Manager
- Health and Safety Manager and the School Business Manager
- All Staff

1.4.1 Responsibilities of the Governing Body/Academy Trust

The Governing Body is responsible for:

- Complying with the Academy's Health and Safety Policy and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the Governors any hazards which the establishment is unable to rectify from its own budget; Devolved Capital Grants from the ESFA can be applied for.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Active and reactive monitoring health and safety matters within the school including health and safety inspection reports and accident reports;

1.4.2 Responsibilities of the Headteacher

The Headteacher is responsible for:

- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that health and safety inspections are carried out on a regular basis.
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for them to be provided;
- Co-operating with and providing necessary facilities for trades union safety representative;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs.

Note: in the absence of the Headteacher these responsibilities fall to his/her immediate deputy.

1.4.3 Responsibilities of the Health and Safety Manager

The Health and Safety Manager is responsible for:

- The day to day management of health and safety within the school in accordance with the health and safety policy;
- Ensure that all health and Safety procedures are dealt with appropriately and inline with School policy.
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually);
- Ensuring Health and Safety inspections take place.
- Ensuring follow up and remedial action is taken following health and safety inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the School's Health and Safety Procedures;
- Ensuring that the Health and Safety file is kept up to date and all issues effecting Health and Safety is logged.
- Ensuring that the correct accident reporting procedures are followed and that where appropriate accidents are investigated;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness;

1.4.4 Responsibilities of the Health and Safety Manager and the School Business Manager

The School Business Manager is responsible for:

- Ensuring that all statutory inspections are completed and records kept;
- Monitoring contractors on site and ensuring they consult the asbestos log.
- Ensuring that Health and Safety Handbooks and Asbestos Log are kept up to date;
- Overseeing that health and safety inspections are being completed and ensuring follow up action takes place

1.4.5 Responsibilities of all Staff

All staff employed at the establishment have a responsibility to:

- Take reasonable care for the health and safety of themselves and others when undertaking their work.
- Checking classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe working procedures are followed.
- Co-operating with school governors and Head Teacher on all matters relating to health and safety by complying with the health and safety policy.
- Not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare.
- Reporting immediately to their line manager any serious or immediate danger.
- Reporting to the Deputy/Assistant Head any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery which they are competent to use or have been trained to use.
- Participating in health and safety inspections and the health and safety committee where appropriate.
- Ensure that all major injuries or pupils being sent home due to an accident in school are reported to the SLT.

2.0 PROVISION OF INFORMATION

2.1 LOCATION OF HEALTH AND SAFETY INFORMATION

List below is the location of, and person responsible for all Health & Safety Documentation for Brentside Primary Academy.

The 'Responsible Person' is responsible for ensuring that all Health & Safety Information is current, in line with Legislation, and kept up to date.

Information/Task	Location	Responsible Person
Distributing all health and safety information received from the Education Department	N/A	School Business Manager
Records of employees signatures indicating that they have received and read and understood health and safety information	Headteachers office in fire proof cabinet	School Business Manager
The Health and Safety handbook	School Office	School Business Manager
Risk Management documentation	School Office	School Business Manager
The Health and Safety Law Poster	Staff Room	School Business Manager
COSHH Manual	School Office	School Business Manager
Asbestos Register	School Office	School Business Manager
Fire Plan	Headteachers office in fire proof cabinet	School Business Manager
Accident Book	Assistant/Deputy Heads Office	School Business Manager
Staff Accident Book	School Office	School Business Manager
School Trips File	Assistant/Deputy Heads Office	School Business Manager
Health & Safety Registers & Certificate File	School Office	School Business Manager
Health & Safety Arrangements/Plan	School Office	School Business Manager
Legionella Manual	School Office	School Business Manager
Work at Height Procedures	School Office	School Business Manager
Written Scheme of Examination	School Office	School Business Manager
Lockdown Alarm Procedures	School Office	School Business Manager

2.2 EQUIPMENT/PREMISES INSPECTION RECORDS

The 'Responsible Person' is the person responsible for ensuring that the inspections take place and the records are kept up to date, not the person that carries out the inspections.

Inspection Record	Location	Responsible Person
Outdoor Play Equipment	School Office – Playground Equipment Green Box file	School Business Manager
PE Equipment	School office- H&S Registers & Certificate, Green File	School Business Manager
Emergency Lighting	School Office- Premises records folder Emailed to M Bailey	School Business Manager
Fire Alarm & Fire Detectors	School Office- Fire Plan File Emailed to M Bailey	School Business Manager
Security System	School office- Alarms Calls & Site File- Orange , H&S Registers & Certificate, Green File	School Business Manager
Fire Extinguishers Inspections	School Office- Fire Plan File Emailed to M Bailey	School Business Manager
Water Chlorination Records	School office- water logbook Emailed to M Bailey	School Business Manager
Portable Appliance Testing (PAT)	School office- Portable Appliance Testing, Black Lever Arch File	School Business Manager
Gas Safety Inspections	Emailed to M Bailey	School Business Manager
Fire Drill Log	Fire Plan- HT office in fire proof filing cabinet	School Business Manager
Weekly fire Alarm Test	School Office- Premises works and check folder	School Business Manager
Fire Door Annual Inspection	Fire Plan- HT office in fire proof filing cabinet Emailed to M Bailey	School Business Manager
Boiler inspections	Emailed to M Bailey	School Business Manager
Hot Water Heater inspections	Emailed to M Bailey	School Business Manager
Water Tanks	Emailed to M Bailey	School Business Manager
Showers & Mixers	Emailed to M Bailey	School Business Manager
Flushers	Emailed to M Bailey	School Business Manager
Sanitary Ware	Emailed to M Bailey	School Business Manager
Pressure Vessel Inspections	School office- H&S Registers & Certificate, Green File	School Business Manager
Monthly Playground Equipment Inspections	School Office- Premises works and check folder	School Business Manager
Monthly Ladder Inspections	School Office- Premises works and check folder	School Business Manager
Monthly Emergency Lighting Inspections	School Office- Premises works and check folder	School Business Manager
Monthly Fire Door Inspections	School Office- Premises works and check folder	School Business Manager
Fixed Appliance Annual Testing	Emailed to M Bailey	School Business Manager

2.3 HEALTH & SAFETY CERTIFICATES

The 'Responsible Person' is responsible for ensuring that all Health & Safety Certificates are kept up to date, not the person that issues the certificate.

Certificate	Location	Responsible Person
Fixed Wiring (5 year)	H&S Registers & Certificate, Green File	School Business Manager
Gas Safety	H&S Registers & Certificate, Green File	School Business Manager
Fire Risk Assessment Review	On Network Drive	School Business Manager
Asbestos	Asbestos Folder, Green File	School Business Manager
Display Energy Certificate	H&S Registers & Certificate, Green File	School Business Manager

3.0 EMERGENCY PROCEDURES

Emergency procedures covering a range of hazardous situations which may arise in the establishment can be found in the following locations:

3.1 TYPES OF EMERGENCY

Type of emergency procedure
Fire Evacuation Procedure
Bomb Alert
Gas Leak
Electrical Fault
Water Leak
Storm or Flood Damage
Persons Threatening Violence on Site
Dangerous Animal(s) on Site

The person who discovers the emergency will raise the alarm immediately by the most appropriate means and ensure that the Head teacher, Deputy/Assistant head or in their absence, a member of the senior management team is informed immediately and that where appropriate the emergency services are summoned. He/she will liaise with the emergency services when they arrive and take advice from them.

3.2 RESPONSIBILITIES DURING AN EMERGENCY

Responsibility	Person
Check location of Emergency and direct person to suitable evacuation area	Headteacher Deputy/Assistant Head
Controlled evacuation of people from the building or on the site to a place of safety	Headteacher Deputy/Assistant Head
Summoning of the emergency services	Headteacher Administrators
Issuing of Registers to KS1 & KS2 playgrounds	Administrators Deputy/Assistant Head
Roll call is taken at the assembly point	Deputy/Assistant Head Class Teachers
Ensuring no-one attempts to re-enter the building until the all clear is given by the emergency services	Headteacher Deputy/Assistant Head
Unlocking the Emergency Access Gate(s)	School Business Manager/Lead TA

3.3 PRIORITIES DURING AN EMERGENCY

- To ensure the safety of all people, their removal from danger, their care and the application of first aid and medical treatment where appropriate;
- To call the emergency services when appropriate;
- To safeguard the premises and equipment, if this is possible without putting persons at risk

3.4 THE FIRE PLAN

The fire plan is located in the fire proof filing cabinet in the Headteacher's office and is updated and checked by the Health and Safety Manager.

3.5 FIRE PREVENTION & DETECTION EQUIPMENT

The person(s) responsible for initiating the test of the following fire safety systems and completing the record sheets:

System	Frequency of Test	Location of Test Records	Person Responsible
Fire Alarm	Weekly	School Office	School Business Manager
Fire Alarm	Biannually	School Office	Spectrum Fire Uk Ltd
Fire Extinguisher	Annually	School Office	Spectrum Fire Uk Ltd
Fire Extinguisher	Biannually	School Office	Spectrum Fire Uk Ltd
Emergency Lighting System	Monthly	School Office	N Harris to carry out checks
Emergency Lighting System	BiAnnually (4hrs continual use)	School Office	G20
Emergency Lighting System	Annually (8hrs continual use)	School Office	G20
Smoke Detection System	Annually	School Office	Spectrum Fire Uk Ltd
Fire Door Inspections	Monthly	School Office	N Harris to carry out checks

3.6 EMERGENCY DRILLS

3.6.1 Frequency of Drills

Emergency Drills should take place **once a term**.

Fire Drills should take place once every 6 months to comply with legislation.

3.6.2 Recording of Drills

If a planned drill takes place it is recorded in the **Emergency Drill Log**, unplanned evacuations should also be noted in Emergency Drill Log.

If a fire drill takes place it must also be recorded in the fire plan, the time the evacuation takes must also be recorded.

3.7 EMERGENCY POLICIES AND PROCEDURE DOCUMENTS LIST

The following documents make up the emergency procedures for Brentside Primary Academy:-

- Health & Safety Plan- Section 16- Emergency Procedures
- Emergency & Disaster Recovery Plan 2019
- Health and Safety Procedures & Guidelines 2021
- Fire Plan & Site Evacuation Procedures Fire Plan 2023
- Fire Notices (displayed in every room)
- Lockdown Alarm Procedures 2019

EMERGENCY DRILL LOG

Date	Type of Emergency	Planned or Unplanned	Time taken to evacuate	Comments

MB 10th July 2012

4.0 ACCIDENTS, INCIDENTS AND DANGEROUS OCCURRENCES

4.1 REPORTING AND INVESTIGATION

Any employee who witnesses an accident, dangerous occurrence, verbal abuse or actual or threatened violence or near miss, or to whom one is reported, will make an entry in the accident report book as soon as possible after the event.

Accident reports should be drawn to the attention of and counter-signed by the Head Teacher or Deputy/Assistant Heads.

4.2 RESPONSIBLE PERSONS

The person responsible for ensuring that the accident book is completed correctly is the Health & Safety Manager

The person responsible for monitoring accidents and incidents to identify trends and patterns is the Health & Safety Manager

4.3 ACCIDENT BOOK LOCATION

The accident book, accident procedures and accident forms are located in the Deputy Head Office in the 'Accident File'

4.4 ACCIDENT REPORTING PROCEDURES

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) some accidents must be reported to the HSE. The school must keep a record of any reportable injury, disease or dangerous occurrence. This must include:-

- The date and method of reporting
- The date, time and place of the event
- The personal details of those involved
- A brief description of the nature of the event or disease. This record can be combined with other accident records.

All accidents are recorded in the welfare books of which there are 3 in in the following locations:-

- Welfare room
- KS2 First Aid Trolley
- Reception First Aid Trolley

The following information is to be recorded for each accident in the welfare book:-

- The date, time and place of the incident
- The name of the injured or ill person
- Details of the injury or illness
- What first aid was given
- What happened to the person immediately afterwards (eg went home, resumed normal duties, went back to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident

All accidents that result in serious injury are recorded in the accident book which is kept in the Deputy Head's Office. The Deputy/Assistant Head will carry out an investigation into how the accident occurred and any lessons that can be learnt to ensure it does not happen again.

Any accidents that are RIDDOR Reportable are reported to the School Business Manager who will fill out an online form to report the accident or incident to the HSE. A copy of the RIDDOR Reported accident is to be given to the Deputy/ Assistant Head for filing in the accident book.

Staff accidents are recorded in the staff accident book which is stored in the school office.

Please follow these procedures when complete the Accident Form

1) Investigate what happened- complete accident investigation form
2) If it is a pupil get their personal details from a SIMs Print out
3) Photocopy the welfare book entry for the accident
4) Complete the Accident Book
5) If it is a RIDDOR Reportable accident ensure that it is reported to the HSE

All the above information should be stored in the Accident File

BRENTSIDE PRIMARY ACCIDENT INVESTIGATION FORM

GENERAL ACCIDENT/INCIDENT DETAILS

Date of Accident/ Incident		**Time**	

Location of Accident/ Incident	

Weather conditions	

DETAILS OF PERSON (S) INJURED

Name	

Pupil		**Staff**		**Other (Please Specify)**	

DESCRIPTION OF ACCIDENT/INCIDENT

PRIMARY CAUSE (Unsafe acts or conditions) **SECONDARY CAUSE (Human, organisations)**

INJURY(S) DETAILS

	Hospital treatment	Yes		No
	Doctors treatment	Yes		No

TIME OFF WORK/SCHOOL DUE TO INJURY (In working days)

REMEDIAL ACTION TAKEN TO PREVENT A REOCCURRENCE (If any)

RIDDOR REPORTABLE

RIDDOR Reportable	Yes		No		Reason	

Reported By		Report method		Date	

Signed ..... Date .....

5.0 FIRST AID

5.1 QUALIFIED FIRST AIDERS

The following Staff at Brentside Primary Academy are qualified First Aiders:-

Date	Name	Qualification	Provider	Location	Expires
Feb 21	Melanie Bailey	First Aid at Work Feb 2021	Training Express	Online	Feb 2024
Feb 21	Sue Sobti	First Aid at Work Feb 2021	Training Express	Online	Feb 2024
Feb 21	Amanda Smith	First Aid at Work Feb 2021	Training Express	Online	Feb 2024
Feb 21	Kelly Manners	First Aid at Work Feb 2021	Training Express	Online	Feb 2024
Feb 21	Paula Scott	First Aid at Work Feb 2021	Training Express	Online	Feb 2024
Feb 21	Jennifer Rapjohns	First Aid at Work Feb 2021	Training Express	Online	Feb 2024
Feb 21	Sue Sobti	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Melanie Bailey	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Carly Rochford	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Angie Yahiaoui	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Kirsty Rapjohns	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Hodan Dahir	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Hayad Ahmed	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Ludmila Godoroja	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Paula Scott	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Kelly Manners	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Amanda Smith	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Ikram Yusuf	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Sunita Aggarwall	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Jade Lewis	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Kara Doherty	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Dolly Kothari	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Hasina Hoque	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Aga Sysmanska	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Feb 21	Sabrina Perrera	Emergency Paediatric First Aid	Training Express	Online	Feb 2024
Oct 21	Kam Sangha	Paediatric First Aid	National College-	Online	Feb 2024
Jan 22	Yolanda James	Paediatric First Aid	National College	Online	Oct 2024
Feb 22	Kate Turner	Paediatric First Aid	National College	Online	Feb 2025
Feb 22	Kiran Assi	Paediatric First Aid	National College	Online	Feb 2025
Feb 22	Shabana Baig	Paediatric First Aid	National College	Online	Feb 2025
June 22	Sue Sobti	Paediatric First Aid-	National College	Online	Jun 2025
July 22	Paula Scott	First Aid at Work	St Johns Ambulance	SJA Harrow	July 2025
July 22	Jennifer Rapjohns	First Aid at Work	St Johns Ambulance	SJA Ealing	July 2025
Aug 22	Avani Bhalia	Paediatric First Aid-	National College	Online	Aug 2025
Sep 22	Rosie Newson	Paediatric First Aid	National College	Online	Sept 2025
Sep 22	Kara Doherty	First Aid at Work-	St Johns Ambulance	SJA Ealing	Sept 2025
Oct 22	Ikram Yusuf	Emergency Paediatric First Aid	St Johns Ambulance	SJA Ealing	Oct 2025
Oct 22	Melanie Bailey	First Aid at Work	St Johns Ambulance	SJA Harrow	Oct 2025

Date	Name	Qualification	Provider	Location	Expires
Nov 22	Lisa Varty	Emergency Paediatric First Aid	St Johns Ambulance	SJA Ealing	Nov 2025
Nov 22	Kara Doherty	Emergency Paediatric First Aid	St Johns Ambulance	SJA Ealing	Nov 2025
Dec 22	Joseph Colfer	Paediatric First Aid	National College-	Online	Dec 2025
Jan 23	Andrea McGuiness	Certificate in Paediatric First Aid Awareness (2022-23)	National College	Online	Jan 2026
Jan 23	Kam Sangha	Annual Certificate in First Aid Awareness	National College	Online	Jan 2024
Apr 23	Rosie Newson	Paedatric First Aid	St Johns Ambulance	SJA Ealing	Apr 2026
May 23	Andrea McGuiness	Paedatric First Aid	St Johns Ambulance	SJA Ealing	May 2026
Oct 23	Melat Mengistu Beyenne	Annual Certificate in First Aid Awareness (2023-2024)	The National College	Online	Oct 2024
Jan 24	Yolanda James	Annual Certificate in Paediatric First Aid Awareness (2023-2024)	National College	Online	Jan 2025
Jan 24	Joseph Colfer	Annual Certificate in Paediatric First Aid Awareness (2023-2024)	National College	Online	Jan 2025
Feb 24	Kamaljit Sangha	Annual Certificate in First Aid Awareness	National College	Online	Feb 2025
Mar 24	Andrea McGuiness	A Annual Certificate in Paediatric First Aid Awareness (2023/2024)	National College	Online	Mar 2025
Mar 24	Ailsa Reid	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	National College	Online	Mar 2025
Mar 24	Priya O'Leary	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	National College	Online	Mar 2025
Mar 24	Christina Famiglietti	Annual Certificate in First Aid Awareness	National College	Online	Mar 2025
Mar 24	Sabaah Ahmed	Annual Certificate in First Aid Awareness	National College	Online	Mar 2025
Mar 24	Muna Ibrahim	Annual Certificate in First Aid Awareness	National College	Online	Mar 2025
Mar 24	Lydia holmes	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	National College	Online	Mar 2025
Mar 24	Samilla Amir	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	National College	Online	Mar 2025
Mar 24	Pamela Leston Alvarez	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	National College	Online	Mar 2025
Mar 24	Kate Turner	Annual Certificate in Paediatric First Aid Awareness (2023/2024) (	National College	Online	Mar 2025
Sept 25	Paula Scott	First aid at work requalification (Blended)	St John Ambulance	Online/In person	Sept 2028
Sept 25	Kelly Manners	First aid at work requalification (Blended)	St John Ambulance	Online/In person	Sept 2028
Sept 25	Jennifer Rapjohns	First aid at work requalification (Blended)	St John Ambulance	Online/In person	Sept 2028
Oct 25	Melanie Bailey	First aid at work requalification (Blended)	St John Ambulance	Online/In person	Oct 2028

The Health & Safety Manager is responsible for ensuring that first aid qualifications are maintained and that first aid cover is provided for all staff working out of normal academy hours.

5.2 FIRST AID BOX LOCATIONS

First Aid Boxes & Record Books are located in the following

Location of First Aid Box(es)	First Aid Record Book(s)
Welfare Room	Welfare Room
KS2 Playground Trolley	KS2 Trolley
Reception Playground	Reception welfare trolley
Club Room	Inside tall cupboard

Location of Travelling First Aid Box
Welfare- Green Bag- For Trips

A termly check on the location and contents of all first aid boxes will be made by the First Aid Managers, Kelly Manner and Amanda Smith. Replenishment of the first aid boxes should also be arranged by the First Aid Managers, Kelly Manners & Amanda Smith.

A Swabs Bin has been added to the welfare room, it is for medical waste and bodily fluids to be disposed of safely. The bin is collected every 4-5 weeks by PHS Group at the same time as the sanitary bins.

5.3 MEDICAL FACILTIES NEAR TO THE ACADEMY

5.3.1 NHS General Practitioner

Family Health Practises Group
322 Greenford Avenue
London
W7 3AH

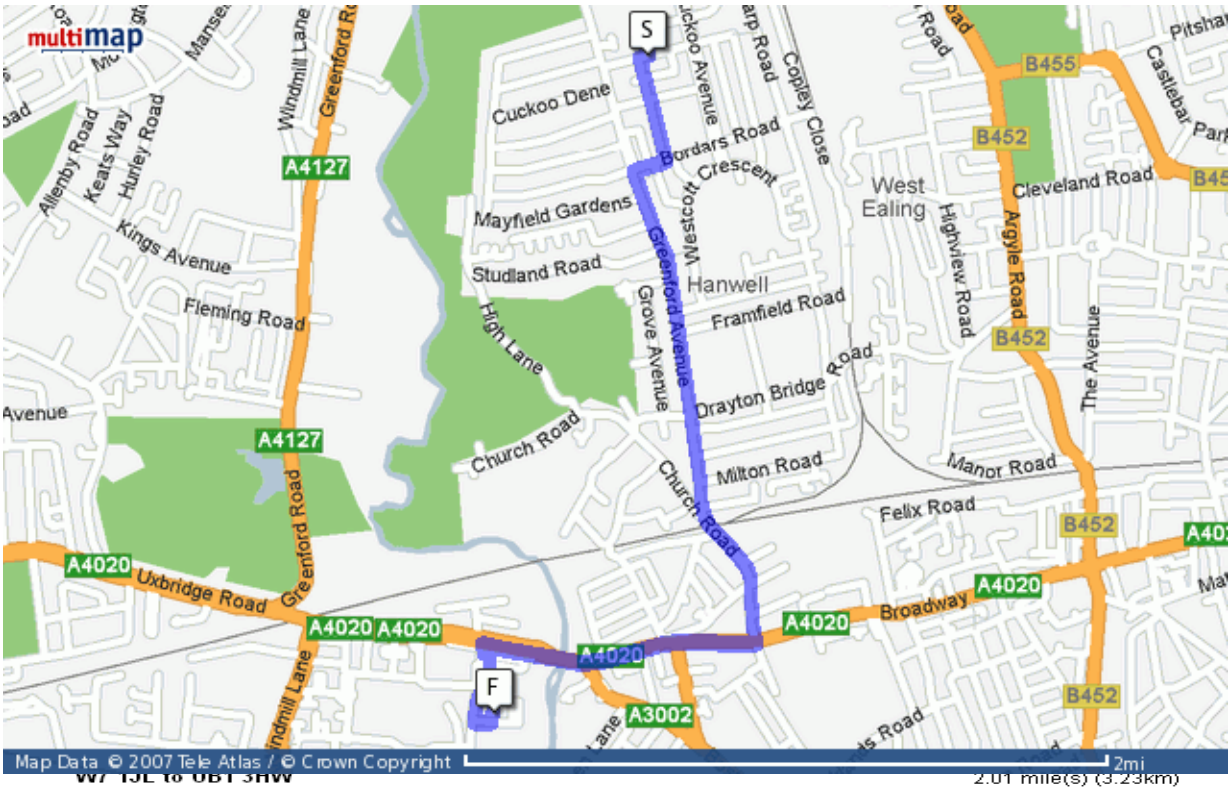
020 8578 1880

5.3.2 Hospital- With A&E Dept

Ealing Hospital
Uxbridge Road
Southall
UB1 3HW

020 8967 5000

5.4 DIRECTIONS FROM BRENTSIDE PRIMARY ACADEMY TO EALING HOSPITAL



W7 1JL to UB1 3HW 2.01 mile(s) (3.23km)

1	S Kennedy Road for 0.02 mile(s) (0.03km)	Depart on Kennedy Road
2	Hillyard Road for 0.20 mile(s) (0.32km)	Turn left onto Hillyard Road
3	Bordars Road for 0.07 mile(s) (0.11km)	Turn right onto Bordars Road
4	Greenford Avenue for 0.67 mile(s) (1.08km)	Turn left onto Greenford Avenue
5	Church Road for 0.28 mile(s) (0.45km)	Continue onto Church Road
6	Uxbridge Road (A4020) for 0.54 mile(s) (0.87km)	Turn right onto Uxbridge Road (A4020)
7	for 0.02 mile(s) (0.03km)	Turn left Uxbridge Road (A4020)
8	for 0.08 mile(s) (0.13km)	At the roundabout, Take the th exit Uxbridge Road (A4020)
9	for 0.01 mile(s) (0.02km)	Turn right Uxbridge Road (A4020)
10	for 0.06 mile(s) (0.10km)	Turn left Uxbridge Road (A4020)
11	for 0.03 mile(s) (0.05km)	Turn left Uxbridge Road (A4020)
12	F for 0.03 mile(s) (0.05km)	Arrive at your destination Uxbridge Road (A4020)

5.5 ADMINISTRATION OF MEDICINES

The First Aid Managers, Kelly Manners & Melanie Bailey, are responsible for dealing with the administration of medicines in accordance with the 'Supporting Pupils with Medical Needs in Schools Document' and the BPA Policy for Supporting Pupils with Medical Conditions in School, this includes the following duties:-

- keeping records of parental permission
- keeping medicines secure
- keeping records of administration
- safely disposing of medicines which are no longer required.

5.5.1 Asthma Pumps

The First Aid Managers, Kelly Manners & Amanda Smith are the persons responsible for the supervision and storage, where appropriate, of asthma inhalers. This includes regularly checking that the pumps are in date and have not been lost. Asthma pumps are stored in the following places depending on which year group a child is in:-

- Nursery: Kept in the Nursery
- Reception: Kept in the child's classroom
- KS1: Kept in the welfare room
- KS2: Kept in the child's classroom

5.5.2 EPI Pens

A number of Teaching Assistants have been trained on the correct use of Epi Pens. All Epi pens are stored in the welfare room.

5.6 HEALTH CARE PLANS

Health Care plans are produced by the School Nurse in conjunction with the Deputy/Assistant Head(s) and parents of the child in question.

The Health care plans contain a photograph of the child and are stored in the welfare room for ease of access.

5.7 DEFIBRILATOR

BPA has an Automated External Defibrillator device (AED) on site.

This device issues instructions for use so does not require any specific training. The device will assess a patients heart rhythm and decide if a shock is required or not.

Location: Welfare Room cupboard- an AED sign is on the door

5.7.1 Maintenance & Checks

First Aid Manager to check the AED weekly and report any problems to the Health and Safety Manager. i.e low battery. Weekly check record to be stored next to the AED

6.0 TRAINING

6.1 HEALTH & SAFETY INDUCTION

The following Health & Safety information is provided/explained at a new employee's induction:-

- Health and Safety Policies: County Council, Departmental, and Academy.
- Health and Safety Handbook
- Risk Management Handbook
- Codes of Safe Practice and Guidance
- Education Visits Policy Document
- Premises Asbestos Log
- Risk Assessment
- Fire and other Emergency Arrangements
- Accident Reporting Arrangements
- First Aid Arrangements
- Safe Use of Work Equipment
- Procures for Hazardous Substances
- Good Housekeeping, Waste Disposal and Cleaning Arrangements
- Hazard Reporting and Maintenance Procedures
- Special Hazards/Responsibilities Associated with their Work Activity
- Special Needs of Young Employees (e.g. Work Experience Placements)

6.2 HEALTH & SAFETY TRAINING

The Health & Safety Manager is responsible for co-ordinating the provision of the health and safety training needs of all staff in consultation with their line managers and the employees concerned.

An annual health and safety training plan is complied by the Health & Safety Manager.

The Health & Safety Manager is responsible for keeping records of training and certification for the use of hazardous machinery such as woodworking machinery, etc.

Employees who feel that they have need for health and safety training of any kind should notify in writing the Health & Safety Manager.

6.3 WORK EXPERIENCE

The Health & Safety Manager is responsible for co-ordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited, liasing with the Education Business Partnership as appropriate

6.4 HEALTH & SAFETY TRAINING RECORD

Date	Course Title	Course Provider	Attendees
17/11/2009	School Safety Inspections	Ealing Council	M Bailey
15/02/2011	Legionaries Disease- Minimising the Risk	Oakland Calvert Consultants	M Bailey
15/11/2011	Work at height procedures	Internal	A Power, A Smith, M Moran, C Devonshire
15/11/2011	Safe Use of Ladders and Step Ladders	Internal	A Power, A Smith, M Moran, C Devonshire, R Chana
10/01/2012	Asbestos Management Plan and Awareness	Ealing Council	M Bailey A Power
23-24/07/12	Paediatric first Aid Training Course	Carlton Training	P Newby, P Smith, L Mangan, A Smith, C Cornwell, F Thomson, B Taylor, C Jackman, J Smith
10/10/2014	Cleaning Supervisor Course	Creative Education	A Power, P Waterkemper
05/11/2014	Safe use & inspection of Latchways Man-Safe Systems- including PPE, Full body harness, fall arrest lanyard	HCL Safety Ltd	M Bailey A Power
15/04/2015	Manual Handling	Winter & Company	A Power
12/05/2015	Safeguarding training for caretakers and School Business Managers	Ealing Council	A Power
11/06/2015	Risk Assessment Course	British Safety Council	M Bailey
20-21/07/15	Paediatric first Aid Training Course	Carlton Training	A Smith, P Newby, C Cornwell, M Bailey, P Waterkemper, K Ferynska, K Rapjohns, L Mangan, J Finnis, S Munro, C Deary, J Reilly, K Finch, K Franklin, E Barry, J Vasta, S Aggarwall
11/04/2016	Safe moving & Handling of Objects	EmTech Training Solutions	A Yahiaoui, M Bailey, J Vasta, S Aggarwall, C Stockdale, A Smith, L Mangan, C Cornwell, K Franklin, K Ferynska, K Rapjohns, P Newby, C Deary, K Finch, J Lewis, K Middleton, H Gurung, B Gurnung, J Noel, C Brophy, A Wilkinson, D Redmond, D Disha, R Ferreira, P Scott

Date	Course Title	Course Provider	Attendees
11/04/2016	Fire Awareness Training	EmTech Training Solutions	A Yahiaoui, M Bailey, J Vasta, S Aggarwall, C Stockdale, A Smith, L Mangan, C Cornwell, K Franklin, K Ferynska, K Rapjohns, P Newby, C Deary, K Finch, J Lewis, K Middleton, H Gurung, B Gurnung, J Noel, C Brophy, A Wilkinson, D Redmond, D Disha, R Ferreira, P Scott
13/06/16	Subcutaneous Insulin Injection Training	NHS	Amanda Smith Carly Cornwell
27/04/17	Fire Marshalll	St Johns Ambulance	Melanie Bailey
08/11/17	Schools Asbestos Awareness Training	Ealing Council	Melanie Bailey Amanda Smith
28/11/17	Paediatric First Aid Training Course	St Johns Ambulance	Ivy Chiwandire
02/02/18	Legionella Awareness	Ealing Council	Melanie Bailey
13/12/17	H&S for Headteachers & SBM	Ealing Council	Melanie Bailey
28/02/2018	Level 3 Paediatric First Aid	Red Cross	Sue Sobti
27/03/2018	Level 3 Paediatric First Aid	St Johns Ambulance	Amanda Smtih & Hodo Dahir
16/04/18	Emergency Paediatric First Aid	Tutor Care	K Franklin, H Ahmed, K Ferynska, K Rapjohns, S Baptiste, M Makwana, M Ambrosio, L Verma, G Manuel, D Morgan, R Stoker, M Bailey, A Yahiaoui, S Aggarwall, J Lewis & L Mangan
10/12/2019	Lockdown Alarm Training	Brentside Primary	All staff & Pupils
06/01/2020	Safeguarding & Prevent	Tom Galvin	All staff
13/01/2020	CP update for experienced DSL	Ealing LA	Jemima Smith
13/04/2020	Level 1 Safeguarding	Prospero	Angie Yahioui, Dolly Kothari
11/06/2020	Child protection in schools 2.0	NSPCC	Hasina Hoque
02/09/2020	COVID-19 Risk Assessment Training	Brentside	All Staff
20/01/2021	Lateral Flow Testing Webinar	NHS	C Crosdale, M Bailey, A Smith, K Manners
Feb 2021	Paediatric First Aid Training Online	Training Express	C Crosdale, M Bailey, A Smith, K Manners, C Rochford, D Ali, K Doherty, I Yusuf, S Perrera, H Ahmed, K Rapjohns, S Sobti, A Yahiaoui, S Aggarwall, J Lewis & D Kothari, H Hoque, V Clarke, A Henry, A Sysmanka,

Date	Course Title	Course Provider	Attendees
			H Dahir, L Godoroja, P Scott
Feb 2021	First Aid At Work Online	Training Express	M Bailey, A Smith, K Manners, P Scott, J Rapjohns
Feb 2021	Fire Safety & Fire Marshall	Training Express	M Bailey, A Smith, P Scott, C Crosdale
Feb 2021	Youth Mental First Aid Course	MHFA England	K Manners
Feb 2021	An Awareness of Type 1 Diabetes in Schools and Other Settings: Basic Level	Virtual College	K Manners & A Smith
Feb 2021	An Awareness of Type 1 Diabetes in Schools and Other Settings: Advanced Level	Virtual College	K Manners & A Smith
Feb 2021	Child Protection: an Introduction	NSPCC	K Doherty
March 2021	Child Protection: an Introduction	NSPCC	J Rapjohns
Sept 2021	Understanding Changes to the DfE Keeping Children Safe in Education (KCSIE) Statutory Safeguarding Guidance 2021	The National College	All staff
Oct 2021	Fire Safety Presentation	In House (M Bailey)	Kasia Ferynska, Danisia Jones, Amber Henry, Jemima Smith, Caroline Crosdale, Susan Sobti, Hodo Dahir, Amy Bhachu, Kirty Rapjohns, Hodan Dahir, Kam Sangha, Jade Lewis, Angie Yahiaoui, Christina Famiglietti, Holly Young, Sunita Aggarwall, Carly Rochford, Aga Sysmanska, Ailsa Reid, Zeinab Mohamed, Ludmilla Godoroja, Hiury De Lima, Sabrina Perera, Ikram Yusuf, Doaa Ali, Samilla Amir, Khadi Graham-Minott, Katy Ponziano, Anisha Sood, Peter Grey, Sabaah Ahmed, Priya O'Leary & Hayad Ahmed
Oct 2021	COSHH- Handling, Storing & Disposing of Hazardous substances	The National College	M Bailey
Oct 2021	Paediatric First Aid Training Online	The National College	K Sangha
Nov 2021	Safer Recruitment in education	NSPCC	J Smith
Nov 2021	Safer Recruitment in education	The National college	C Crosdale
Jan 2022	FGM Training	Ealing Council	All Teachers and TAs

Date	Course Title	Course Provider	Attendees
Jan 2022	Paediatric First Aid-	National College	Y James
Feb 2022	Paediatric First Aid-	National College	K Turner, K Assi, S Baig
June 2022	Paediatric First Aid-	National College	S Sobti
July 2022	First Aid At Work	St John Ambulance	J Rapjohns & P Scott
Aug 2022	Paediatric First Aid-	National College	A Bhalia
Sept 2022	Food Hygiene and Safety	The National College	K Doherty, A Bhachu
Sept 2022	Food Hygiene for Education Providers	The National College	A Bhachu
Sept 2022	Food Allergy Awareness and Anaphalyaxis	The National College	A Bhachu
Sept 2022	Healthy Eating, Nutrients and menu planning for EY providers	The National College	A Bhachu
Sept 2022	Fire Safety for Education Providers	The National College	A Bhachu
Sept 2022	Paediatric First Aid-	National College	R Newson
Sept 2022	First Aid at Work	St Johns Ambulance	K Doherty
Sept 2022	Emergency Paediatric First Aid	St Johns Ambulance	I Yusuf
Oct 2022	Fire Awareness Training	In House presentation by M Bailey	H Young, A Bhalia, S Judges, L Holmes, A Sysmanksa, H Dair, K Assi, R Newson, P Grey, S Ahmed, H De Lima, J Stokes, S Amir, H Ahmed, K Ponziano, A Reidm K Ferynska, C Crosdale, C Famiglietti, A Yahiaoui, K Turner, H Dahir, J Smith, A Murphy, L Varty, C Rochford, S Aggarwall, P O'Leary, I Yusuf, L Godoroja, P Scott, K Manners, K Sangha, M Mohmad, A Smith, J Lewis, Z Mohamed
Oct 2022	First Aid at Work	St John Ambulance	M Bailey
Nov 2022	Paediatric First Aid	St John Ambulance	L Varty
Nov 2022	Emergency Paediatric First Aid	St John Ambulance	K Doherty
Dec 2022	Paediatric First Aid-	National College	J Colfer
Jan 2023	PREVENT Training	Ealing Council	All staff
Jan 2023	Play Equipment Inspection	Ealing Council	N Harris
16/01/2023	Certificate in Manual Handling (2022-23)	The National College	Hamda Bulale
19/01/2023	Certificate in Paediatric First Aid Awareness (2022-23)	The National College	Andrea McGuiness
22/01/2023	Certificate in Manual Handling (2022-23)	The National College	Andrea McGuiness
21/04/2023	Paedatric First Aid	St Johns Ambulance	Rosie Newson
15/05/2023	Paedatric First Aid	St Johns Ambulance	Andrea McGuiness
27/06/2023	Blended Online Paediatric First Aid	St Johns Ambulance	Sue Sobti
30/10/2023	Annual Certificate in First Aid Awareness (2023-2024)	The National College	Melat Mengistu Beyenne

Date	Course Title	Course Provider	Attendees
08/11/2023	Certificate in Manual Handling	The National College	Melat Mengistu Beyenne
17/01/2024	Certificate in Legionella Awareness	The National College	Melanie Bailey
18/01/2024	Certificate in Food Hygiene	The National College	Yolanda James
22/01/2024	Annual Certificate in Handling, Storing and Disposing of Hazardous Materials (COSHH) (2023-2024)	The National College	Yolanda James
23/01/2024	Annual Certificate in Paediatric First Aid Awareness (2023-2024)	The National College	Yolanda James
29/01/2024	Certificate in Manual Handling	The National College	Joseph Colfer
29/01/2024	Annual Certificate in Paediatric First Aid Awareness (2023-2024)	The National College	Joseph Colfer
30/01/2024	Annual Certificate in the Role of a Fire Warden (2023-2024)	The National College	Yolanda James
30/01/2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	Kara Doherty
30/01/2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	Kelly Manners
31/01/2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	Yolanda James
01/02/2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	Kamaljit Sangha
01/02/2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	Jennifer Raphohns
06/02/2024	Annual Certificate in First Aid Awareness	The National College	Kamaljit Sangha
12/02/2024	Annual Certificate in the Role of a Fire Warden	The National College	Kelly Manners
03/03/2024	Certificate in Asthma Awareness	The National College	Susan Sobti
05/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024) (2023-2024)	The National College	Andrea McGuiness
07/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024) (2023-2024)	The National College	Ailsa Reid
07/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024) (2023-2024)	The National College	Priya O'Leary
07/03/2024	Annual Certificate in First Aid Awareness	The National College	Christina Famiglietti
07/03/2024	Annual Certificate in First Aid Awareness	The National College	Sabaah Ahmed
07/03/2024	Annual Certificate in First Aid Awareness	The National College	Muna Ibrahim
08/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024) (2023-2024)	The National College	Lydia holmes

Date	Course Title	Course Provider	Attendees
08/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	The National College	Samilla Amir
08/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	The National College	Pamela Leston Alvarez
11/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	The National College	Kate Turner
12/03/2024	Certificate in Asthma Awareness	The National College	Kelly Manners
13/03/2024	Certificate in Asthma Awareness	The National College	Kara Doherty
14/03/2024	Annual Certificate in Paediatric First Aid Awareness (2023/2024)	The National College	Kelly Manners
14/03/2024	Annual Certificate in First Aid Awareness	The National College	Kelly Manners
18/03/2024	Certificate in Asthma Awareness	The National College	Pamela Leston Alvarez
18/03/2024	Certificate in Asthma Awareness	The National College	Kamiljit Sanga
18/03/2024	Certificate in Asthma Awareness	The National College	Kirsty Rapjohns
18/03/2024	Certificate in Asthma Awareness	The National College	Jennifer Raphohns
18/03/2024	Certificate in Asthma Awareness	The National College	Andrea Mcguiness
19/03/2024	Certificate in Asthma Awareness	The National College	Ailsa Reid
19/03/2024	Certificate in Asthma Awareness	The National College	Sunita Aggarwall
19/03/2024	Certificate in Asthma Awareness	The National College	Aga Szymanska
21/03/2024	Grief & Bereavement Counselling Certificate	New Skills Academy	Kelly Manners
23/03/2024	Certificate in Asthma Awareness	The National College	Kate Turner
24/03/2024	Certificate in Asthma Awareness	The National College	Dolly Kothari
15/04/2024	Certificate in Asthma Awareness	The National College	Lydia Holmes
15/04/2024	Certificate in Asthma Awareness	The National College	Amanda Smith
15/04/2024	Certificate in Asthma Awareness	The National College	Melanie Bailey
15/04/2024	Certificate in Asthma Awareness	The National College	Lisa Varty
15/04/2024	Certificate in Asthma Awareness	The National College	Carly Rochford
16/04/2024	Certificate in Asthma Awareness	The National College	Angie Yahaoui
16/04/2024	Certificate in Asthma Awareness	The National College	Samilla Amir
16/04/2024	Certificate in Asthma Awareness	The National College	Paula Scott
16/04/2024	Certificate in Asthma Awareness	The National College	Joseph Colfer
22/04/2024	Paedatric First Aid	St Johns Ambulance	Kelly Manners
22/04/2024	Certificate in Asthma Awareness	The National College	Yolanda James
29/04/2024	Certificate in Asthma Awareness	The National College	Amanda Murphy
25/09/2024	Certificate in Food Allergy Awareness & Anaphylaxis (2024-2025)	The National College	Yolanda James
29/09/2024	Certificate in Food Hygiene & Safety (2024-2025)	The National College	Yolanda James
14/10/2024	Certificate in Food Allergy Awareness & Anaphylaxis (2024-2025)	The National College	Kelly Manners
17/10/2024	Anaphylaxis & Asthma 7 Epilepsy Awareness Session	NHS	Kelly Manners
26/11/2024	Certificate in the Role of a Health and Safety Link Governor	The National College	Eilidh MacRae
06/02/2025	Certificate in Asbestos Management (2024-2025)	The National College	M Bailey

Date	Course Title	Course Provider	Attendees
17/02/2025	Annual Certificate in Health & Safety at Work (2024-2025)	The National College	M Bailey
17/02/2025	Certificate in the Use of Reasonable Force	The National College	M Bailey
06/05/2025	Certificate in Food Hygiene & Safety (2024-2025)	The National College	K Manners
07/05/2025	Certificate in Allergy & Anaphylaxis	The National College	K Manners
22/05/2025	Certificate in Haemophilia Awareness	The National College	K Manners
17/06/2025	Certificate in Musculoskeletal Wellbeing	The National College	K Manners
23/06/2025	Certificate in Understanding Low Mood & Sadness in Children & Young People	The National College	K Manners
31/08/2025	Certificate in Manual Handling	The National College	Yolanda James
22/09/2025	First aid at work requalification (Blended)	St John Ambulance	Kara Doherty
22/09/2025	First aid at work requalification (Blended)	St John Ambulance	Jennifer Raphohns
22/09/2025	First aid at work requalification (Blended)	St John Ambulance	Paula Scott
09/10/2025	First aid at work requalification (Blended)	St John Ambulance	Melanie Bailey
20/01/2026	Certificate in Preventing Sexual Harassment in the Workplace for Leaders	The National College	Melanie Bailey
January 2026	Certificate in Preventing Sexual Harassment	The National College	Kara Doherty, Lisa Varty, Samilla Amir, Kelly Manners, Amanda Murphy, Kiran Assi, Sue Sobti, Lian Liew, Stephen Dias-Smith, Concetta Katiuscia Ponziano, Pamela Leston Alvarez, Ailsa Reid, Yolanda James, Dolly Kothari, Adelina Palamani, Zeinab Mohamed, Kamaljit Sangha, Paula Scott

7.0 EDUCATIONAL VISITS AND JOURNEYS

The appointed person for Trips and visits is

Title	Name
Asssitant Head	Stephen Dias Smith

7.1 VISIT AND JOURNEY TYPES

The Deputy/ Assistant Head is responsible for ensuring that the appropriate risk assessments are completed and approval is obtained for the following type of educational visits:-

- Educational visits in the United Kingdom not including and overnight stay
- Educational visits in United Kingdom including an overnight stay
- Educational visits abroad including an overnight stay

7.2 SCHOOL VISITS FILE

All information relating to educational visits and journeys is kept in the 'School Visits File' in Deputy Heads office, the file contains:-

- Educational visits Handbook
- Risk Assessments
- School Visits policy
- Procedure for organising trips
- Any other documentation regarding school visits.

The below procedures for organising trips and visits are followed

PROCEDURE FOR ORGANISING TRIPS & VISITS
CATEGORY 1 –LOCAL VISITS

Discuss visit and its objectives with school's EVC

↓

Fill out school visit planning form SV1 (Part 1) and submit form to Headteacher/EVC. If visit/trip agreed, Headteacher or designated person (EVC) completes (Part 2) of form SV1.

↓

Complete Risk Assessment form SV4

↓

Arrange staffing as per supervision ratios. (e.g. if walking 1:15 - **Base staffing on risk assessment of route)** – Undertake CRB checks - if required - on "volunteers"

↓

Book any transport requirements. Coach Company must have completed SV12

→

Advise parents of visit. Parental consent form SV 7(or school's alternative) to be completed. ***If frequent visits to same venue are to be made by same pupil – permission slip to be used to cover all visits***

↑

Produce list of pupils and staff on visit/trip with emergency contact numbers and give to School Emergency Contact person.

↑

Brief staff/volunteers on details of visit including emergency provision (plan B)

↑

Brief pupils on expectations/ code of behaviour etc. (Pupils to complete SV6 if school wishes)

↑

If transport is used-physically /visually check coach (seat belts etc) before start of journey.

↑

Produce evaluation of trip/visit. SV 5 if appropriate.

Advisable to have a mobile phone available on all visits/trips

Forms Required
Local Visits

Visit Form SV1, Risk Assessment SV4, Parental Consent SV7 For frequent visits to same venue the forms are required only once/year.

Forms for category 1 visits are retained in school

If possible undertake exploratory visit to venue – you may however, already be familiar if local facility.

Visit information to parents should contain details of: Dates, any charges, itinerary, equipment, clothing, money, food required, timings – leaving and return, any special risks etc – check any medical needs.

PROCEDURE FOR ORGANISING TRIPS & VISITS
CATEGORY 2 –VISIT TO OFF SITE SWIMMING POOL.

Discuss visit and its objectives with school's EVC – Staffing requirements – First aid etc.

Fill out school visit planning form SV1 (Part 1) and submit form to Headteacher/EVC. If visit/trip agreed, Headteacher or designated person (EVC) completes (Part 2) of form SV1.

Ensure that pool to be used has completed SV 10 –Borough Health & Safety Officer can advise.

Complete Risk Assessment form SV4 and /or obtain generic risk assessment from centre to be visited.

Book any transport requirements. Coach Company must have completed SV12.

Advisable to have a mobile phone available on all visits.

Forms Required
Visits to off site pool

Visit Form SV1, Risk Assessment SV4, Parental Consent SV7. For frequent (curriculum led) visits to same venue, the forms are required only once/year.

Forms for category 2 visits are retained in school

Visit information to parents should contain details of: Dates, any charges, itinerary, equipment, clothing, money, food required, timings – leaving and return, any special risks etc – check any medical needs.

Distribute visit information sheet to parents with combined Parental Consent / Swimming Permission form SV7 – all sections to be completed by parents/Carers.

Produce list of pupils and staff on visit/trip with emergency contact numbers and give to School Emergency Contact person.

Brief staff/volunteers on details of visit including emergency provision (plan B)

Meet with pupils to brief them on visit- behaviour too and from pool. In the changing room, at the poolside etc.

If coach transport is used-physically /visually check coach (seat belts etc) before start of journey.

PROCEDURE FOR ORGANISING TRIPS & VISITS

CATEGORY 3 –LOW RISK DAY VISITS IN THE UK.

Discuss visit and its objectives with school's EVC – Staffing requirements – First aid

↓

Fill out school visit planning form SV1 (Part 1) and submit form to Headteacher/EVC. If visit/trip agreed, Headteacher or designated person (EVC) completes (Part 2) of form SV1

↓

Complete Risk Assessment form SV4 With frequently visited venues generic risk assessment of venue may be on file with OEA

↓

Arrange staffing as per supervision ratios. Undertake CRB checks - if required - on "volunteers"

↓

Book any transport requirements. Coach Company must have completed SV12.

Advisable to have a mobile phone available on all visits.

Forms Required
Low Risk UK Visits

Category 3 outings may involve coach or rail travel and occupy most of the day. Forms required are:- Visit Form SV1, Risk Assessment SV4, Parental Consent SV7, SV12 (Coach company)

Note: Forms for category 3 visits must be submitted to the Education Safety Office 20 working days in advance of trip.

If possible, undertake exploratory visit to venue.

Visit information to parents should contain details of: Dates, any charges, itinerary, equipment, clothing, money, food required, timings – leaving and return, any special risks etc – check any medical needs.

Advise parent/carers of visit. Parental Consent form SV7 to be completed

↑

Produce list of pupils and staff on visit/trip with emergency contact numbers and give to School Emergency Contact person.

↑

Brief staff/volunteers on details of visit including emergency provision (plan B)

↑

Brief pupils on expectations/code of behaviour etc. (Pupils to complete SV6 if school wishes)

↑

If coach transport is used- physically /visually check coach (seat belts etc) before start of journey.

↑

Produce evaluation of trip/visit. SV 5 if appropriate.

8.0 WORK EQUIPMENT

8.1 WORK EQUIPMENT LIST

The 'Responsible Person' is responsible for selection, inspection, maintenance, training, supervision, safe use and risk assessment for the use of the following equipment

Type of Equipment	Person Responsible	Training Received From	Authorised to Use Equipment
Access Equipment (Powered Access, MEWP, Tower Scaffold)	School Business Manager	Delta Synergetics Security Systems	Delta Synergetics Security Systems
Ladders	School Business Manager		School Business Manager
Step Ladders	School Business Manager		Class Teachers/Adults
Sack barrows	School Business Manager		Adults
Flat-bed trolleys	School Business Manager		Adults
Grounds Maintenance Equipment (Tractor Powered Machinery)	School Business Manager		Countrywide
Design & Technology Equipment (Resistant and Compliant Materials)	School Business Manager		Class teachers
Design and Technology Equipment (Food Technology and Textiles)	Head Teacher DT Manager		Class teachers
Stage Lighting	School Business Manager		Head Teacher
Music Equipment	Head Teacher		Head Teacher
Mansafe System	School Business Manager	HCL Safety Ltd	School Business Manager
Pressure Washer x2	School Business Manager		School Business Manager
Leaf Blower	School Business Manager		School Business Manager

8.2 ITEMS OF WORK EQUIPMENT THAT REQUIRE TESTING

Type of Equipment	Person Responsible	Tested When	Tested By	Authorised to Use Equipment
Ladders	School Business Manager	Visual inspection before use	School Business Manager/ T.Mohans	School Business Manager
PE Equipment	Health & Safety Manager School Business Manager	Daily Visual inspection Annually Full inspection, report	School Business Manager Class Teachers Universal Services Ltd	All
Outdoor Play Equipment	Health & Safety Manager School Business Manager	Monthly Visual inspection Annually Full inspection, report	School Business Manager/ T.Mohans Wicksteed Leisure	All
Portable Electrical Appliances	Health & Safety Manager School Business Manager	Annually/Bi Annually	Norwood Electrical	All
Mansafe System	School Business Manager	Visual inspection before use Annually- full inspection	HCL Safety limited	

8.3 DISPLAY SCREEN EQUIPMENT

Display Screen Equipment (DSE) Regulations 1992 came into force on the 1 January 1993. These Regulations apply to 'users' of Display Screen Equipment.

A 'user' may be defined as a person who uses display screen equipment more or less continuously on most days.

To comply with the DSE Regulations a DSE Risk Assessment for all regular 'users' have been carried out using the Ealing Council DSE Workstation Checklist. The DSE Workstation Checklist has been enclosed in this document

DU workstation checklist

DSE WORKSTATION CHECKLIST

(This document has been developed from the HSE VDU checklist and adapted for use by Ealing Council)

Workstation location and number (if applicable):.....

User:.....

Tel no:.....

Email:

Checklist completed by:.....

Assessment checked by:.....

Date of assessment:.....

Any further action needed? YES/NO

Follow-up action completed on: .....

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Little if any training is required to complete the checklist. Users are encouraged to complete the checklist themselves or with their Team Leaders/Managers by working through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

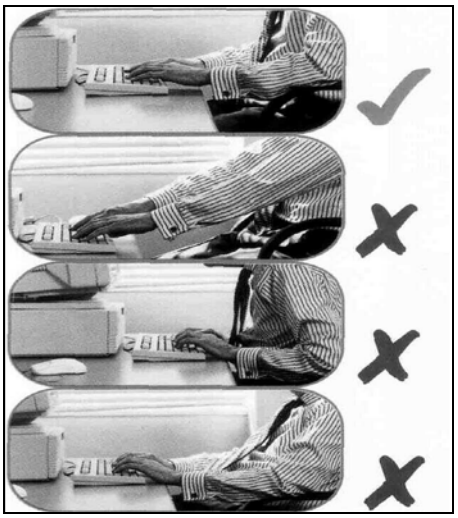
- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the work station assessors (Team Leader or Manager). They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem. Any unresolved problems should be referred to Corporate Safety for action. Send a copy of the completed assessment to Corporate Safety.

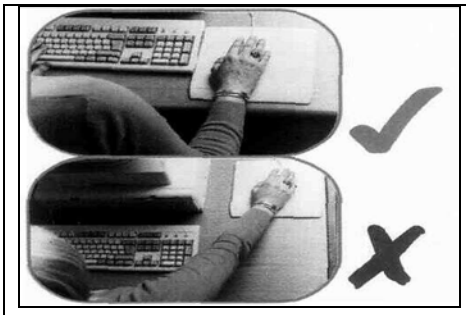
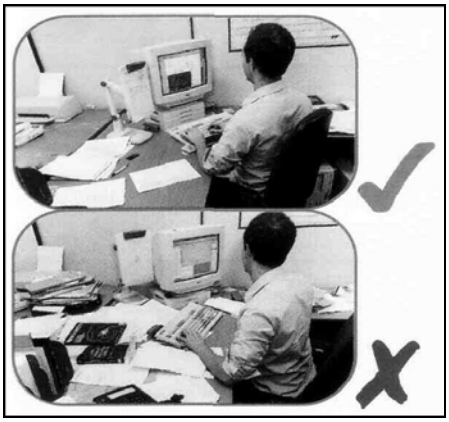
Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity. Advice on these is given in: *The law on Visual Display Units (VDU): An easy guide* HSE Books 2003 ISBN 0 7176 2602 4 or download a copy from http://www.hse.gov.uk/pubns/indg36.pdf

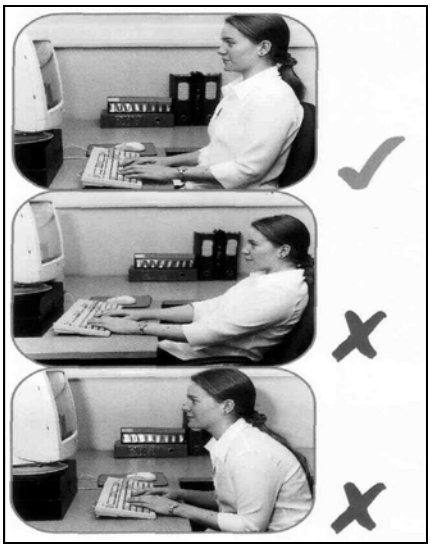
Should you require further advice or guidance please contact Corporate Health and Safety on 020 8825 7906.

DSE Workstation checklist

Risk Factors	Tick box		Things to consider	Action to take
	Yes	No		
1 Display screens Are the characters clear and readable?  Is the text size comfortable to read?			Make sure the screen is clean and cleaning materials are made available. Check that text and background colours work well together. Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If problems still exist, get the set-up checked, e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt?			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: • Swivel/tilt is absent or unsatisfactory; • Work is intensive; and/or The user has problems getting the screen to a comfortable position.	
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided			Check that blinds work. Blinds with	

and in adequate condition?			vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.	
2 Keyboards Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position? 			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest	
Does the user have good keyboard technique?			Training can be used to prevent: • Hands bent up at wrist; • Hitting the keys too hard; • Overstretching the fingers.	
Are the characters on the keys easily readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
3 Mouse, trackball, etc Is the device suitable for the tasks it issued for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices like touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user?			Most devices are best placed as close as possible, e.g. right beside the keyboard. Training may be needed to: • prevent arm overreaching; • tell users not to leave their hand on the device	

			• when it is not being used; • encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
4 Software Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	
5 Furniture Is the work surface large enough for all the necessary equipment, papers etc? 			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed,	

			positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
Does the chair have a working: • Seat back height and tilt adjustment? • Seat height adjustment? • Swivel mechanism? castors or glides?				
Is the chair adjusted correctly?  Is the small of the back supported by the chair's backrest?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk. The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	
6 Environment Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard	
Is the lighting suitable, e.g., not too bright or too dim to work comfortably?			Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't	

			cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			VDUs and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, egg printers, away from the user. If not, consider soundproofing.	

7 Final questions to users...

• Ask if the checklist has covered all the problems they may have working with their DSE.

• Ask if they have experienced any discomfort or other symptoms which they attribute to working with their DSE

• Ask if the user has been advised of their entitlement to eye and eyesight testing.

• Ask if the user takes regular breaks working away from DSE.

Write the details of any problems here:

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9.0 SITE

9.1 VISITORS

On arrival all visitors should report to the School Office

All visitors are asked to sign in and out of the building in case of an emergency.

A visitors fire notice is displayed at the sign in point

Visitors must wear a red visitor lanyard to indicate to all staff and pupils that they have been signed in at the office.

Any visitors that are having contact with pupils or being left to supervise pupils must have their DBS checked and ID checked when signing in.

9.2 MAINTENANCE OF SITE, PREMISES & HOUSE KEEPING

A person encountering any damage or wear and tear of the premises which may constitute a hazard should report it to the School Office

Defective furniture should be taken out of use immediately and reported to the School Office who will arrange for its replacement or repair

The person(s) responsible for ordering repairs which are the academy's responsibility is the Head Teacher or School Business Manager.

9.3 HAZARD REPORTING

All employees and governors must report any hazards that could be a cause of serious or imminent danger, eg damaged electrical sockets, broken windows, suspected gas leaks, wet or slippery floors immediately to the School Office.

9.3.1 Hazard Reporting Form

Verbal reports should be followed up in writing using the hazard reporting form which can be found, a copy of the Hazard Reporting Form is enclosed in this document.

Spare copies of the form are located in the School Office.

9.4 PREMISES SECURITY

The Security Cleaners are responsible for unlocking and locking the building, arming and disarming security alarms and ensuring all windows are closed, etc.

If the Security Cleaners are absent it is the responsibility of the Cleaning Supervisor to unlock the academy and disarm the alarm in the mornings. It is the responsibility of the School Business Manager to lock up the academy and arm the alarm in the evening.

9.4.1 Current Keyholders for the School

Name	Job Title
Amanda Smith	Head TA
Melanie Bailey	School Business Manager
Caroline Crosdale	Headteacher
Paula Scott	Administrator
Jennifer Rapjohns	Security Cleaner
Diana Disha	Security Cleaner
Kara Doherty	Wraparound Care

9.4.2 CCTV System

The CCTV System is provided by ADT & Delta Synergistics Security Systems. There are 4 & 10 security existing cameras in the following locations that were installed by Delta:-

- KS1 School Entrance Gate (Gate)
- Inside- Entrance to School Building- facing school doors to identify visitors (Lobby)
- KS2 playground facing main exit door from school to playground (5/6 exit door)
- Back Gate- Brants Walk entrance (Back Gate)

10 additional cameras were added by ADT in August 2014 to the following locations

- Lobby (Lobby Wide)
- KS1 Playground facing towards the play equipment (KS1 Pillars)
- KS1 Wide playground- facing away from porch (KS1 Wide)
- KS2 Playground middle of playground (KS2 Wide)
- KS2 Playground facing away from the arch towards play equip - (KS2 Play Equip)
- KS2 playground facing towards the goals (KS2 Wide Football)
- KS2 football pitch (KS2 Football)
- Reception playground facing the play equipment
- Reception playground under the canopy
- Reception playground facing the gate

In February 2025 All cameras were replaced by Delta Synergistics. An additional 5 cameras were added

- KS2- MUGA – on pole (KS2 MUGA)
- KS2- Playground -under the Arch- on pole (KS2 Under Arch)
- KS1- Main Gate close up (Main Gate Close)
- KS1- Playground from kitchen office block facing towards rec block (KS1 play wide)
- KS1- Playground from 11 blue towards bike shelter (KS1 Bike Rack)

9.4.3 School Gates

The main school gate has a buzzer/intercom entry system. The gate automatically opens 15 minutes before school begins and 15 minutes before school finishes. At all other times permission must be gained from the office via the intercom for visitors to enter the premises.

The top gate was automated during August 2014 for added security during the holidays and during the evening. The call point button is located in the school office.

The side gate was automated during Easter 2015. The call point button is in the school office.

In 2018 a call button was added to the yellow room for use by the after school club

In August 2023 the push to exit button was removed from the main pedestrian gate. You can only exit the premises by using either a ID card or if you are buzzed out by the office. This was to ensure that pupils cannot leave the premises

9.4.4 Lockdown Alarm System

In February 2018 the school added a lockdown alarm

Installers	Admiral Security
Contact Details	01737 8559000
System Type	Wireless Speech Lockdown System 1x main control panel with LCD display 14x Panic buttons 8 x Internal sounders 3x External sounders 1x GSM-SC module
Monitored/Unmonitored	Unmonitored
Installation Date	12/02/2018

A lockdown procedure has been produced and should be read in conjunction with this policy.

9.5 SEVERE WEATHER

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises (e.g. clearing snow and ice) will be determined by the Security Cleaner and SBM.

9.5.1 Snow Closures

The decision to close the school during periods of heavy snow fall will be made by the Head Teacher. The school will only be closed in the event that the journey into work for staff and pupils is potentially dangerous.

If heavy snow is forecast a note will be sent home stating that the school maybe closed the next day due to extreme weather. Parents will be instructed to call the school in the morning for further information. A message will be sent to all parents and staff using the school message system.

See Adverse Weather conditions Document for further information

9.6 COSHH

A substance survey is carried out by the School Business Manager annually.

Copies of all the hazardous substance product data sheets are held centrally in the COSHH Manual. The School Business Manager is responsible for ensuring that the substance product data sheets are kept up to date and that data sheets are obtained for all new substance utilised within the school.

The person responsible for ensuring that local exhaust ventilation (fume cupboards, dust extraction equipment on woodworking machines etc) will be examined annually and tested by the County Council approved contractor list is the School Business Manager.

9.7 ASBESTOS

BPA has an Asbestos Management Plan with details of where in the building asbestos is located, the management of that asbestos and any works that have taken place with regards to the asbestos.

The person responsible for making arrangements for dealing with asbestos in compliance with the County Council's policy, and ensuring that the premises asbestos log is consulted by visiting contractors and other relevant persons is the School Business Manager

The premises asbestos log is kept the School Office, in the Asbestos Folder (Green File). It is the School Business Managers responsibility to ensure that the asbestos information is kept up to date and checked regularly.

9.8 WASTE MANAGEMENT

9.8.1 General Waste

Waste will be collected from all classrooms and offices daily by the cleaning staff.

Refuse is collected once a week by the council.
The current day for refuse collection is **THURSDAY**

The School Business Manager is responsible for ensuring the safe storage of waste in appropriately sited secure containers to prevent them being moved and set on fire by arsonists.

The Waste Transfer Note for the School is located in the 'Health & Safety Registers & Certificates' File, which is kept in the School Office.

The School Business Manager is responsible for informing the Waste Authority of any items of general waste to be collected by it that not covered by the general waste agreement.

9.8.2 Recycling

The school recycles plastic, paper & cardboard using Ealing Services.

9.8.3 Current Collection Schedule

Wednesday – Multi recycling collection

9.8.4 Contact Details

Ealing- Ava: BaptisteAv@ealing.gov.uk, 020 8825 8268
Ealing- Daniel: 020 8825 5714
Recycling - 0800 601 601

9.8.5 Sanitary Waste

The contractor responsible for ensuring the safe disposal of sanitary towels waste bins is The PHS Group PLC- Tel 029 2085 1000 .

There are currently **5** Sanitary bins on the premises and 1 bodily fluids bin

All information from the PHS Group is kept in the School Office in the Health & Safety Registers and Certificates File

9.8.6 Cleaning Arrangements

All members of staff are responsible for arranging to clear up spillages, which occur whilst they are in charge of the area concerned. Other spillages, leaks or wet floors should be reported to the School Business Manager who will arrange for them to be dealt with.

All members of staff are responsible for ensuring that hazardous substances or substances that require special procedures for disposal are disposed of safely and in accordance with the appropriate Product Data Sheet which are kept in the COSHH Manual

9.9 OUTDOOR PLAY EQUIPMENT

The outdoor play equipment is provided only for children who are members of the school under appropriate supervision.

9.9.1 Supervision & Accessibility of the Play Equipment & MUGA

9.9.1.1 KS1 Playground

Time	Access	Supervision
Before School	No Access Allowed	TAs
Morning Play	Access allowed	TAs
Lunchtime	Access allowed	TAs & SMSA
Afternoon Play	Access allowed	TAs
After School	No Access Allowed	No Access Allowed

9.9.1.2 KS2 MUGA

Time	Access	Supervision
Before School	No Access Allowed	N/A
Morning Play	Access allowed- Schedule	TAs
Lunchtime	Access allowed- Schedule	TAs & SMSA
Afternoon Play	Access allowed- Schedule	TAs
After School	No Access Allowed unless for clubs	Staff member running the club

9.9.1.3 Reception Playground

Time	Access	Supervision
Before School	No Access Allowed	N/A
Morning Play	Access allowed	TAs
Lunchtime	Access allowed	TAs & SMSA
Afternoon Play	Access allowed	TAs
After School	No Access Allowed	No Access Allowed

The Health & Safety Manager is responsible for ensuring adequate supervision of the play equipment when it is in use.

The School Business Manager is responsible arranging and for following up the annual play equipment inspection report.

The monthly check of the play equipment is carried out by N Harris. A new inspection form was introduced in November 2016.

9.10 ADAPTATIONS OR IMPROVEMENTS TO PREMISES (BUILDINGS AND GROUNDS)

9.10.1 Contractors

The school try to utilise contractors for the Approved List, if a contractor from the approved list cannot be utilised, the Head Teacher & School Business Manager are responsible for selecting contractors and vetting contractors health and safety, policies, procedures, risk assessments, method statements and past health and safety performance.

The School Business Manager, Admin Assistant or Security Cleaner (if before or after school) are responsible for all contractors once they are on the premises.

9.11 SUPPLIES (PURCHASING/PROCUREMENT AND DELIVERIES)

The Governing Body/Academy Trust will ensure that all equipment and material purchased or procured for use in the school complies with current legislative requirements and standards.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the school. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors or others.

Name	Position
Caroline Crosdale	Headteacher
Melanie Bailey	School Business Manager

They will also assess any revenue implications of the necessary maintenance of donated items.

9.12 CATERING

ISSre responsible for registering the food premises with the local Environmental Health Officer of the District/Borough Council

ISS are also responsible for monitoring the preparation of food, the nutritional standards of meals, and the maintenance of satisfactory hygiene standards.

9.13 SMOKING

The Governing Body/Academy Trust has prohibited smoking in the school and in vehicles under its control.

There are no exceptions: Brentside Primary Academy is a non-smoking zone.

Employees are not permitted to smoke when teaching or supervising pupils or when they may otherwise come into contact with pupils.

The policy applies equally to all people who have business in the premises including County Councillors, employees, pupils, parents and other visitors.

All job applicants will be informed of the no smoking policy.

No Smoking signs will be displayed in the academy wherever appropriate, as determined by the fire risk assessment.

10.0 AUDIT, REVIEW, PERFORMANCE MEASUREMENT & ACTION PLAN

10.1 AUDIT, REVIEW & PERFORMANCE MEASUREMENT

The Health & Safety Manager is responsible for ensuring that all Health & Safety Documentation, Manuals, Registers, Statements and Plans are reviewed annually.

An overall review of all Health and Safety matters within the school takes pace on an annual basis. At this review an action plan for the year is discussed. It is the responsibility of the Health and Safety Manager to ensure that this annual review takes place and an action plan is complied.

10.2 ABSENCE RECORDS

Employee absence statistics (ie non-confidential) for the purposes of performance measurement are kept in the School Office.

10.3 HEALTH & SAFETY INSPECTION

Health and Safety Inspections should take place at least 3-4 times a year. The inspections should be recorded on the Ealing council Health, Safety & Welfare Inspection Report Form. This helps to audit the schools health and safety systems.

The Safety Manager is responsible for ensuring that the inspections are carried out, either by themselves or a nominated representative. It is the responsibility of the Health & Safety Manager to ensure that all remedial action points from the inspections are completed out.

Members of the Governing Body/Academy Trust will participate in safety inspections where practicable.

10.4 INSPECTION, AUDIT & REVIEW RECORD

Date	Inspection/Audit/ Review/ Survey	Name or Inspection/Audit or Review	Carried out by
17/05/06	Survey	Site Survey	Zurich
20/02/07	Inspection	Fire Alarm Inspection	KBR
23/03/07	Audit	Audit Assistant Survey	Babcock
20/02/08	Inspection	Fire Alarm Inspection- Annual	KBR
08/08/08	Inspection	Fire Alarm Inspection- Bi Annual	KBR
07/10/08	Risk Assessment	Fire Risk Assessment	Turner & Townsend
16/02/09	Inspection	Fire Alarm Inspection- Annual	KBR
25/02/09	Inspection	Fire Extinguisher Inspection	LW Safety
27/04/09	Inspection	Health, Safety & Welfare Inspection	M Bailey / A Smith
15/09/09	Inspection	Health, Safety & Welfare Inspection	M Bailey / A Smith
16/11/09	Inspection	Education Health & Safety guide to Schools Making a Workplace inspection	M Bailey
27/11/09	Inspection	Fire Alarm Inspection- Bi Annual	Spectrum Fire UK Ltd
08/12/09	Audit	Audit Assistant Survey	Babcock
17/02/10	Inspection	Health, Safety & Welfare Inspection	M Bailey
03/03/10	Inspection	Fire Extinguisher Inspection	Spectrum Fire UK Ltd
19/03/2010	Inspection	Regulatory Reform Fire Safety Inspection	London Fire Brigade
01/06/10	Inspection	Fire Alarm Inspection- Annual	Spectrum Fire UK Ltd
04/08/10	Inspection	Health, Safety & Welfare Inspection	M Bailey
06/10/10	Survey	Risk Ranking Exercise	Zurich
04/01/11	Inspection	Fire Alarm Inspection- Bi Annual	Spectrum Fire UK Ltd
13/01/11	Inspection	Health, Safety & Welfare Inspection	M Bailey
24/02/11	Audit	Audit Assistant Survey	EC Harris
12/04/11	Inspection	Fire Extinguisher Inspection	Spectrum Fire UK Ltd
14/06/11	Inspection	Health, Safety & Welfare Inspection	M Bailey / A Power
06/12/11	Inspection	Health, Safety & Welfare Inspection	M Bailey / A Power
16/02/12	Audit	Audit Assistant Survey	EC Harris
13/04/12	Inspection	Fire Extinguisher Inspection	Spectrum Fire UK Ltd
06/06/12	Inspection	Fire Alarm Inspection- Annual	Spectrum Fire UK Ltd
27/06/12	Inspection	Health, Safety & Welfare Inspection	A Power
06/03/12	Inspection	Health, Safety & Welfare Inspection	A Power
21/11/12	Inspection	Health, Safety & Welfare Inspection	A Power
21/12/15	Inspection	5 Year fixed wiring inspection	D&G Electrics
07/01/13	Inspection	Fire Alarm Inspection- Bi Annual	Spectrum Fire UK Ltd
04/04/13	Inspection	Fire Extinguisher Inspection	Spectrum Fire UK Ltd
18/09/13	Inspection	H&S Walk around	A Power/P Scott
14/10/13	Inspection	Fall Arrest System Inspection	HCL Safety Ltd
31/10/13	Inspection	Fire Alarm Inspection- Annual	Spectrum Fire UK Ltd
27/11/13	Inspection	H&S Walk around	A Power/P Scott
17/12/13	Inspection	H&S Walk around	A Power/P Scott

08/01/14	Inspection	H&S Walk around	A Power/P Scott
22/01/14	Inspection	H&S Walk around	A Power/P Scott
12/02/14	Inspection	H&S Walk around	A Power/P Scott
26/08/14	Inspection	Health, Safety & Welfare Inspection	M Bailey
21/10/14	Inspection	Fall Arrest System Inspection	HCL Safety Ltd
03/03/15	Inspection	Health, Safety & Welfare Inspection	A Power
27/05/15	Inspection	Fire Alarm Inspection- Bi Annual	Spectrum Fire UK Ltd
29/05/15	Legionella RA	Whole School Legionella Risk Assessment	Oakland Calvert
29/09/15	Inspection	Health, Safety & Welfare Inspection	A Power
01/10/15	Inspection	Fall Arrest System Inspection	HCL Safety Ltd
02-03/12/15	Audit	Whole School Safety Audit	Assurity Consulting
17/02/16	Fire Risk Assessment	Whole School Fire Risk Assessment	Spectrum Fire Ltd UK
18/05/16	Inspection	Health, Safety & Welfare Inspection	M Bailey
04/10/16	Inspection	5 year fixed wiring inspection- main	D & G Electrics
24/10/16	Inspection	Fall Arrest System Inspection	HCL Safety Ltd
26/10/16	Inspection	Health, Safety & Welfare Inspection	M Bailey
03/02/17	Inspection	Health, Safety & Welfare Inspection	M Bailey
18/05/17	Inspection	Legionella Audit & Risk Assessment	Oaklands Calvert
06/06/17	Inspection	Internal H&S Inspection	M Bailey
12/06/17	Asbestos Survey	Asbestos Survey	ESG Asbestos Ltd
19/09/17	Inspection	RoSPA playground inspection	RoSPA
04/10/17	Inspection	Internal H&S Inspection	M Bailey
09/10/17	Inspection	Internal- COSHH Substance Survey	M Bailey
16/10/17	Inspection	Mansafe system & harness check- HCL Safety	HCL Safety Ltd
12/02/18	Inspection	1 Hour Emergency Light Test	G20
12/03/18	Inspection	Internal H&S Inspection	M Bailey
03/04/18	Inspection	PAT Testing	Norwood Electrical
11/04/18	Inspection	Fire Extinguisher Inspection	Spectrum Fire UK
03/05/18	Inspection	Annual Playground Inspection	Wicksteed Leisure
30/05/18	Inspection	5 Yr Fixed wiring test (Main School)	D&G Electric
29/06/18	Inspection	Emergency Light Test- 3 hour	G20
11/07/18	Inspection	Gas safety inspection/service	G20
23/08/18	Inspection	Extract fan inspection/service	G20
02/10/18	Inspection	Mansafe System & Harness	HCL
10/10/18	Inspection	Internal H&S Inspection	M Bailey
11/10/18	Inspection	Playground Inspection	T Mohan
30/11/18	Inspection	Blend Valves Quarterly check	G20
12/12/18	Inspection	Fire Alarm Inspection 6 monthly test- 3x PAS smoke detectors replaced, 1x Pas	Spectrum Fire UK

		heat detector replaced	
03/01/2019	Inspection	Fire door Inspection- Multiple issues raised with fire doors (see full report for details)	Spectrum Fire UK
18/02/2019	Inspection	Emergency light test- 6 monthly test	G20
19/02/2019	Risk Assessment	Fire risk Assessment- Few minor issues raised	Spectrum Fire UK
27/03/2019	Inspection	Governors Internal H&S Inspection	M Tabarac
29/05/2019	Inspection	Fire Alarm Annual Service	UK Spectrum Fire Ltd- 1x smoke dector replaced
30/05/2019	Inspection	Legionella Risk Assessment	G20 Ltd
20/06/2019	Inspection	Annual playground inspection	Wicksteed Ltd
22/08/2019	Risk Assessment	Legionella Risk Assessment carried out	Oaklands Calvert
03/10/2019	Review	Safeguarding review	Achieving for Children
21/10/2019	Inspection	Emergency Lighting test 1 hour test	G20 Ltd
02/01/2020	Inspection	Fire Alarm	UK Spectrum Fire Ltd
20/02/2020	Inspection	Emergency Lighting	G20 Ltd
28/02/2020	Inspection	Governors Internal H&S Inspection	M Tabarac
03/03/2020	Inspection	Health & Safety Inspection	Health & Safety Governor
14/06/2020	Inspection	Fire Extinguisher Check	Spectrum Fire UK
18/06/2020	Inspection	Gas Safe Inspection- hot water Heaters	G20 Ltd
18/06/2020	Inspection	Gas Safe Inspection- boilers	G20 Ltd
24/07/2020	Inspection	Emergency light test- 3 hour	G20 Ltd
24/07/2020	Inspection	Fixed Appliance Testing (FAT)	G20 Ltd
24/07/2020	Inspection	Fire Alarm Test	Spectrum Fire UK
04/08/2020	Inspection	Air conditioning tests	G20 Ltd
17/08/2020	Inspection	PAT Testing	Norwood Electrical
30/10/2020	Inspection	Fall protection and Mansafe system annual inspection	HCL Safety
05/11/2020	Inspection	Water hygiene log book	Oakland Calvert
18/12/2020	Inspection	Fire alarm service	Spectrum Fire UK
21/12/2020	Inspection	Emergency light test	G20 Ltd
30/10/2020	Inspection	Fall protection and Mansafe system annual inspection	HCL Safety- Recommended new harness, old harness out of date
05/11/2020	Inspection	Water hygiene log book	Latis Scientific
18/12/2020	Inspection	Fire alarm service	Panel requires replacement batteries
21/12/2020	Inspection	Emergency light test	G20- repairs required
13/01/2021	Risk Assessment	Fire Risk Assessment	Spectrum Fire UK Ltd

16/03/2021	Inspection	Internal H&S Inspection	M Bailey
01/04/2021	Inspection	CCTV annual Service	ADT
16/04/2021	Inspection Certificate	5 Year fixed electrical testing certificate- middle section	D & G Electrics- No faults
24/05/2021	Certificate	Display Enegry Certificate (DEC)	ESOS Energy
24/05/2021	Inspection	Water sampling	Latis Scientific
02/06/2021	Inspection	Fire Alarm Service	Spectrum Fire UK Ltd
04/06/2021	Inspection	Fire Extinguisher Service	Spectrum Fire UK Ltd
23/06/2021	Inspection	Blending device maintenancce	G20 Ltd
23/06/2021	Inspection	Unvented HWS	G20 Ltd
30/06/2021	Inspection	Plant room checks	G20 Ltd
26/07/2021	Risk Assessment	Legionella Risk Assessment	G20 Ltd
02/08/2021	Inspection	Air Conditioning	G20 Ltd
03/08/2021	Inspection	Disabled pull cord Test	G20 Ltd
03/08/2021	Inspection	Emergency light test- 3 hours	G20 Ltd
03/08/2021	Inspection	Extractor fan inspection	G20 Ltd
03/08/2021	Inspection	Fix Appliance Testing (FAT)	G20 Ltd
16/08/2021	Inspection	Portable Appliance Testing (PAT)	Norwood Electric
08/09/2021	Inspection	Insurance Plant Inspection	Zurich
17/09/2021	Inspection	Internal H&S Inspection	M Bailey
22/09/2021	Audit	Ealing Council Compliance Audit (health and safety paperwork audit)	Ealing Council (Dave Morgan)
27/09/2021	Inspection	Plant room checks	G20 Ltd
25/10/2021	Inspection	Mansafe and harness check	HCL Ltd
07/01/2022	Risk Assessment	Annual playground equipment inspection	Wicksteed
20/01/2022	Inspection	Water hygiene inspection	Latis Scientific
15/02/2022	Inspection	Air Conditioning Unit check	G20 Ltd
17/02/2022	Inspection	Fire Alarm	Spectrum Fire
09/03/2022	Inspection	Internal H&S Inspection	M Bailey
29/04/2022	Inspection	Tap Temps	Latis Scientific
04/07/2022	Inspection	C&V flush	G20 Ltd
25/07/2022	Inspection	Tap Temps	Latis Scientific
04/08/2022	Inspection	Emergency light test- 3 hours	G20 Ltd
06/09/2022	Inspection	Tap Temps	G20 Ltd
29/09/2022	Inspection	Plant room check	G20 Ltd
03/10/2022	Inspection	Internal H&S Inspection	C Mills (Governor)
06/10/2022	Inspection	Gas Safe	G20 Ltd
07/10/2022	Audit	Ealing Council Health and Safety Audit	R Chowdhury

27/10/2022	Inspection	Tap Temps	Latis Scientific
10/11/2022	Inspection	Mansafe and harness check	HCL Ltd
10/01/2023	Risk Assessment	Annual playground equipment inspection	Wicksteed
16/03/2023	Inspection	Tap Temps	Latis Scientific
23/11/2023	Inspection	Gas Safe Inspection of boilers	G20 ltd
24/01/2024	Risk Assessment	Annual playground equipment inspection	Wicksteed
31/01/2024	Inspection	Tap Temps	Latis Scientific
21/02/2024	Inspection	Fire Alarm inspection	Spectrum Fire UK
26/02/2024	Inspection	Fall Protection Equipment inspection	HCL
10/05/2024	Inspection	Display Energy Certificate	
10/06/2024	Risk Assessment	Fire Risk Assessment	Well Planned
19/06/2024	Inspection	Gas Safe for Boilers	Well Planned
28/06/2024	Inspection	Tap Temps	Well Planned
29/07/2024	Risk Assessment	Zurich Risk Inspection	Zurich
23/10/2024	Risk Assessment	Zurich Pressure Vessels Inspection	Zurich
30/10/2024	Inspection	Emergency Lighting Inspection	Well Planned
22/11/2024	Inspection	Mansafe and harness check	HCL Ltd
30/10/2024	Inspection	Fire Alarm test	Well Planned
05/11/2024	Inspection	20% Electrical inspection	Well Planned
14/11/2024	Inspection	Water Sampling	Well Planned
13/12/2024	Inspection	Governors H&S Inspection	E MacRae
03/01/2025	Inspection	Annual Boiler controls inspection	Well Planned
23/01/2025	Inspection	Annual playground equipment inspection	Well Planned
04/03/2025	Inspection	Fire Extinguisher inspection	Spectrum Fire
09/05/2025	Inspection	5 Year Fixed Wiring Inspection	Well Planned
Feb 2025	Inspection	Tap Temperature Monitoring	Well Planned
March 2025	Inspection	Tap Temperature Monitoring	Well Planned
April 2025	Inspection	Tap Temperature Monitoring	Well Planned
May 2025	Inspection	Tap Temperature Monitoring	Well Planned
19/08/2025	Inspection	Water Hygiene Inspection	HM Electrical
28/08/2025	Inspection	Air Conditioning Inspection	HM Electrical
29/08/2025	Inspection	TMV Clean	HM Electrical
29/10/2025	Inspection	Emergency Lighting Test	HM Electrical
05/11/2025	Inspection	Gas servicing	HM Electrical
07/11/2025	Inspection	Insurance- pressure vessels Inspection	Zurich
21/11/2025	Inspection	Unvented HWS Service	HM Electrical
08/12/2025	Inspection	Emergency Light Test – flick test	HM Electrical

08/12/2025	Inspection	Tap Temperature Test	HM Electrical
12/01/2026	Inspection	Emergency Light Test- flick test	HM Electrical
13/01/2026	Inspection	Tap Temperature Test	HM Electrical
03/02/2026	Inspection	Emergency Light Test- flick test	HM Electrical
03/02/2026	Inspection	Tap Temperature Test	HM Electrical

Health, Safety and Welfare Inspection Report Form

		Ref Nº		Ealing www.ealing.gov.uk
Time and Date		**Location**		
Duty Holder		**Service Area**		

Inspection Checklist. Items to be inspected every 6 months by the Duty Holder, i.e. Office, Site, Premises Manager or delegated person	***Key points to ensure that a safe system of working is maintained.*** Assess whether or not the health, safety and welfare and fire safety standard is acceptable and then mark the appropriate column on the right to show what has been agreed.	**Agreed** ✓	✖
Premises - Fabric of Building	Ceilings, tiling, railings, carpets, etc. are in a safe condition		
Temperature/Ventilation	Fresh supply of air. No draughts. Not too hot/cold.		
Lighting levels	Appropriate for tasks. Diffused, cleaned and/or replaced.		
Cleanliness	Good Standards of cleanliness. Clean desk policy.		
Doors/Fire Doors/Windows	Opened/closed/laminated glass panels/sign posted/secure.		
First aid	Signpost to First aid worker & available First aid box.		
Waste disposal	Safe segregation & disposal of daily/weekly waste.		
Accommodation for clothing	Hook or cupboard. Secure storage for personal effects.		
Rest room/Welfare facilities	Quiet space for taking rest breaks away from workstation.		
Water Quality/Testing	Mains, chilled water dispensers, fountains, vending m/c monitored.		
Toilets/Sanitation	No of staff. M/F. Standards of hygiene. Soap, Paper, accessibility etc.		
Washing facilities	Soap, hand-drying facilities. Showerheads thermally disinfected.		
Access/Egress/Escape routes	Well-defined segregated routes for people and vehicles.		
Electrical testing and wiring	No trailing leads or cables. Portable and Fixed tested.		
Fire Safety Equipment	Fire Notices, Alarm Points, Equipment and Fire Logbook.		
Safety Signs	Emergency Exit, Hazards and Safety Equipment Marked.		

Plant - Elevators and or lifts	Records of inspections, maintenance, emergency, procedures, etc.		
Maintenance Records	Log book with dates of inspections, modifications, repairs, etc		
Workstations	Assessments and control measures in use.		
Stacking/Racking/Storage	Safe means of access/egress. Manual handling assessments.		
Procedures - Safety Policy	Written up to date and copies made available to all staff		
Risk Assessments	Records of control measures in use by staff		
COSHH	All hazardous substances well documented and stored		
RIDDOR	Accident investigations, reporting forms available		
Fire Safety Risk Assessment	Fire exits accessible, clear escape routes, fire action notices, assembly points available		
People - Name of TU/Safety Representative			
Name of First Aid Worker			
Name of Fire Warden			
Name of Health and Safety Officer			
Other - Personal Protective Equipment	Records of assessment of PPE and Task. In use and/or stored.		

Action Needed (for all items marked with a ✖)	**By whom (circle priority for action within 1mth(H) 3mths(M) 9mths(L))**	**Prioirity**		
		H	**M**	**L**
		H	**M**	**L**
		H	**M**	**L**
		H	**M**	**L**
		H	**M**	**L**
		H	**M**	**L**

		H	M	L
Name of Person(s) completing inspection	**Signature**	**Time and date of next inspection**		

Send completed forms to: Corporate Safety Ealing Council Perceval House 14-16 Uxbridge Road London W5 2HL fax 020 8825 6909. Should you require any further advice, information or help in completing the health, safety and welfare inspection contact Corporate Safety tel 020 8825 7906.

11.0 VEHICLES

11.1 DELIVERIES & VEHICLES

All deliveries should be reported to the School Business Manager who will arrange collection and storage of the delivered items.

No vehicles are allowed access to the premises without permission from the Head Teacher.

Deliveries cannot gain access to the KS1 playground, however, with permission, they can gain entry to the premises via the Brants Walk entrance.

Vehicles can only gain access to the KS1 playground outside school hours, or in case of emergencies.

There is no car parking on the premises.

11.2 VEHICLES OWNED OR HIRED BY THE SCHOOL

The Headteacher is responsible, in conjunction with the driver, for ensuring that vehicles kept or hired by the school are operated in accordance with the law and with the BPA Minibus policy and procedures

School owned, hired or leased minibuses or coaches are only to be used for journeys approved under the procedure. See Minibus Procedure and Policy.

The Health & Safety Manager is responsible for arranging insurance and maintenance of vehicles.

The Head Teacher is responsible for authorising the use of the school minibus, ensuring risk assessments are completed, drivers have passed the minibus test etc.

11.3 USE OF PRIVATE VEHICLES

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from Head Teacher prior to the first use of any vehicle.

The Head Teacher will ensure that the driver has a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.

11.4 MINIBUS POLICY & PROCEDURES

11.4.1 Rationale

The School minibuses are a valuable resource, which helps to provide pupils with access to School Visits and extra-curricular activities. It is essential that all users of this resource are aware of all legal and procedural responsibilities pertaining to its use.

11.4.2 Aims

1) To provide clear procedures relating to use of the School Minibus.
2) To ensure that all users of the School Minibus are aware of their legal responsibilities.

11.4.3 Eligibility to Drive the School Minibus

1) Those permitted to drive the School Minibuses must be between 25 and 70 years of age with a full clean driving licence including category D1 or D PCV entitlement. The driver must have held the correct licence for a minimum of 2 years.
2) Any endorsements incurred by eligible drivers must be disclosed to the Headteacher, as these may affect eligibility to drive the vehicle.

NB –Driving a School Minibus is NOT the same as driving a car; it requires different levels of knowledge, skill and awareness. It also carries different legal responsibilities which trained drivers will have been made aware of.

11.4.4 Procedures

1) The School Minibuses must not be used unless the named driver meets the eligibility requirements above.
2) Those wishing to use a School Minibus should let the School Office know the date and time of proposed use.
3) The Headteacher has overall responsibility for the School Minibuses and final powers of authorisation over its use.
4) Drivers of the School Minibuses must complete a Minibus Vehicle Check / Log Sheet stored in the minibus along with the mileage and driver record sheet. This is to allow careful monitoring of the Minibus, its condition and its general use.
5) The School Minibus should be collected from and returned to the KS2 playground and keys should be returned to the School Office at the end of the journey, or as soon as possible thereafter.
6) Any defects noted should be reported to the Office as soon as possible. More serious defects MUST be reported IMMEDIATELY. Minor defects can be reported after the journey has taken place. However, if the driver is in any doubt the vehicle MUST NOT be taken onto the road.
7) Any cash required for a journey, which specifically relates to the minibus (i.e. to purchase fuel) should be requested from the Office. Receipts should be obtained for any such expenditure and a petty cash form is to be completed and the receipt attached. The petty cash form is to be handed in to the School Office upon.

11.4.5 Maintenance/MOT/Vehicle Tax and Insurance

1) Overall responsibility for ensuring that the School Minibus is properly maintained, that the MOT is carried out and that the vehicle is taxed and insured lies with the Headteacher, this duty is delegated to the School Business Manager.
2) The School Minibus should be regularly serviced according to manufacturer's recommended practice. The School Business Manager is responsible for arranging this servicing with a reputable and suitably qualified organisation.
3) Minor checks of the vehicles (oil, water, tyres etc.) will be completed prior to use.
4) Prior to ANY journey, the named driver must complete a visual check of the vehicle. This must be completed using a Minibus Pre Use Visual Check Sheet which is kept in the minibus.
5) Drivers MUST NOT assume that the checks have been completed. They should remember that as driver, they will be held legally responsible for driving with any defect.

11.4.6 Accident or Breakdown

1) In the event of an accident tor breakdown the driver should inform a member of the Senior Management Team as soon as is reasonably possible.
2) In the event of an accident, Insurance details should be swapped with a third party as soon as is possible. However, NO LIABILITY should be admitted.
3) In the event of a UK breakdown please call the RAC
4) Where it is safe and reasonable to do so, pupils should be removed from the vehicle and taken to a safe area away from the accident/breakdown site, where they should be fully supervised.
5) A visual check of the vehicle should be undertaken before the journey resumes.
6) If the vehicle is not roadworthy the driver should contact the Senior Management Team.

11.4.7 Health and Safety of Drivers and Passengers

The named drivers should state the following to the pupils before the commencement of the journey:

1) Seatbelts must be worn at all times. This is a legal requirement. (It is the driver's responsibility to check this).
2) Everyone should remain seated at all times.
3) Which entry and exit doors are to be used.
4) Gangways and doorways are to be kept clear at all times. Bags should be kept on laps or stored under seats securely.

11.4.8 Other Considerations

1) If at any time the pupils distract the driver she/he should stop the bus until the pupils are settled. Do not try to continue. Remember that they may also be distracting other drivers.
2) Where possible park the bus with the side doors to the kerb. Where this is not possible, pupils should remain seated until you are able to supervise their safe exit from the minibus.
3) It is essential that all drivers of minibuses have had sufficient rest prior to undertaking a journey. The driver must therefore assess whether they are safe to drive before commencing a trip.
4) Drivers should remember that prescribed medication or over the counter medications may affect their ability to drive.
5) On no account should you drive a Minibus if you have had any alcohol within the previous 12 hours.
6) Drivers MUST NOT drive for longer than 2 hours without taking a break for at least 15 minutes. Remember tiredness kills.
7) It is essential that for all journeys in the School minibuses with a distance over 60 miles they be staffed by the named driver and at least one other qualified driver.
8) Pupils should only be taken on a journey in the minibus accompanied by one adult after an agreed risk assessment.

11.5 Current Minibus Insurance Details & Breakdown Recovery Details

11.5.1 Insurance

Insurer: No Fuss Minibus (Nowell & Richards)
Policy number: MB03/0109/01639
Cover: Comprehensive
Use: Carriage of non fare paying passengers
Excess: £150

Claims Helpline 0345 602 3372

11.5.2 Breakdown

RAC UK Breakdown Cover

Telephone Number: 0333 2000 999

Vehicle Registration No. LM58XOE

Mini Bus Sale
The mini bus was sold to We Buy your Motor Car in January 2024.

Minibus Pre Use Visual Check Sheet

Please note and record any damage seen on the minibus prior to use. Do not use the minibus if you do not feel it is safe to do so. Please report any damage to the School Office

Area	Item	Fit for Purpose	Comments
Bodywork	Panels ext/int		
	Seats		
	Windows		
Cleanliness/defects	Windows		
Fluid	Oil		
	Coolant		
	Brake/clutch		
	Windscreen Wipers		
	Fuel		
Lights	Front/rear		
	Brake		
	Indicator		
	Hazard		
	Fog		
	Interior		
	Reverse		

Area	Item	Fit for Purpose	Comments
Wheels	Tyres		
(visual check)	Pressure		
	Not Damaged		
Controls/Interior	Warning Lights		
	Gauges		
	Seats		
	Seat Belts		
	Horn		
	Reverse Alarm (lights off)		
	Mirrors		
Steering	Steering Wheel		
Brakes	Handbrake		
	Footbrake		
Items on board	First Aid Kit		
	Fire Extinguisher		

Finish Mileage		**Organisation**		**Driver**	
Start Mileage		**Fluids Added**		**Driver's signature**	
Total		**Fuel Purchased**		**Date**	

Defects noted during journey

12.0 LONE WORKING

12.1 LONE WORKING POLICY

The Academy Trust is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

12.1.1 Categories of lone worker

Within Brentside Primary Academy a lone worker will most probably fall within one of the following categories:

- Those who open and close the school
- Those who work alone during school holiday periods
- Those who work alone during a weekend
- Those who work in an otherwise unoccupied part of the building
- Those who work in an isolated part of school grounds/roof
- Those responding to an alarm call out after normal school hours

12.1.2 Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

12.1.3 Risk Assessment

It is the responsibility of the Health and Safety Co-ordinator to ensure that an annual Health and Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working.

The risk assessment will take into account the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history. Hazards identified will be evaluated by the Health and Safety Co-ordinator for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

12.1.4 Controls

Staff should seek the permission of the Headteacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation by the Headteacher and/or Health and Safety Co-ordinator. Whenever possible it is recommended that staff work with a colleague.

- Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.
- Staff should activate the inner door security system when lone working and ensure that areas of the school not in use are kept secure. Only the areas required for use should be unlocked.
- Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.
- Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
- All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Headteacher's or Health and Safety Manager's mobile phone numbers) to call if the lone worker fails to return home at the expected time.
- Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks.
- All lone workers, in an otherwise unoccupied building, should follow the school's 'Fire and Emergency Procedures'.
- Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.
- If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
- Access to the school should only be provided to expected personnel or those that identify themselves appropriately. During the weekends only expected contractors should be given access.
- Any contractors working on the premises during holiday periods, weekends and before or after hours should be reminded to ensure the security of the building by not leaving doors open.
- All contractors should be told to inform the lone worker when they are leaving the premises so their work area and exit from the building can be secured.
- In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.
- Lone workers should not undertake activities that involve the handling of money or any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.
- Staff working at height in an isolated building must follow the Brentside Primary Academy Working at Height Procedures.

13.0 WRAPAROUND CARE

Since 2021 BPA have operated wraparound child care from 7.45am until 6pm at night.

Some specific health and safety procedures have been put in place for the protection of pupils and staff attending the club.

13.1 First Aid

After 4.30pm the only BPA employed staff on site are the wraparound care staff.

1 member of staff must be paediatric first aid trained to deal with pupil first aid.
1 member of staff must be First Aid At Work trained to deal with staff first aid.

13.1.1 First Aid Kit

1x first aid kit is located in the Club room in the tall cupboard.

For further first aid supplies the welfare room can be used.

13.1.2 Training Record

Date	Course	Provider	Attendee(s)
2nd March 2021	Workplace First Aid Training	Training Express (Online)	A Smith (AM Cover)
9th February 2021	Paediatric First Aid Training	Training Express (Online)	K Manners (WAC Manager & Cover)
22nd February 2021	Paediatric First Aid Training	Training Express (Online)	A Smith (AM Cover)
25th February 2021	Workplace First Aid Training	Training Express (Online)	K Manners (WAC Manager & Cover)
3rd March 2021	Paediatric First Aid Training	Training Express (Online)	K Doherty (AM & PM Worker)
8th May 2021	Paediatric First Aid Training	Training Express (Online)	I Yusuf (Cover)
7th October 2021	Paediatric First Aid Awareness	The National College (Online)	K Sangha (Cover)
27th – 29th Jul 2022	First Aid At Work	St John Ambulance	J Rapjohns (PM Worker)
28th – 30th Sep 2022	First Aid At Work	St John Ambulance	K Doherty (AM Worker)
Nov 2022	Emergency Paediatric First Aid	St John Ambulance	Kara Doherty (AM Worker)
January 2024	Annual Certificate in Paediatric First Aid Awareness (2023-2024)	National College	Yolanda James (PM Worker)
February 2024	Annual Certificate in First Aid Awareness	National College	Kamaljit Sangha

September 25	First aid at work requalification (Blended)	St John Ambulance	Kara Doherty
September 25	First aid at work requalification (Blended)	St John Ambulance	Jennifer Rapjohns
07/05/2025	Certificate in Allergy & Anaphylaxis	The National College	K Manners
22/05/2025	Certificate in Haemophilia Awareness	The National College	K Manners
17/06/2025	Certificate in Musculoskeletal Wellbeing	The National College	K Manners
23/06/2025	Certificate in Understanding Low Mood & Sadness in Children & Young People	The National College	K Manners
31/08/2025	Certificate in Manual Handling	The National College	Yolanda James
22/09/2025	First aid at work requalification (Blended)	St John Ambulance	Kara Doherty
22/09/2025	First aid at work requalification (Blended)	St John Ambulance	Jennifer Raphohns

13.2 Emergency Evacuation- Out Of Hours

Upon hearing the alarm staff should evacuate pupils from the building to the KS1 via the nearest exit.

The club room has 2 exits and entry points. The back door is the closest exit to the KS1 playground and should be used, if safe to do so.

Fire Action Notice is displayed in club room showing the exit routes from the room.

Wraparound care also has access to ICT room and halls during after school club hours. In the event of an alarm sounding, staff are to following the fire action notices in those locations and exit the building to the KS1 playground.

13.2.1 Roll Call

The club attendance register is to be collected and used for a roll call in the KS1 playground.

13.2.2 Fire Wardens

In the event of a fire, during after school hours (after 4.30pm), trained fire warden personnel are to ensure that toilets and corridors are checked in the event of an alarm.

If a real fire is detected, the fire wardens are to investigate if it can be put out safely or not and are to call the fire brigade if necessary.

Name	Date	Training	Provider
K Doherty	03/10/22	Certificate in the Role of a Fire Warden	The National College (Online)
J Rapjohns	22/10/22	Fire Safety for Education Providers	The National College (Online)
Y James	12/02/24	Annual Certificate in the Role of a Fire Warden	The National College (Online)

13.2.3 Fire Extinguishers

1x Fire blanket- On the wall in the club room
3x Foam extinguisher in corridor
3x Carbon dioxide extinguisher in corridor

13.3 Accident Procedures- Out of Hours

In the event of an accident or injury to a pupil or member of staff after 4.30pm (out of hours) the following procedures and personnel have responsibilities. Before this time, the day to day accident procedures are in place.

13.3.1 First Aid

First aid for the injury will be dealt with by the trained club staff.

There is a first aid book in the club room so first aid incidents can be recorded, the First Aid Manager should updated verbally or via text message about any incidents.

Parents/Guardians to be informed verbally if there is a minor incident at pick up time. If a child needs to be collected from club early ,then club staff are to call the pupil's parents and arrange an early pickup. Pupil information can be accessed via Sims in the club room computer.

13.3.2 Hospitalisation

In the event the pupil is to be taken to hospital by either a staff member in their car or by ambulance the following will happen:-

- The following details will be written down so they can be taken to the hospital
  1) Child's full name, address and date of birth
  2) Contact details for both parents
  3) Any allergies
  4) Any medication or medical condition details
- A member of staff will be nominated to accompany the child in the ambulance or a member of staff will drive the pupil to hospital.

- Parent will be contacted to inform them of what is happening, if they are close by and arrive in time the staff member will not have to accompany the child to the hospital. Parent to be given the name of the hospital their child is being taken to.
- Parent to be given the name and mobile number of the staff member accompanying their child to hospital.
- DSL or DDSL to be called on their mobile phone and informed of accident details by club staff remaining at the school.
- Staff member that leaves to go to the hospital with the pupil is to update the staff remaining at school.
- The following day an accident investigation will be carried out by the Health and Safety Manager and accident reporting procedures followed.

13.4 Safeguarding

13.4.1 Safeguarding Concerns- Collection Time

If a club member of staff feels it is unsafe for a child to go with the person that has arrived to collect them the following procedures should be followed:-

Scenario	Actions	Contacts
Unknown person arrives to collect the pupil with no notice from parent	Call parents/guardian to confirm who is collecting the child. Pupil cannot leave the school premises without confirmation from the parent/guardian.	Contact the parent/guardian
Non parent/guardian collecting pupil seems unfit	Call parents/guardian to explain your concerns regarding who is collecting their child. Only let the pupil go with the person if the parent/guardian has confirmed it is ok.	Contact the parent/guardian
Parental permissions alter and one parent is banned from collecting their child	Office staff to inform WAC Manager of any changes to parental permissions. WAC manager to ensure that club staff are informed of any changes. Changes to parental permissions can only be changed with a court order. If a parent without permission arrives to collect their child do not let them onto the premises. If they will not leave, call the police 999 as it is a legal issue. Club staff to call the parent with permission and inform them that the other parent arrived to collect their child. Call DSL or DDSL to inform them of what is happening.	Parent with permission Police if necessary DSL or DDSL on their mobile
Pupil refuses to leave with the person that has been sent to collect them.	Call DSL or DDSL on their mobile to discuss what to do	DSL or DDSL on their mobile

13.4.2 Safeguarding Concerns- During Club Time

Scenario	Actions	Contacts
Pupil makes a disclosure during club hours	Call DSL or DDSL to inform them of what is happening. Make a record of the disclosure asap	DSL or DDSL on their mobile.
Injuries or bruises noticed on child by club staff	AM- Staff to report it to the DSL or DDSL as soon as they arrive in school. PM Staff- to call DSL or DDSL on their mobile to ask for advice.	DSL or DDSL on their mobile

13.5 Uncollected child procedures

If a pupil is not collected from After School Club and the parent or guardian has not notified the school that they will be delayed, the following procedures apply:-

13.5.1 Up to 15 minutes late

- Staff to try and contact the late parent or guardian using contact details
- When the parent or guardian arrives they will reminded that they must call the club Mobile on 07597 357831 to notify staff of any possible delays
- Penalty Fee of £5 for every 15 minutes of lateness to be applied

13.5.2 Over 30 Minutes Late

- If staff are unable to contact a parent or guardian after 30 minutes, Social Services will need to be contacted for advice.
- The DSL or DDSL will also need to be contacted
- 2 staff members must remain with the pupil on the premises until the pupil is collected by their parent or social services arrive
- A contact number of the social worker must be left so the parent or guardian can get in contact with Social Services

13.5.3 Persistent Lateness

- WAC Manager to meet with Parent or Guardian to discuss the issues
- Could lead to pupil no longer being able to attend BPA wraparound care

13.6 Food Preparation and Storage

Level 2 Food preparation and hygiene training is required for any staff that are preparing food for the breakfast or after school club.

The club room has a fridge and freezer for the safe storage of food.

Dates on food are to be checked prior to them being served to pupils.

13.6.1 Training Record

Date	Course	Provider	Attendee(s)
Sept 2022	Food Hygiene and Safety	The National College	K Doherty (AM Worker) A Bhachu (PM Worker)
Oct 2022	Food Hygiene for Education Providers	The National College	J Rapjohns (PM Worker)
Jan 2024	Certificate in Food Hygiene	The National College	Y James (PM Worker)
Jan 2024	Certificate in Food Hygiene	The National College	K Doherty (AM Worker)
Jan 2024	Certificate in Food Hygiene	The National College	K Manners (Cover Worker)
Jan 2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	Y James (PM Worker)
Feb 2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	K Sangha (AM Worker)
Feb 2024	Certificate in Food Allergy Awareness and Anaphylaxis	The National College	J Rapjohns (PM Worker)
May 2025	Certificate in Food Hygiene & Safety (2024-2025)	The National College	K Manners

13.6.2- Food Preparation

Food served to children at 1630 Monday to Thursday, 1530 Friday.
Cooking commences at approximately 1600 Monday to Thursday, 1500 Friday
Set oven to required temperature. Temperature is reached when red light goes off.

13.6.3 Food Cooking Instructions

Food Item	Oven Temp	Cooking Time	Instructions
Cheese and Tomato Pizza	Preheat oven to 220 degrees	Cook for 10 minutes from chilled 12 minutes from frozen.	Place pizza on baking tray, transfer to oven when desired temperature is reached Remove from oven and serve
Garlic Baguettes	Preheat oven to 200 degrees	18 minutes	Place garlic bread on baking tray, transfer to oven when desired temperate is reached Cook on the middle shelf of the oven remove from oven and serve
Fish Fingers	Preheat oven to 200 degrees	Cook for 12 minutes	Place fish fingers on baking tray, transfer to oven when desired temperate is reached Remove from oven and allow to stand for 2 minutes before serving.
Vegan Hot Dogs	Cooked on Hob	Cook for 5 minutes	Fill large pan with water, place on hob and bring to the boil Once boiling place hot dogs in water Remove from water and serve

Food Item	Oven Temp	Cooking Time	Instructions
Chips	Preheat oven to 220 degrees	Cook for 28 minutes	Place chips on baking tray, transfer to oven when desired temperate is reached Remove from oven and serve
Quorn nuggets	Preheat oven to 220 degrees	Cook for 15 minutes	Place nuggets on baking tray, transfer to oven when desired temperature is reached remove from oven and serve
Tomato pasta	Cooked on Hob	Boil for 10 minutes	Fill large saucepan with water, place on hob and bring to the boil Once boiling place pasta in water Drain pasta in colander, add pasta sauce to pot and warm for 3 minutes transfer cooked pasta back into pot, stir sauce through pasta and serve

13.6.4 Breakfast Club Food Instructions

When serving hot milk with cereal, milk should be heated to 130 degrees, this is achieved by placing milk in a cup and placing in microwave for approximately 1 minute, always check temperature with thermometer, place cereal in bowl and pour milk in.

Toast is served with butter or Jam.

13.6.5 Control measures

When opening new butter, jam or UHT milk, write date opened on packaging. Unused Jam and butter should be discarded 6 weeks after opening.

UHT milk must be discarded 3 days after opening

13.6.6 Documentation

The following forms are to be used by Wraparound Care Staff:-

- **Cooking Records**- Temperature checks for fish fingers
- **Delivery Records-** used to record the delivery of high risk ready to eat foods only- For wraparound care at BPA this includes, Bread, Milk, Cheese & Butter.
- **Fridge Temperature-** Temperature of the WAC fridge must not exceed 8°C
- **Action Sheet**- Only to be used if there is a problem with any food items