



Finchampstead C of E (Aided) Primary School

This is the day that the Lord has made, let us rejoice and be glad in it

Health & Safety Policy

Approved by:	Board of Governors (Headteacher, Chair, H&S Governor)
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1 General Statement

Finchampstead Church of England (Aided) Primary School is committed to providing and maintaining a safe and healthy working environment for our staff and for ensuring that the schools' premises and activities do not adversely affect the health and safety of our pupils or any other people who may be involved with school activities. The school's aim is to integrate health and safety into everything we plan and do so that it becomes an intrinsic part of our culture.

The Headteacher and the Governing Board recognise and accept their responsibilities for putting the Wokingham Borough Council Health and Safety Policy into effect by:

- providing adequate control of the health and safety risks arising from the school's work activities;
- consulting with our employees on matters affecting their health and safety including their mental health;
- providing and maintaining safe plant and equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks, and to give them adequate training;
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- an annual review and revision as necessary of this policy including the organisation for its implementation and the health and safety procedures.

Responsibilities for health and safety and the school's health and safety procedures are set out in this handbook. Where further input is required then it is recommended that the relevant section of Wokingham District Council's Health and Safety Manual is consulted on their website (<https://wsh.wokingham.gov.uk/leadership-management-and-governance/health-and-safety>)

Note: Since Finchampstead School is a small school there is no dedicated Site Controller. Any reference to this role in this document or WBC policies should mean the School Business Manager. If in any doubt the Headteacher should be consulted.

2 Roles and Responsibilities

2.1 Headteacher - responsibilities for health and safety

The Headteacher shall have responsibilities for ensuring effective management, 'so far as is reasonably practicable', of all health and safety matters affecting the operations and activities of the school. These include those organised on behalf of the school but being undertaken away from the school site. To do this effectively the Headteacher will work with the Governing Board and keep them fully informed of the authorities' policies affecting the health, safety and welfare of staff, pupils and other persons of their responsibility.

The following points summarise the main responsibilities and duties of the Headteacher:

- ensuring at all times the health safety and welfare of staff, pupils and others using the school premises or facilities or services or attending or taking part in school sponsored activities;
- ensuring safe and inclusive working practices and procedures throughout the school;
- day-to-day responsibility for all health and safety matters in the operations of the school;
- ensuring effective co-ordination of safety management by either assuming the role of safety co-ordinator or nominating another appropriate person to take on this role;
- ensuring compliance with the policy and procedures of Wokingham Borough Council as set out in the safety manual;
- ensuring that the school produces an action plan which is kept up to date by regular review;
- ensuring effective communications on health and safety matters exist between the school and the Council's Health and Safety Adviser;
- providing Governors with reports on all matters affecting health and safety in the school;
- ensuring that the school carries out adequate assessments and controls the risks to health and safety of all persons from hazards within the school and any other of its activities, wherever they are undertaken;
- ensuring that the school provides equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained;
- periodically evaluating the need for health and safety training of staff and arranging its delivery;
- bringing to the attention of the Governing Board and the authority any matters of health and safety that cannot be resolved, or are of imminent danger to any person; and
- ensuring the school's Health and Safety Policy is kept under review and any amendments brought to the notice of all staff.

The Headteacher will be advised and guided in these responsibilities by specialists appointed by the authority.

2.2 School Governors - responsibilities for health and safety

The Governing Board will be responsible for monitoring the school's arrangements for health and safety management. This will be achieved by ensuring:

- that a member of the Governing Board should be nominated for health and safety;
- that health and safety is considered regularly, at least termly, (and typically on the agenda at all Full Governing Board Meetings).;
- consideration of the school safety action plan presented annually by the Headteacher, to the full Governing Board;
- consideration of any report of a health and safety audit or inspection carried out by the authority and for ensuring follow through on the recommended actions;
- that adequate resources are available for compliance with health and safety legislation and to meet the standards set by Wokingham Borough Council;
- good consultation with employee representatives;
- that a full safety inspection of the site is carried out each year with the full involvement of at least one member of the Governing Board;
- periodical review of accident statistics by the Governing Board;
- regular fire alarm checks and evacuation drills are carried out by the school;
- that any contractors appointed directly by the school are competent, have good safety arrangements in place and are aware of any inherent risks present in the building or because of any specific activities likely to take place.

2.3 School Safety Co-ordinator - responsibilities for health and safety

Nominated by the Headteacher, this person/s will be responsible for ensuring that action is taken to formulate and monitor action at the school to comply with the requirements set out in this policy and in the safety manual.

The person will generally support the Headteacher in the setting of objectives for the school and staff. They will also monitor progress taken to meet those objectives and provide assistance and guidance to staff involved.

The safety co-ordinator will be seen as the first point of contact for support with issues that cannot be resolved by staff.

The safety co-ordinator will be responsible for:

- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
- Ensuring that all incidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;

- Ensuring good liaison between the school and contractors, or their representatives undertaking any works on the school site, to ensure the safety of all persons exposed to risk.

2.4 Employees - responsibilities for health and safety

Each **employee** is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.

In addition, all employees;

- must use safety equipment or clothing in a proper manner and for the purpose intended;
- must not intentionally or recklessly misuse anything supplied in the interests of health and safety;
- must work in accordance with any health and safety instruction or training that has been given;
- must co-operate fully with the Headteacher to assist in him/her fulfilling their responsibilities for health and safety;
- must not take part in any task for which they have not been authorised and for which they are not adequately trained;
- must bring to the attention of a the Headteacher or Safety Co-ordinator any perceived shortcoming in our safety arrangements; and
- have a duty to familiarise themselves with this policy.

3 Organisation for health and safety

Title	Name	Date trained (where applicable)
Day to day responsibility for H&S	Jacquie Vanstone, Headteacher	
Oversight role on behalf of the Board of Governors	Roland Cundy, Health & Safety Governor	
School Safety Coordinator	Jacquie Vanstone, Headteacher	
H&S risk assessments	Roland Cundy, Health & Safety Governor and other Governors (as appropriate)	
Asbestos Management	Jacquie Vanstone, Headteacher	
DSE Workstation Assessment	Jacquie Vanstone - Headteacher	
Contractor liaison / co-ordinator	Julie Bardsley	
Incident reporting and investigation	Julie Bardsley	
Fire Risk Assessment	Julie Bardsley	
COSHH Assessor	Julie Bardsley	
Manual Handling Assessor	Julie Bardsley	
Emergency Coordinator for fire and evacuation	Julie Bardsley	
Fire Warden	Julie Bardsley	
Fire risk assessors	Nigel Kennington & Roland Cundy	
First aid personnel Qualified first aiders Appointed Persons	Charlotte Paterson - Paediatric First Aid, Julie Bardsley - Paediatric First Aid Adele Baker - Paediatric First Aid Luke O'Reilly - Paediatric First Aid Amanda De Meyer – Paediatric First Aid Eleanor Remmington – Paediatric First Aid	
Educational Visits Coordinator (EVC)	On a case by case basis (always a teacher)	
Staff Safety Representative	Julie Bardsley	

4. Health and Safety Manual

4.1 Overview of manual

Finchampstead School has generally adopted the standards and guidance from Wokingham Borough Council (last updated 5th September 2024) These are listed as WBC in the table below. In other cases, the school has either adapted a model Wokingham policy or added to WBC policy in some specific way.

No	Section	Status
1	Finchampstead School Specific standards and guidance	See section 0 below
2	Regular Health and Safety Checks to be carried out at Finchampstead School	See section 0 below
3	Asbestos	See section 0 below
4	Caretaking and Cleaning	WBC
5	Construction	WBC
6	Consultation with staff	WBC
7	Contractors	WBC
8	Curriculum	WBC
9	Display screen equipment	See section 0 below
10	Driving	WBC (limited on website)
11	Electrical safety	See section 0 below
12	Emergency Plans	WBC (limited on website)
13	Finger entrapment	WBC
14	Fire safety	WBC
15	First aid	WBC
16	Forms	WBC
17	Hazardous substances	WBC
18	Incident reporting	WBC
19	Legionella	WBC
20	Lone Working	WBC (follow guidance in assessment form)
21	Managing health and safety	WBC
22	Manual handling	WBC
23	New and expectant mothers	WBC
24	Noise	WBC
25	Occupational health	WBC
26	Outdoor play equipment	WBC
27	Personal protective equipment	WBC
28	Public events	WBC
29	Pupil/student health and safety	WBC
30	Risk assessment	WBC
31	Safety Signs	WBC (limited on website)
32	Site safety and security	WBC
33	Stress management	WBC
34	Swimming pools (inc swimming pool visits)	WBC
35	Training for health and safety	WBC

No	Section	Status
36	Vibration at Work	WBC (limited on website)
37	Violence at work	WBC
38	Work at height	WBC
39	Work equipment	WBC
40	Workplace health, safety and welfare	WBC
41	Young people at work	WBC

4.2 Finchampstead School Specific standards and guidance

4.2.1 In the Classroom

Each class teacher has a duty to assist in maintaining order and cleanliness and in the avoidance of injury to users of the room. Periodic checks of the contents and layout of classrooms should be made, and defective equipment, fittings and furniture reported immediately to the Headteacher.

It is the responsibility of the Cleaner-in-Charge to report any hazardous object that they encounter which might be the cause of physical danger to the children.

Particular responsibilities of teachers

1. Doors unlocked and free from obstruction.
2. Floors kept free of obstructions to enable efficient cleaning by the Cleaner-in Charge.
3. Keep classroom sinks free of any rubbish so that they can be kept clean and hygienic.
4. Ensure electrical equipment is switched off and unplugged after use. Report frayed or damaged flex and plugs.
5. Edged or pointed tools such as scissors, knives, compasses etc. must be regularly checked for damage and stored safely.
6. Insist on orderly, sensible movement within the classroom at all times.
7. Children are not to be left unsupervised on 'wet' days when break periods occur.

4.2.2. In the Playground

Teacher on duty and controllers must check that playground climbing apparatus is safe for use and that in general the play area is free from any obstruction likely to cause injury.

Particular Responsibility of Lunchtime Controllers

1. To supervise children within the playground area, maintaining discipline, dealing with minor accidents, small cuts and grazes.
2. To supervise the general running of the services of meals.
3. To supervise stacking away of chairs and tables - children to help.
4. To supervise an orderly re-entry into School at the end of break.

Considerations:

1. No child may leave the playground without permission from the lunchtime controller or being accompanied by a member of staff.
2. The use of the trim-trail area will only occur if and when weather conditions permit. A teacher must be present at all times.

4.2.3. Fire safety

What to do in case of fire

Anyone (child or staff) discovering a fire will operate the nearest fire alarm.

The Headteacher or Secretary will telephone for the Fire Brigade

On hearing the alarm:

The children should stand and when instructed by their teacher, leave the classroom in single file by the nearest external door. The class must go at a steady uniform pace to the place of assembly and that is the REAR PLAYGROUND.

Assembly Procedures

At all times children must act quietly so that any instructions given can be clearly heard. Attendance registers should be brought to the assembly point and an immediate check on the roll made. Teachers should then report to the Headteacher 'all present' or otherwise. Fire wardens should check the building is empty (where safe to do so).

The officer in charge of the Fire Brigade will be met on arrival and informed whether or not all persons have been safely evacuated.

REMEMBER - FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.

Electricity or gas services to be turned off by the Headteacher or School Business Manager if this does not place them in any danger.

4.3 Regular Health and Safety Checks at Finchampstead School

4.3.1 Introduction

The table of checks below will be carried out at the frequency identified in the table below. The aim of these checks is to ensure compliance with the school and WBC's policies, standards and guidance contained within the Health and Safety policy and Health and Safety Manual.

4.3.2 Checks and frequency

No	Check	Frequency	Section
1	Legionnaires	Weekly	0
2	Outdoor play equipment	Weekly	0
3	Visual check of building and electrical safety	Termly	0
4	Finger Entrapment	Annual	0
5	Other electrical safety checks (e.g. fixed electrical installation testing)	As recommended by WBC under building maintenance contract	N/A
6	Asbestos presence (performed by specialists)	As per WBC recommendation	N/A
7	Workstation assessment	Annual	0
8	Workplace Fire Risk Assessment	Annual as per WBC fire safety policy	N/A

4.3.3. Legionnaires

HEADTEACHER CHECKLIST

- Nominate a 'Responsible Person' to carry out the routine water temperature checks and for general maintenance undertaken locally e.g. the regular de-scaling of shower heads and hoses
- Ensure that the 'Responsible Person' receives training from WBC Property Services and keep training records
- Maintain the Site Log Book by keeping the results of your routine monitoring and regular maintenance
- For schools that close down for the holiday periods, follow the flush through procedures prior to re-opening
- Ensure that all maintenance work, additions and modifications to pipework carried out meets with statutory requirements
- Notify WBC Property Services of additions and modifications to pipework or other significant changes that may affect the current WBC legionella prevention risk assessment
- You and the 'Responsible Person' must be familiar with the 'WBC Action Plan Flow Chart Following Positive Sampling'

4.3.4. Outdoor play equipment

INSPECTION CHECKLIST

The items listed below should be visually checked every day and the findings recorded in the Daily Inspection Log book.

- Look for any evidence of significant wear and tear e.g. cracks, corrosion etc.
- Check the area is clear of any litter and safe from hygiene hazards or dangerous objects e.g. shards of glass, stones, dog faeces etc.
- Is the safety surfacing undamaged? Ensure rubber tiles/mats are securely fixed and edges and joints are smooth.
- Are loose fill surfaces e.g. bark at the right level or does it need to be redistributed or forked because it is impacted?
- Are ropes secure and undamaged?
- Are the safety guards, barriers and rails present and secure?
- Are all fixings properly secured with no bolts or nuts missing or loose?
- Are there any broken chains or stretched or loose links?
- Where standing water occurs, sweep aside surface water.
- The equipment functions correctly and in the manner it was designed for.
- Ensure fencing and gates are secure. Lubricate locks and hinges if necessary.
- Ensure access points are not hazardous e.g. no missing or broken rungs and steps and treads are secure.
- Ensure all moving parts are working smoothly and efficiently.
- Ensure that there are no protrusions or sharp edges.

4.3.5 Visual check of building and electrical safety

Area	Windows – cracks or leaks	Doors/fire exits unobstructed/ unlocked	Floors free from obstructions (allowing easy cleaning)	Sink areas in hygienic state	Hazardous substances safely stored	Loose fittings or other maintenance issues	Lights functioning	Electrical items turned off
Hall								
Kitchen								
Boys' changing room								
Girls' changing room								
Hall corridor								
School House (Ground Floor)								
School House (Upper floor – staff room, resources room and toilet)								
Conservatory								
Barley Bird Nest								
Rosefinch Corridor								
Chaffinch								
Corridor outside Chaffinch								
Goldfinch								
Children's kitchen								
Girls' toilets								
Boys' toilets								
School Office								
School Entrance								
Area outside the school office								
Headteacher's office								
Bullfinch								
Rosefinch								
Barley Bird Barn								

4.3.6. Finger entrapment

HEADTEACHER CHECKLIST

- Carry out a finger trap risk assessment
- Fit finger safety devices where doors pose a risk
- Ensure there is a system in place for regular inspections of door safety devices
- Raise awareness of finger hazards amongst staff; ask them to be vigilant and to report incidents or near misses
- Review your finger trap risk assessment annually or sooner if Changes, incidents or near misses occur
- Consider door safety at the design stage of new or refurbished classrooms or toilet blocks
- Document your local health and safety procedure for preventing finger trap injuries

4.4 Asbestos Management

4.4.1 The standard we work to

Finchampstead School will effectively manage asbestos in our school, so far as is reasonably practicable, to ensure that no person, whether staff, pupil, contractor, volunteer or visitor, is avoidably exposed to the risks associated with asbestos.

4.4.2 Definitions

ACM: asbestos containing material either confirmed or presumed.

Contractor: anyone carrying out work at the school whether a WBC contractor or one that the school commissions.

Volunteer: a non employee carrying out work at the school without payment.

4.4.3 What is asbestos?

Asbestos is a material widely used in buildings before 2000 and breathing in airborne fibres can be dangerous. ACMs cannot be easily identified from its appearance but examples of where it can be found include wall partitions, ceiling tiles, boiler lagging etc. In good condition and left undisturbed, it can be safer to leave ACMs in place and manage them.

4.4.4 Our arrangements and procedures

- Our school has been surveyed for asbestos; the asbestos file, which holds a diagram with the location of ACMs clearly marked, is held in the main office.
- As a warning, a red dot marker has been placed on known ACMs in main areas.
- This procedure forms part of the induction training for new permanent and temporary staff which includes being shown the asbestos register.
- The Headteacher will attend asbestos awareness training.
- Staff whose work might bring them directly into contact with ACMs will receive training in the risks and precautions to take.
- ALL contractors must sign the contractors signing in book at reception, be issued with a copy of the 'Contractors health and safety' leaflet and be shown (and sign to acknowledge) the contents of the asbestos register.
- Staff must remain vigilant and report any building damage to the Site Controller
- A visual check of main areas will be included in the termly health and safety inspections of the school; the Site Controller should be notified immediately should any signs of damaged asbestos be noticed.
- When planning any work that might involve coming into contact with known or presumed asbestos, the Headteacher will ensure (a) that the necessary targeted

asbestos surveys are carried out in advance and (b) that work will not proceed until sufficient information is available to enable the right contractor to be selected and for the work to proceed safely.

4.4.5 Emergencies

In the event of an inadvertent disturbance of asbestos fibres, evacuate the area and inform the Headteacher immediately who will contact Operational Property on (0118) 974 6789. The Site Controller will barrier the area off and WBC will take over control. If people have asbestos material and fibres on their clothes and hair, Operational Property will advise on decontamination procedures. No person should be permitted to enter the affected area until WBC has declared it safe and the Headteacher has given the instruction to do so.

IF IN DOUBT, ALWAYS PRESUME A MATERIAL IS ASBESTOS

Need more information?

Contact the Site Controller or look in the online WBC Health and Safety Manual for Schools.

4.5 Display Screen Equipment

4.5.1 Standard

Finchampstead School will minimise the risks associated with display screen equipment (DSE) work by ensuring that work areas and jobs are well designed.

4.5.2 Definitions

Workstation: the term includes furniture, equipment and working environment

DSE User: someone who habitually uses DSE as a significant part of their work

HSE: Health and Safety Executive

VDU: visual display unit which is basically the same as a display screen

4.5.3 Arrangements and procedures

- Andrea Wirth is the school's nominated Workstation Assessor
- DSE Users will be identified
- The Workstation Assessor will train and instruct DSE Users on how to use DSE safely and issue a copy of HSE guidance 'Working with VDUs'
- DSE Users are required to complete a Workstation Assessment form and return it to the Workstation Assessor
- The Workstation Assessor will check completed forms, assist the DSE User in resolving any difficulties and make recommendations to the Headteacher if necessary
- The Headteacher will approve completed Workstation Assessment forms
- The Workstation Assessor will arrange for assessments to be reviewed:
 - annually;
 - when major changes occur e.g. workstation re-sited
 - if health problems are being experienced possibly caused by DSE work
- Completed forms will be held on staff member's personal files
- DSE Users are entitled to eye and eyesight checks paid by the school
 - Seek approval from the Headteacher first
 - Ask the optician to confirm the interval for the next test in writing
- Where an optician confirms in writing that a DSE User requires special spectacles specifically for their DSE work, the school will make a contribution to the cost - speak to the Headteacher **before** going ahead with the order

4.5.4 Need more information?

Contact the Workstation Assessor or look in the online WBC Health and Safety Manual for Schools.

4.6 Electrical Safety

4.6.1 The standard we work to

Finchampstead school will control the risks from the use of electricity at work by implementing effective electrical safety arrangements to protect all users. Only suitably competent persons will be permitted to work with electricity.

4.6.2 Definitions

Fixed electrical installation: lighting, wiring etc.

PEA: portable electrical appliances e.g. kettle, floor polisher, laptop etc.

User visual checks: visual check of PEA before use for any sign of physical damage or disrepair.

PEA formal visual inspection: recorded and undertaken by competent person.

PEA combined inspection and test: carried out by an external competent person.
Competent person: someone who has successfully completed an assessed training course that has included the type of work involved.

4.6.3 Our arrangements and procedures

- Risk assessments will identify electrical hazards and where applicable, suitable electrical equipment and electrical safety devices will be provided.
- The use of extension leads will be kept to a minimum to avoid overloading.
- Staff must carry out user visual checks before using PEA. On induction, staff will receive instruction on what to look for when carrying out a PEA visual check.
- The Site Controller is trained to conduct PEA formal visual inspections.
- The school buys into the WBC contract for fixed electrical installation testing (the frequency is every 5 years), the test certificates are held in the main office.
- The WBC contract also covers PEA combined inspections and tests carried out at appropriate intervals by a competent electrical contractor.
- All PEA is recorded on the PEA inventory held in the main office.
- The Site Controller is responsible for co-ordinating the PEA combined inspection and test programme.
- The School Business Manager will issue a notification to staff in advance of the programme to advise of the dates and request that all PEA is made available on those dates.
- Electrical equipment not purchased directly by the school must receive authorisation from the Headteacher and be electrically inspected and tested by a competent person before use. Staff are not permitted to bring into school domestic electrical appliances e.g. toaster, fan heater etc.

- Staff must follow the school's defect reporting procedure for faulty electrical equipment – refer to the defect reporting section of this handbook for details.

Need more information?

Contact the school's Safety Co-ordinator or look in the online WBC Health and Safety Manual for Schools.

4.7 RAAC Concrete – At the time of writing and approving this policy no Raac has been identified in the school building.

4.7.1 The standard we work to

Finchampstead School will control the risks from and around Reinforced Autoclaved Aerated Concrete (RAAC) through the implementation of regular visual safety inspections to protect all users. Only suitably competent persons will be permitted to conduct these inspections.

4.7.2 Our arrangements and procedures

- Visual checks will be conducted to identify any risks or concerns and where applicable, further investigations will be commissioned by appropriately qualified people / organisations
- If the presence of RAAC is confirmed or suspected the school will seek guidance from a competent structural engineer to assess it and to develop a management plan
- Any new building work undertaken must include checks for RAAC and confirm that no RAAC is to be used, in addition to the usual structural engineering assessments, plans and designs
- If any staff suspect the presence of RAAC this should be reported to the Headteacher who will review and commission further inspections / checks as needed