
Health & Safety Newsletter.

Autumn Term 2017 Issue 1

Batchwood School

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Welcome to the Autumn term Health & Safety Newsletter

Summer Holidays – we have been busy!

Science Lab: Over the Summer Holidays we have been busy creating an additional Science Lab for Mr Hurley which will allow us to provide a safe and conducive environment for students to learn and experiment!

Wi-Fi is coming soon! We have created a Wi-Fi hot spot within Science 2 and the whole school will benefit from Wi-Fi enabling from October 2017.

Staff Room: We sincerely hope you enjoy the much needed and greatly improved staff room, which now homes:

Medicine Cabinet

Student Laptops within a new laptop charging cabinet.

Gym Refurbishment: The gym has had a 'make over' and we have purchased additional cardio-vascular machines for students to enjoy: Check out the new air rower, Cross trainer and free-weights!

Water: Over the summer the cold water tank was descaled and we had polyphosphate placed into the hot and cold water tanks to help reduce the corrosion of pipes into the water. Longer term we are exploring a quote for replacement pipework for the school.

Several dripping taps have been replaced across the School.

Reminders:

Fire Evacuation:

Please advise all students of the Evacuation process in case of Fire including: raising the alarm, Designated Meeting Place: School Playing Field, and fire exits.

We will be having a fire drill in the first few weeks.

Every room must display Fire Evacuation Procedures. Please ensure the students are aware of the procedure and remember when evacuation the building, not to lock your classroom.

Fire Wardens:

Tom

Amanda

Debbie

PAT Testing: No electrical equipment to be brought into school unless it is PAT tested, with the exception of brand new items.

First Aid Boxes: please ensure they are fully stocked and replenish as required from the first aid room.

Evolve: Reminder that all trips should be loaded onto to Evolve at least 4 weeks prior to the event. Every trip must be evaluated on Evolve and financial records forwarded to Kirstie.

Signing In/Out: Remember to yourself and students in/out of the book in Reception when leaving the building.

Asbestos: as always we ask for vigilance in your classrooms and around the school. Please report any cracks/damages to ceilings or walls, to Tom or Amanda.

Accidents: All accidents or violent incidents need to be reported for staff and students. Accident books are located in Reception and then please advise Amanda

Risk Assessments/Departmental H&S Policies: Please complete and forward to Amanda. Ensure your TAs/cover are aware of the departmental RA & policy if applicable. Students should also be reminded of potential classroom risks to support their risk awareness.

On-going Maintenance/Repairs: Any requests – please email Amanda

Priorities/Projects for 2017-18

- **Energy Efficiency:** Following on from the recent lighting upgrade, we are pleased to announce we have not only reduced our annual CO2 emissions by 17.95 tones but will realise savings of £4.5k pa on our energy bill. Kristie and Amanda will be forming part of a working party with local schools to look at how we can collectively reduce our carbon footprint. It would be great to involve teachers, students and Governors in this project and appoint 'energy champions/eco-warriors' within the school
- **Internal painting of school**
- **Refurbishment of boys toilet in 'hairdressing' corridor**
- **Replacement Gym shower heads**
- **Science courtyard** – To create a useable space for outdoor learning and recreation

- **Windows Refurbishment** - We are currently exploring if we qualify for any grants for replacing existing windows with double glazing

Annual Forms to sign: If anyone omitted to sign these at the Inset day, please see Amanda.

ICT/Data Protection to be read in conjunction with the e-safety presentation. Please ensure you have the statutory email wording on your signature sign off.

DSP Sign off.

Declaration of Pecuniary Business Interests.

With any of the above if you have any queries or require support then please do not hesitate to contact Amanda.

Thank you for helping us all remain 'safe and healthy'!