

Marjory Kinnon School Safety Statement

1. Legionella & Water Hygiene

A Legionnaire risk assessment is completed every two years, arranged through Corporate Property Services Hounslow with Howletts (most recent: February 2016). The Senior Caretaker has received the required training to test for Legionella. A monthly working programme is in place for testing all required areas. Any anomalies in the temperatures are resolved immediately. Servicing of Thermostatic Mixing Valves & Shower Heads takes place every two months. The results are monitored at the monthly Site Meeting with the School Business Manager.

2. Asbestos

There is a three yearly asbestos inspection, arranged through Corporate Property Services Hounslow, with European Asbestos Services (most recent: April 2016, remedial gas work carried out: April 2016). An annual visual inspection takes place and any changes are referred to European Asbestos for action. There is very little asbestos in the building, mainly in storage area ceilings. These are marked for Contractors. Contractors must identify from the register if their working area has asbestos and sign to confirm this. Staff are made aware and are not permitted to make use of the ceilings for any purpose. The Consultant Headteacher and School Business Manager have had asbestos awareness training provided by the Local Authority. The Senior Caretaker is aware and vigilant of areas with asbestos. A management plan and risk assessment are in place.

3. Fire

A fire risk assessment is completed every two years, arranged through Corporate Property Services Hounslow, with Walker Fire (most recent: September 2015). Fire extinguishers are serviced annually (most recent: June 2017). The school has a maintenance contract with GDT Fire Alarms. The school fire drills are performed termly and recorded. A weekly test of the fire alarm is completed by the Senior Caretaker and results are monitored. New staff are inducted in the fire procedures. The school has trained Fire Marshalls. All rooms have fire procedures, nearest exit routes and where necessary fire doors, extinguishers, fire blankets and cut-off switches. A check of these is completed at least termly and reported to the Governors' Health & Safety Committee.

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4. Electrics

Marjory Kinnon School has a five yearly electrical test, arranged through Corporate Property Services Hounslow with Osborne & Collins (most recent: October 2013).

5. Security

Intruder alarms are maintained by GD Fire & Security and enhanced with CCTV maintained by Abacus Securities (most recent: Alarm March 2017 and CCTV June 2017). All visitors report to the School Office. Access for staff and pupils is only with SALTO fobs. School main gates are closed during the school day. Access is only possible by SALTO fobs or manually by the office staff. The Site Management team complete regular security walks of the site.

6. Play Equipment

The Hall and outside play equipment are annually serviced by SportSafe (most recent: April 2017). The Senior Caretaker completes a weekly inspection of all equipment and other items in the playgrounds. Risk assessments are in place for play areas and equipment. Monthly inspections by the Senior Caretaker are reported to the Governors' Health & Safety Committee termly.

7. School Vehicles

All Marjory Kinnon School minibuses are annually insured, serviced and have a current MOT. They also have six monthly VOSA checks, quarterly garage inspections and weekly vehicle inspections by the Caretaker. All faults are repaired as soon as possible. Only MIDAS trained staff are permitted to drive and carry pupils.

8. Health & Safety

Marjory Kinnon School has a Governors' Health & Safety Committee, comprising a cross section of Governors and staff, who meet termly and on an operational level Health & Safety

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is monitored on a weekly basis by the Site Management team. The SafetyMark was awarded to the school in June 2012, which recognises Marjory Kinnon as a safe school.