

Version	Date	Updated by
1.0	Aug 2023	Cate Tumman
2.0	March 2024	Cate Tumman

## Health & safety Policy

### To be read in line with

- Risk assessment policy
- Fire procedure policy
- Critical incident policy
- Supporting children at school with medical conditions
- Infection control Policy
- First aid Policy

### Statement of Intent

Silver Linings School is aware of its duties as an employer under the Health & Safety at Work Act 1974 and its policy is to ensure, as far as reasonably practicable, the health, safety, and welfare of all its employees. Similarly, we accept our responsibilities for ensuring, as far as reasonably practicable, the Health and Safety of children, visitors, contractors, and all others who may be affected by our operations or activities.

Silver Linings School aims to:

- Provide and maintain a safe place of work
- Provide and maintain a safe work environment
- Provide and maintain safe work equipment
- Provide safe systems of work
- Ensure all employees are provided with information, instruction, training, and supervision
- Seek specialist advice where necessary to determine risks to Health and Safety and the precautions required to deal with them

Silver Linings School is committed to achieving the highest standards of Health and Safety, and the school Health and Safety policy sets out the management framework to achieve this. It specifies that it is the responsibility of management, who are in a position to exercise control over the activities of their staff, to ensure that those activities are carried out safely.

However, being a safe and responsible organisation ultimately requires everyone to make Health and Safety their priority. It is essential that we all look after our own and each other's welfare and all practice safe methods of working. We must ensure that Health and Safety is central to everything we do.

### Organisation

**The Headteacher** is responsible for overseeing arrangements for the management of Health and Safety, ensuring that they are implemented and carried out in practice. Other responsibilities include:

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- Providing resources for and keeping records of health & safety training and equipment
- Ensuring appropriate dissemination of Health and Safety information
- Reporting to the proprietors any premises related hazards which present a risk to Health & Safety, and accidents/incidents reportable under RIDDOR
- Liaising with the emergency services where necessary
- Co-ordination of routine services by specialist engineers for fire alarm and fire detection systems, fire-fighting equipment, and emergency lighting
- Completing and recording daily, weekly, monthly & six monthly checks as detailed in appendix 1 & maintaining records in the Log Books
- Holding a fire drill at half termly, maintaining a log
- Putting into effect emergency evacuation procedures in the event of a fire

**The chair of proprietor** is responsible for the development, monitoring and review of the Health and Safety Policy and the implementation of the arrangements for the management of Health and Safety. Other responsibilities include:

- Delegating Health and Safety roles and responsibilities via consultation with staff
- Compliance with Health and Safety legislation, regulations, and Approved Codes of Practice (ACOPs)
- Dissemination of the Health and Safety Policy to all employees
- Seeking specialist advice on Health and Safety
- Audit compliance
- Creation and maintenance of the company Health and Safety folder on the server
- Ensuring Health & Safety induction training is regularly available
- Assessment and control of premises related hazards
- Review and investigation of accident / incident reports

**School Staff** have a responsibility to:

- Take reasonable care for the Health and Safety of themselves and others affected by their acts / omissions
- Co-operate with management on Health and Safety issues
- Co-operate in the investigation of any accident or incident that has led, or which we consider might have led to injury.
- Only use equipment which they are competent to use or have been trained to use
- Report immediately any serious or immediate danger
- Report any shortcomings in the arrangements for Health and Safety
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health, safety, and welfare
- Check equipment is safe before use
- Ensure safe working procedures are followed

Failure to comply with Health and Safety rules and instructions or with the requirements of this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

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## **Fire Precautions**

Instructions for action to be taken in the event of fire are explained to children, employees, and volunteers at induction and are posted next to exits. It is the duty of every employee to make themselves familiar with these instructions and to follow them in the event of fire.

Visitors and contractors are provided with information about what to do in the event of a fire when they sign in.

Fire Safety wardens are appointed for the site. Every employee must make sure that they are aware of the identity of the Fire Safety wardens and should notify them of any fire hazard of which they have become aware.

The person who discovers a fire must raise the alarm immediately by the most appropriate means. The Fire Safety wardens will liaise with the emergency services when they arrive and take advice from them.

The chair of proprietors is responsible for ensuring that firefighting equipment and fire alarm is checked in line with the monitoring schedule, and that fire drills take place half termly and are recorded in the logbook detailing; date and time of the drill, length of evacuation time and any points for action arising from the drill are kept. -see appendix 1 & 2

The chair of proprietors is also responsible for engaging the services of a competent person for carrying out and updating the Fire Risk Assessment for the premises.

An approved contractor is responsible for conducting the annual test of firefighting equipment inspection.

## **Accident Reporting**

All accidents, however minor, that occur on the site, and every accident or incident to an employee that occurs whilst working on behalf of Silver Linings School, must be recorded.

Parents must be informed of accidents on the day it occurs via handover or telephone and accident form shared when required.

Accident form templates are stored on the shared google drive and completed forms are to be emailed to the Head teacher.

The Head teacher will review, log on the accident log and action any changes to site or working practice and inform all staff.

The form will be uploaded to People HR for staff and for children stored in their school file

Accidents/incidents causing more than 7 days' absence from work and those diseases and dangerous occurrences notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), must be reported to the Headteacher who will report to HSE (0845 300 9923)

If a member of staff or student suffers an accident or an incident whilst on another organisation's site, it must, as soon as possible, be reported to the occupier or controller of the site. Parents/Carers must be informed of the accident or incident as soon as possible and it must also be reported to the school.

## **Accident Investigation**

Any accidents, incidents or near misses will be thoroughly investigated by the Headteacher to establish immediate and

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root causes and identify necessary precautions.

All accidents, however small, will be investigated and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident.

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The headteacher will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

### **Health & Safety of vehicles**

Staff are required to check any equipment before use this includes personal vehicles which are being used for transporting children.

Service logs, MOT & insurance details are held on People HR & staff are required to provide evidence of renewal as required.

Vehicle check forms are required via Google forms to record safety of vehicle, this includes:

- Lights
- Tyre tread
- Tyre pressures
- Wipers
- Water levels
- Seatbelts
- Vehicle clear of dangerous items
- Safety triangle present
- First aid kit present

### **Repairs and Maintenance**

Staff should report the following to the head teacher:

- Any damage or wear and tear to premises / property which may constitute a hazard
- Defective furniture and /or equipment.

### **Spillages of bodily fluids**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately (with staff wearing PPE). When spillages occur, they are cleaned using a product that combines both a detergent and a disinfectant to be effective against bacteria and viruses and suitable for the surfaces used on. Mops are never used for cleaning up blood and body fluid spillages – disposable paper towels are used and waste is disposed in secure bags and placed in general waste wheelie bin in line with infection control policy.

### **Security of Premises**

Designated staff members (keyholders) are responsible for unlocking and locking the building at the beginning and the

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end of the day.

### **The Inappropriate Behaviour of Parents/Carers**

Sometimes, inappropriate, aggressive, or abusive behaviour from a parent or carer can present a risk to staff and children. The premises are private property and parents/carers will generally have permission to be on the premises. However, in cases of inappropriate behaviour or language, abuse or threats to staff, students, visitors or other parents and carers, Silver Linings School may ban parents or carers from entering the school/premises.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent/carer) to cause a nuisance or disturbance on school premises. The police may be called to assist Silver Linings School in removing visitors to the site causing a nuisance or disturbance.

### **Contractors**

The head teacher will ensure that periodic site inspections are conducted in accordance with guidelines.

Contractors will be used to ensure a professional inspection is obtained this includes;

- PAT testing
- Water servicing
- Fire risk assessment
- Fire alarm service
- IOSHH support
- Buildings regulations

### **Responsibilities to Visitors, Volunteers and Contractors**

On arrival all visitors, volunteers and contractors will be required to sign the visitors' book and will be provided with:

- An identification badge
- Relevant Health and Safety information Including Safeguarding & fire (kept in the signing in book)
- ID will be checked

Contractors should inform Silver Linings School of their intention to start any work on the school premises before doing so in order that the school can take appropriate action in terms of hazard warning (e.g., hot works), site protection or notification to others who may be affected by the work.

Silver Linings School will provide information to contractors on:

- Risks to their own or employees' Health and Safety arising from, or in connection with, Silver Linings School for example individual risk assessments of site.
- Precautions in place to address those risks identified above, and identify any persons in Silver Linings School who are nominated to help in an emergency

### **Provision of Information**

The Head teacher passes information received on Health and Safety matters to all staff. New employees will be informed of all relevant Health and Safety information as part of the induction process.

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Health and Safety Policies and procedures are conveyed to staff at team meetings, and copies are provided on the shared drive. These policies and procedures are reviewed regularly as part of the annual cycle of review, with updates being disseminated to staff at weekly team meetings, as necessary.

### **Health and Safety Training**

Silver Linings School will provide adequate and necessary Health and Safety training for its employees, volunteers, on:

- Commencing their duties (induction)
- Being exposed to new or increased risks because of changes in work practices, new equipment, or new procedures

This training will be revised as appropriate and will be refreshed in-line with course expiration.

A member of SLT will explain the Health and Safety policy to new employees, volunteers, as part of their planned induction programme. This will include drawing attention to the following Health and Safety matters:

- Health and Safety Policy
- Risk Assessments
- Fire procedures
- Accident Reporting
- First Aid
- Safe Use of Work Equipment e.g., laptops
- Online & social media policy

Employees with specific responsibilities (e.g., first aiders and fire wardens) will be given additional training as appropriate.

Employees who feel that they have need for Health and Safety training of any kind should notify their line manager who will raise this to the head teacher.

### **Support & Supervision Arrangements**

Silver Linings School provides regular supervision and support for staff working with children. This is done internally by line managers & colleagues. Wellbeing support occurs monthly via wellbeing meetings to acknowledge the potential emotional impact on staff of their work and to provide appropriate support and appraisal twice yearly to enhance the quality of provision provided to staff and children.

### **Risk Assessments**

Silver Linings School undertakes necessary risk assessments of activities, educational visits, premises, individual children (where necessary) and hazardous substances, including those off site, to minimise risks to the Health and Safety of staff and students.

The Headteacher is responsible for ensuring that necessary risk assessments are conducted and recorded, and that they are used as working documents, and that they are reviewed and updated as appropriate. This includes for all activities and for all areas of school site.

See risk assessment policy

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## **First Aid**

Silver Linings School will ensure that it acts in accordance with the school first aid policy at all times, this includes ensuring that there are qualified first aiders on the premises at all times and that there are stocked first aid kits on site and mobile kits for trips and in vehicles. -see first aid policy

## **Critical Incident management**

In the event of a critical incident Silver Linings School will act in accordance with the critical incident policy including following clear emergency procedures set out in the policy.

Examples of such incidents include :

- murder of a pupil by a pupil
- murder of a pupil by a stranger
- fatal road traffic accidents
- serious/fatal injuries on school visits
- serious infectious diseases e.g. suspected meningitis, or pandemic
- pupil suicide
- teacher suicide
- (sudden) death of pupil or staff member
- the consequence of terrorist or criminal activity
- major arson attacks
- abduction
- accidental death
- allegations of abuse by staff
- rumours of any of the above
- chemical attack
- bomb threat
- intruder on site threat
- snow closure
- school wide communication failure

## **Manual Handling**

The nature of silver linings school work does not require the lifting of heavy loads. Under no circumstances may any employee attempt to lift any object that is too heavy or bulky to be handled by one person.

## **Control of Substances Hazardous to Health (COSHH)**

The headteacher maintains a COSHH register of all substances hazardous to health on the premises. This is kept in the Health and Safety including RA & COSHH Folder in the main office. Associated hazards are identified using the Manufacturer's Safety Data Sheet (MSDS) and added to risk assessments relating to the activities in which the

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substances are used.

Employees, volunteers, and children are informed of all necessary precautions to be taken in respect of hazardous substances with which they may come into contact.

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 recommendations on the MSDS.

**Working in other organisations’ premises**

Employees should comply with the Health and Safety arrangements of the organisation being visited. Do not take any personal risks. Read, understand, and observe any Health and Safety rules and procedures. If an employee suffers an accident/incident whilst working other than on the premises, it should be reported to the occupier or controller of the site that the employee is on. As soon as possible, Silver Linings School should also be made aware of the accident and make sure it is recorded.

**Storage**

If it is necessary to stack any item, the member of staff must ensure that:

- There is a firm level base.
- The stack is not so high that it becomes unstable.
- Suitable racking is always used.
- Goods are stored in accordance with any manufacturer's guidelines.

**Checking Electrical Equipment and Portable Appliance Testing (PAT)**

The use of personal electrical equipment on the premises is not allowed, unless the item has been PAT tested. Those wishing to use personal electrical equipment on the premises should bring the item in on the day that PAT testing is scheduled.

Before using any electrical equipment, each employee must check that the plug and cable wires are not damaged. If any damage is noted, no matter how small, it must be reported to the head teacher, who will arrange for the appropriate repair or replacement.

**Any** fault with, damage to, or concern about, equipment or its use must immediately be reported to the head teacher and any faulty equipment will be immediately taken out of use and stored securely until it has been repaired or replaced.

When using portable electrical equipment, the nearest socket should always be used. Extension leads should be taken to appliances by the most direct safe route and, if this involves crossing a walkway, the cable should be protected to prevent accidents.

When using extensions or adaptors, these must not be overloaded to eliminate the risk of fire.

Certain items of equipment are dangerous if abused or used incorrectly. When guards and covers are fitted you must ensure that they are in position and in working order before the equipment is used.

A qualified electrician will check all electrical equipment annually to ensure safety (PAT testing). A written record of these checks will remain on each appliance. The head teacher is responsible for ensuring that this annual check takes place, a log of the PAT testing is kept in the Health and safety folder in the main office.

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All staff must use equipment in accordance with operating instructions/instructions given.

Staff must also ensure that electrical equipment is not interfered with and that any damage is immediately reported.

No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our Disciplinary Procedure.

### **Sun Protection**

Silver Linings School promotes the importance of using sun protection (e.g., sunscreen, hats, sunglasses etc.) during outdoor activities. Sunscreen is available in the office for student use, however children will be encouraged to bring their own sunscreen to support good practice.

Permission is gained from parents & carers on admission for sunscreen to be applied, staff will support children to apply sunscreen scaffolding the skills to independence- log is held on shared drive.

Members of staff supervising students on outdoor activities will take a supply of sun cream with them for use during the activity. They must not, under any circumstances, apply sun cream to a student without prior written consent from a parent/carer. As role models for the young people, the use of sun cream by staff is also encouraged.

### **Medicine and drugs**

Silver Linings school “supporting children at school with medical conditions policy”, outlines the details for managing and administering medications in school

All school staff will read this policy during induction and will follow the procedure within it.

### **Cleanliness**

All employees are responsible for maintaining a high level of cleanliness in all areas on site. All waste must be placed in the bins provided.

Rubbish awaiting collection must never be left where it obstructs escape routes or could aid the production and spread of fire and smoke. The head teacher is responsible for ensuring fire exits are kept free from obstruction and a high standard of tidiness is being maintained.

### **Disposal of Waste**

General waste from the building is placed in bins provided at the premises.

It is the responsibility of staff to ensure that all general waste is placed in the correct wheellie bin located on the premises.

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 risk assessment for the activity in which the substance has been used and any safe systems of work provided.

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### Legionella Control

Annual water checks will be conducted to minimise the risk of Legionella. Annual service of pipes will be completed by contractor. Logs of these checks and certificates are kept in the health and safety folder in the main office

### Water Checks

Scheduled water temperature checks and water flushing will be completed in line with monitoring structure-see appendix 1

### Severe Weather

During periods of severe weather, (ice, snow etc.), the Headteacher will determine whether staff and students will be expected to travel to the premises and is responsible for communicating the decision to close or open before 8:30am on the day/s affected by the severe weather.

### Smoking or vaping

Smoking or vaping is not allowed on the premises or in any vehicle. Employees and contractors are not permitted to smoke in the presence or children at any time on or off site

### Monitoring & review

The effectiveness of this policy will be monitored continually by the headteacher and the chair of proprietors. Any necessary amendments may be made immediately.

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. Our procedure for actively monitoring our system includes:

- Regularly examining documents to ensure compliance with standards.
- Regularly (daily) inspecting premises and equipment.
- Annual audits, including fire risk assessments and health and safety audits.
- Regular reports and updates to the **Chair of Proprietors**.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

The school will establish a monitoring system that is backed up by performance measures

The next scheduled review date for this policy is March 2025

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## Appendix 1

	Type of Check	Frequency
Open security devices on fire exits	visual	daily
Doors swing freely escape routes	visual	
Clear, no obstruction on escape routes	visual	
Walk of exterior escape route	visual	
Fire alarm panel	visual	
Emergency lighting	visual	
Safety signs	visual	
Fire extinguishers	visual	
Fire alarm call point	Test	Weekly
Safety torch	Test	
Water flush-shower unused taps	flush	
Fire doors working	visual	Monthly
Seals in tact on fire door	visual	
Fire blanket in place and tamper free	visual	
Fire extinguisher- pressure and safety tab	visual	
Emergency lighting	visual	
Water temp checks- kitchen, children's toilet, accessible toilet, first aid room	Probed thermometer water flow check	6 monthly
Water flushing all taps	Flush	
Shower head descaling	descale	
Fire alarm	Panel test	½ termly
Fire drills	Practice drill	

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## Appendix 2 Recording forms

### Daily checks Reminders

These checks are not usually recorded however if any faults are discovered the fault and remedial action will be recorded on the table below.

- Open security devices on all fire exits.
- Ensure that doors on escape routes swing freely and close fully.
- Check escape routes to ensure they are clear from obstructions and combustible materials.
- Check escape routes are in a good state of repair.
- Open all final exit doors to the full extent and walk exterior escape routes.
- Check the fire alarm panel to ensure the system is active and fully operational.
- Where practicable, visually check that emergency lighting units are in good repair and apparently working.
- Check that all safety signs and notices are legible.
- Are whistles and high vis jackets in place
- Are fire extinguishers in place and not blocked

Date	Fault discovered	Remedial action required	Date completed	Name of tester (print)

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## WEEKLY FIRE ALARM Record of Tests

Date	Fire alarm call point/ detector location or number	Automatic door release(s) satisfactory Yes / No	Remedial action required	Date completed	Name of tester (print)

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## WEEKLY MISCELLANEOUS TESTS AND CHECKS

Date	Items tested/checked	Remedial action required	Date completed	Name of tester (print)

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## Monthly MISCELLANEOUS TESTS AND CHECKS

### RECORD OF MISCELLANEOUS TESTS AND CHECKS

Date	Items tested/checked	Remedial action required	Date completed	Name of tester (print)
	Fire doors working & closing			
	Fire door frames & Seals intact			
	Fire blankets in place & tamper free			

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