Safety Policy

Harvington C of E First and Nursery School

Written by R.Enstone
Date July 2025
Governors Responsibility: Safeguarding

1. THE STATEMENT

1.1 General Requirements

The Governors at Harvington C of E First and Nursery School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

a) *provide safe systems of work, plant and equipment;*
b) *provide for the safe use, handling, storage and transport of articles and substances;*
c) *provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;*
d) *provide a safe place of work with safe means of access and egress for all persons using the premises;*
e) *provide a safe and healthy working environment with adequate welfare arrangements;*
f) *provide for the health and safety of persons not employed by the school, but who may be affected by its activities;*
g) *encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;*
h) *require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.*

1.2 Staff Responsibilities-Please see clauses g and h above

1.3 Staff Rights

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associations. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should it be requested by staff or their representatives. No individual member of staff shall be required to undertake specific responsibility for any health and safety function (eg. School Safety Officer) without having first been consulted.

1.4 The Role of the Local Authority

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and pupils of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that it may on occasions be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Co-ordinator of Worcestershire County Council Directorate of Children's Services or such other persons as may be necessary.

1.5 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them.

1.6 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed, as required under:
the Management of Health and Safety at Work Regulations 1999,
the Control of Substances Hazardous to Health (COSHH) Regulations 2002,
the Manual Handling Operations Regulations 1992,
the Provision and Use of Work Equipment Regulations 1998 and
the Display Screen Equipment Regulations 2002.

1.7 Acknowledging Responsibility

The Governing Body recognises its responsibilities and ensures that:
1. The whole statement is signed and dated by the Chair of Governors and the Headteacher.
2. A copy of the Statement (not the whole policy) is readily available in the office.
3**.** A copy of the policy is included in the staff handbook.
4. All staff receive a copy of the policy.

2. Organisation and Responsibilities

2.1 Employer's Responsibilities

Worcestershire County Council Directorate of Children's Services

a) has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Harvington CE First School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).

b) has responsibility for appointing competent principal contractors where building or plant maintenance work is done which is the financial responsibility of the Local Authority under its Scheme for Financing of Schools.

c) has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 1994 unless the school has initiated the building work, in which case this will be the responsibility of the Governing Body.

2.2 Governors' Responsibilities

The Governing Body, through the Headteacher, is responsible for:

a) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.

b) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment for which they have financial responsibility under the Scheme for Financing of Schools.

c) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.

d) advising the Head of Property Services of structural defects that could adversely affect the health and safety of staff, pupils and other persons.

e) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.

f) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.

g) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.

h) the adoption of safe working practices by staff and pupils, and by contractors on site.

i) acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

2.3 Head Teacher's Responsibilities

The Headteacher is responsible for:

a) The implementation of the school safety policy.

b) Advising the Governing Body of the need to review the school safety policy.

c) The day to day responsibility for health and safety in the school.

d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.

e) Ensuring that staff receives appropriate health and safety training.

f) Carrying out the six-monthly safety audit required by the LA.

g) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.

h) *Notifying the LA Health and Safety Co-ordinator of any serious accidents to pupils or **any** accidents to staff or other persons and any "near miss" situations, in accordance with the procedures laid down.*

i) *Notifying the LA Health and Safety Co-ordinator of any hazards or problems affecting the health, safety or welfare of staff, pupils or others that cannot be resolved by appropriate local action.*
(NB. Any major property problems should be notified to the school's allocated Property Services Liaison Officer in the first instance.)

j) *Emergency procedures, including evacuation in case of fire or bomb threats.*

k) *Ensuring that adequate provision is made for the administration of First Aid.*

l) *Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.*

m) *Ensuring that all staff know, through the sharing of this policy, that if the policy is not adhered to then that staff member is breaching the policy and the school will respond accordingly.*

n) *Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.*

o) *Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses (in accordance with procedures laid down in the Handbook of Safety Information).*

2.4 Subject Leads *are responsible for:*

a) *all matters of health and safety in their subject area.*

b) *bringing to the notice of the Headteacher any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.*

c) *having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.*

d) *producing a statement in their subject policy re safe use of equipment & materials and carry out risk assessments and revising these as necessary.*
(Exemplar material is produced by subject associations or by CLEAPSS for Science.)

e) *ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).*

f) *ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.*

g) *ensuring that any risks specific to their area of work are adequately assessed and regularly reviewed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).*

h) *ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).*

2.5 Other Teaching, Teaching Assistant and Technician Staff *are responsible for:*

a) *ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.*
[Staff working in the Arts, Design and Technology, Environmental Education, Physical Education or Science should be familiar with the LA's policies and guidance in these areas.]

b) *reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or Subject Co-ordinator to the Headteacher (or School Safety Officer).*

c) *co-operating with their employer (LA or Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974 (i.e. by following LA guidance).*

d) *Carry out risk assessments for those activities which are deemed a potential risk, to ensure all risk assessments are signed by all staff and volunteers involved with the activity and ensure these are evaluated and filed in the risk assessment file.*
e) *Wear appropriate protective clothing for at risk activities, requesting advice from coordinators if necessary.*

2.6 The Sites and Buildings Manager / Caretaker / Cleaner in Charge *are responsible for:*

a) *Ensuring that he/she is familiar with and complies with the school safety policy. He/she should also be familiar with the LA's Safety Policy "Safety of Buildings" (published in the LA's "Handbook of Safety Information").*
b) *Bringing to the attention of the Headteacher any problems or defects affecting the health and safety of any person on the school premises.*
c) *Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).*
d) *Ensuring that any staff under his/her direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use. Personal Protective equipment should always be worn for appropriate work.*
e) *Ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).*
f) *Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction*
(NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals including correct use of protective clothing, carrying out repair or maintenance work).
g) *Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).*
h) *Informing the Headteacher (or School Safety Officer as appropriate) of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).*
i) *Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out). Ensure contractors sign the asbestos register each time they visit.*
j) *The safe use and maintenance of all plant and equipment* (e.g. boilers, swimming pool filtration and treatment plant*) and the safe use and storage of all materials used for that maintenance* (e.g. boiler descalers, swimming pool chemicals etc.)
k) *Test for the prevention of the risk of legionella and record all actions. Bring to the immediate attention of the Headteacher if there are any concerns.*
l) *Ensure all safety checks are carried out regularly i.e. fire risk, asbestos risk, electrical, building, mechanical conditions, emergency lighting, and legionella risk assessments. All checks to be recorded in the relevant files.*

2.7 The First Aider / Appointed Person *is responsible for:*

1. *Maintaining the First Aid box(es) in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.*
(See: Handbook of Safety Information, p. 2.45).
2. *Maintaining adequate training records and ensuring training of individual first aiders is kept up to date.*
3. *Organising regular epi-pen training.*

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations)
The Health and Safety at Work etc. Act 1974 provides for the appointment of "Safety Representatives" by recognised trade unions. Such representatives are elected by the union membership among the school's staff and the LA should be informed of their appointment by the appropriate union, not the school. (If the LA is not informed in this way, the representative(s) may carry out their functions, but there will be no central funding for supply costs to cover their absence while they do so.) Further details on safety representatives may be found in the LA's Handbook of Safety Information (pp. 2.80 - 81).

Safety representatives have the right to:

a) Carry out termly inspections of the premises and submit a written report to the Headteacher.
b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
d) Represent the staff / union membership on school safety committees.
e) Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the LA by the appropriate trade union, safety representatives should receive time off with pay to perform their union duties.

2.9 Catering / Kitchen Manager *(if employed by the school) is responsible for:*

a) Ensuring that he/she is familiar with and complies with the school safety policy.

He/she should also be familiar with the LA's Safety Policy "Kitchens and Dining Centres" (published in the LA's "Handbook of Safety Information").

b) Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
c) Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
d) Bringing to the attention of the Headteacher (or School Safety Officer) any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

NB. This section does not apply to contract caterers, but it is important that the school safety policy and any relevant risk assessments are made available to the caterers, who should also supply the school with a copy of their safety policy and risk assessments (unless they employ less than five people).

3. THE ARRANGEMENTS

Access.

The school site manager, Mr Robin McWilliams, will ensure that at all times and especially in the event of severe weather the paths leading to the main entrances are cleared. The route from the car park will be cleared first. If necessary only one route for children will be cleared and only one entrance used.

Accident Reporting

For guidance please consult Mrs T Holdstock and Mrs A Whillock

All accidents must be reported to Mr T Holdstock and Mrs A Whillock and first aid advice requested. Details of the procedure can be found in the Handbook of Safety Information P2.1-2-3.l

Asbestos
Please see policy and emergency procedures attached at the end of this document. (Received from PR Associates)

Blood-borne Diseases
For guidance please consult Mrs Amy Whillock. Disposable gloves must be worn by all staff having to deal with spillages of body fluids, no matter how small.
Details of this and other procedures can be found the Handbook of Safety Information P212-2.13.

Building Repairs and Contractors
The 'Dealing with Contractors' policy must be followed.
The Headteacher, Mr T Holdstock, will ensure that there is adequate segregation of workmen and pupils.
Details of the procedure can be found in the Handbook of Safety Information P214-2.16.

The Site Manager, or in their absence, the school Office Manager, Mrs N Allen, will ensure that all workmen and contractors are shown and sign the school's asbestos register and will ensure that the Head Teacher are advised when contractors arrive on site.

Cleaning
The site manager/cleaner in charge will ensure that:

- Warning signs are placed whilst wet or slippery floors are being dried and **removed** afterwards
- Suitable footwear and overalls are worn
- RISK and COSHH assessments are completed and followed closely

Details of the procedure can be found in the Handbook of Safety Information Section 8, PP220-223.

Communications
The Headteacher, Mr T Holdstock, is responsible for ensuring that staff are advised of safety procedures. This policy is available in the staffroom and is reviewed with staff annually. It is part of the new staff induction procedures. Staff should report any problems or defects to the Site Manager and if significant to the Headteacher.

Consultation (Staff / Trade Union Safety Representatives)
Details of the procedure can be found in the Handbook of Safety Information P2.80-2.81 and notes in section 3.9.

Design & Technology
Please see section of safety guidance within curriculum policy. Please consult the DT lead for advice.

Display Screen Equipment (VDU's)
Any staff member who uses display screens must complete their own risk assessment & share this with the Headteacher.
Risk assessment and further information can be found in the Safety file.
Details of guidance can be found in the Handbook of Safety Information P2.21-2.23

Electrical Equipment
All electrical equipment in school is checked regularly, usually annually.
No personal electrical items may be used in school unless they show an upto date electrical test. Any equipment used by visitors/contractors must also have an electrical/PAT test

Educational Journeys and Visits
The Headteacher and EVC must sanction all offsite visits. As a school we have formally adopted the Country EVC policy. Therefore, the guidance as outlined in the EVC Policy must be adhered to.

Fire Alarms
The Site Manager will be responsible for the testing of Fire Alarms and recording these tests. Any concerns need to be dealt with.

Fire Appliances
The Site Manager will be responsible for the checking of appliances every month and for organising regular checks by a contractor.
Details of the procedure can be found in the Handbook of Safety Information P2.39-2.44

Fire Evacuation and Fire Drills
Mr T Holdstock will be responsible for fire evacuation drills, which are carried out once a term. These must be recorded.
Details of the procedure can be found in the Handbook of Safety Information P.2.39-2.44

Fire Prevention
It is every staff member's responsibility to keep their working areas safe and clutter free. Areas should be always free of hazards, especially walkways and exits. An over use of flammable material should be avoided. It is the responsibility of every adult to be aware of their exit points and for staff members to be familiar with the Fire Evacuation Procedure policy.
Details of the procedure can be found in the Handbook of Safety Information P.2.41-2.42.

Fire Risk Assessment.
The Governing Body will appoint a trained specialist to conduct a Fire Risk Assessment every five years.
Details of the procedure can be found in the Handbook of Safety Information P.2.40.

First Aid
Gloves must be worn, whenever blood or other fluids are involved.
Details of the procedure can be found in the Handbook of Safety Information PP2.12-213 and 2.45-2.50

Flammable Substances
The Site Manager is responsible for ensuring all flammable substances are stored and recorded appropriately.
Details of the procedure can be found in the Handbook of Safety Information. P2.51

Good Housekeeping
All areas especially walkways should be kept clutter-free.

Hazardous Chemicals
The Site Manager is responsible for COSHH Assessments
Copies of these should be filed with the products and a copy kept off site.
Guidance can be found in the Handbook of Safety Information P.2.17-2.20

Hearing Aid Batteries
Ingestion of button batteries can cause serious harm and death. Batteries for hearing aids will be locked away in the office and when they need to be changed this will be done in the office. The office manager ensures the old battery is put into the battery recycling unit.

Information / Publications
Safety information is available to all staff. A health and safety file is kept in the staffroom; playground information is on the staffroom notice board.

Lettings – The Site Manager is responsible for school lettings. Please refer to 'Casual Lettings: the Hiring Out of School Facilities"

Medicines
The school follows the County Guidelines.
Mrs Amy Whillock is responsible for organising storage and administration.

Monitoring and Near Misses
Mr T Holdstock liaises with Mrs A Whillock to monitor accidents and trends.
Mrs A Whillock is responsible for the upkeep of the Staff Accident Book.

Physical Education
Please see P.E. Policy. Please consult PE Lead
The Site Manager is responsible for checking PE equipment visually and for organising checks by an approved contractor regularly.

Playground Safety and Supervision
A minimum of two staff are on duty. Written guidance is available.
The Site Manager is responsible for the checking of playground equipment visually and for organising checks by an approved contractor regularly.

Portable Electrical Appliance Testing
A contractor inspects all electrical appliances annually. Staff check visually prior to use. Any item used in school must be checked by an approved PAT tester.

Protective Clothing should be worn when necessary.

Public Performances
See P.2.71 and PP2.90-2.92 in the Handbook of Safety Information.

Record Keeping
All Record Keeping is kept in the office.

Reporting - Annual

Head Teacher
The Head Teacher makes an annual safety report to the Governors.

Governors
The Governors have Health and Safety as a statutory Agenda item each term.

Risk Assessment
Mr T Holdstock co-ordinates Risk Assessments. They are stored centrally and/ or with planning documents. These must be signed before the activity takes place and evaluated and filed afterwards.

Safety Inspections
Mr T Holdstock is responsible for carrying out the six-month Safety Audit

Safeguarding Children
Designated Senior Member of Staff for Safeguarding Children – Mr T Holdstock
Deputy Designated Senior Member of Staff for Safeguarding Children – Mrs R Enstone
Deputy Designated Senior Member of Staff for Safeguarding Children – Mrs S McCaugherty

The Safeguarding Policy contains procedures related to child protection. Please see Mr T Holdstock if you need any help or advice.

School Safety Governor
The School Safety Governor liaises with the Headteacher and Site Manager and provides a written report for governors meetings each term.

Science
The Science Lead is responsible for safe practice in Science.

Security
All visitors are required to sign in and out. Mrs N Allen is responsible for the issuing of badges which detail evacuation procedures. All visitors must hold a current DBS or be escorted whilst on the premises.

Slips, Trips and Falls
All spillages must be promptly cleaned up, appropriate footwear worn and areas free from clutter.

Stress
Any members of staff feeling they may be suffering from stress must report this to the Headteacher.The LA guidelines will be followed and the LA phoned for advice, if required.

Sun Cream
Sun cream must be named and stored with the class teacher so children cannot pick up and use unsupervised.
This will ensure children do not use the wrong bottle in case of allergies.
Sun cream should not be left unattended.

Training - Induction.
Key Stage Leads are responsible for the induction of new staff, using the new staff handbook. All documentation in the training file must be signed.

Staff Training
Any staff member attending staff training must sign the training file so adequate records can be kept.
Training in Safety, Safeguarding and Fire Evacuation procedures are revised at the beginning of each year. Full safeguarding training is also revised every three years for all staff and governors.

Vehicles
Children are not allowed unsupervised in the car park.

Violent Incident Reporting
All staff must advise the Headteacher of any incidents The Headteacher will follow the LA Procedure. First Aid and support must be given immediately.
Staff have received training in Positive Physical Intervention. The list is in the training file.

Working Alone
Staff should advise a friend or family member that they are working in school alone and when they expect to return home. They should lock themselves into school on arrival. If staff are home visiting they should attend in pairs and also advise a member of the SLT when they have returned home.

Work Experience
Mr T Holdstock will oversee the health and welfare of students and Risk Assessments and necessary information will be shared with them. Their medical details and contact details will be requested by the office.

All staff to sign the training sheet when read. All staff must adhere to each aspect of the policy otherwise they are in breach of the policy and the Headteacher will have to act accordingly.

ASBESTOS:

1.0 Policy Statement (Advised by Pennington Choices)

Harvington C of E First and Nursery School recognises its roles and responsibilities under The Control of Asbestos Regulations 2012. Harvington First School will take all reasonable practical measures to manage asbestos containing materials in buildings under their control so as to prevent the exposure to asbestos of any employee, contractor, service user or member of the general public.

The policy is:
To provide adequate resources in support of this asbestos management plan.

Harvington C of E First and Nursery School will have an asbestos management survey, to the standards given in HSG 264: Asbestos the Survey Guide, to determine the presence, type and location of any accessible asbestos containing materials (ACMs). A risk assessment will be carried out for each ACM and a plan written detailing how the asbestos will be managed.

Where any ACM presents an unacceptable risk to any person in the building it will be removed in accordance with current legislation. Where ACMs are not removed they will be maintained in a safe condition so as to present minimal risk to building users or maintenance staff.

Where refurbishment or demolition works are planned a suitable risk assessment will be carried out to determine whether ACMs are likely to be present. Where necessary an asbestos refurbishment or demolition survey will be carried out and remedial asbestos abatement works carried out so as to prevent the disturbance of any ACM present.

Employees will be provided with relevant information, instruction and training dependent on their role in managing asbestos and the nature and degree of potential exposure to asbestos.

Only appropriately trained, qualified and competent persons will be engaged to undertake any work with ACMs. Frequent audits of this work will be carried out by competent persons.

All contractors who carry out work for the School will need to demonstrate that they have suitable training to fulfil the requirements of their roles and responsibilities with Asbestos Awareness training as a minimum requirement.

Harvington First school will not use or re-use any ACM's removed from their original locations.

Emergency Procedures

- In the event of an accidental uncontrolled release of asbestos into the workplace then emergency procedures to limit exposure and risks to health should be implemented. Such procedures should include means to raise the alarm and procedures for evacuation.
- All staff in Harvington First School should be aware of the risk from asbestos. Any member of staff or contractor identifying a possible asbestos hazard must contact the officer in charge of the building immediately.
- Where people have been contaminated with visible dust or debris arrangements should be made with a Licensed Asbestos Contractor to decontaminate the people, their clothing and any personal effects affected and seal off the areas affected.
- The area in which the hazard exists must be vacated and the area isolated.
- The Site Manager OR Head Teacher will contact the Asbestos Consultant and give them details of the suspected asbestos hazard.
- The Asbestos Consultant shall visit the site as soon as possible, inspect the area, take samples of any suspected ACMs, and conduct air tests as appropriate. The samples shall be analysed and a verbal result given to the Site Manager AND Head Teacher within the following 24 hours.
- If it is confirmed that an ACM has been damaged or disturbed then any persons who may have been exposed to the hazard should be identified and recorded by the Head Teacher, who should advise on any necessary health screening. A note that the exposure has occurred should be added to the employee's health or personal record. These records should then be kept for a period of at least 40 years. The employee should be given a copy of the note with instructions that it should be given to their GP and kept indefinitely.
- The asbestos contractor should then produce a suitable method statement and submit it to the HSE.
- The asbestos should then be removed under normal asbestos removal procedures

The area of contamination cannot be reoccupied until a certificate of reoccupation has been issued by the Asbestos Consultant.

7.1 In the event of an evacuation following a fire, the emergency services will be provided with information regarding the presence, type and locations of ACM's within the building.

Example Asbestos Management Plan Review:

Site name and address	
Date of review	xx/xx/xx for period xx/xx/xx to xx/xx/xx
Reviewer name	
Reviewer Title	
Last Asbestos Management Plan Reference	

Review	
Has all required remedial work recommended in the last management plan/survey been carried out?	
Details	
Have there been any uncontrolled incidents that have impacted on any ACMs in the premises	
Details	
Have any Refurbishment or Demolition surveys been carried out	
Details	
Have any additional ACMs been found	
Details	
Have any ACMs been removed	
Details	
Have all scheduled inspections been carried out?	
Details	
Have the inspections highlighted any remedial works necessary	
Details	
Has all required training been carried out	
Details	
Have there been any significant changes in staff involved in asbestos management	
Details	-
Has training been given to any new staff	
Details	
Has the Asbestos management plan been provided to each contractor and have they signed it?	
Details	