



**Welshpool High School**  
Ysgol Uwchradd Y Trallwng

*Raising Achievement By Raising Expectations*

*Codi Cyrhaeddiad Trwy Godi Disgwyliadau*

## Welshpool High School

### HEALTH AND SAFETY POLICY

(To be read in conjunction with Powys County Council  
Health and Safety Policy for Schools - held in Main Office)

Date Reviewed: May 2025 (Updated March 2026)

Date for Review: March 2027

Signed: ..... Date: 14/05/2025  
Chair of Governing Body

Signed: ..... Date: 14/05/2025  
Headteacher

## STATEMENT OF INTENT

<b>SCHOOL NAME</b>	WELSHPOOL HIGH SCHOOL
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### INTRODUCTION

The Governing Body believes that effective health and safety management supports our delivery of education and services to pupils.

We consider the health and safety of pupils, employees and visitors to the school to be an integral part of what we do and will pursue continual improvement in performance through the setting of objectives and targets.

We are committed to:

- Developing and maintaining a positive Health and Safety culture with an emphasis on continuous improvement, through communication and consultation with employees and their trade union representatives.
- Providing a safe and healthy working environment.
- Ensuring safe working methods and providing safe equipment.
- Assessing and controlling the risks that arise from our work.
- Complying with and where possible exceeding statutory requirements.
- Preventing accidents and work-related ill health.
- Providing effective information, instruction, and training.
- Monitoring and reviewing systems and preventative measures to make sure they are effective.
- Ensuring adequate resources are made available to fulfil our health and safety responsibilities.

For these commitments to be effective, employees throughout the school must play their part in the creation of a safe and healthy working environment for all.

### ORGANISATION

#### INTRODUCTION

In order to achieve compliance with the Governing Body's Statement of Intent the school's normal management structure will have responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached.

## **THE GOVERNING BODY**

The Governing Body has the following responsibilities to ensure:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge, and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The school's health and safety policy and performance is reviewed annually.

## **THE HEADTEACHER**

The Headteacher has the following responsibilities:

- a) Be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- b) Create a clear written local Policy for Health and Safety.
- c) Ensure that the Policy is communicated adequately to all relevant persons.
- d) Ensure appropriate information on significant risk activities is given to visitors and contractors.
- e) Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- f) Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- g) Attend County Council organised courses as required.
- h) Make or arrange for risk assessments of the premises and working practices to be undertaken.
- i) Ensure safe systems of work are in place as identified from risk assessments.
- j) Ensure that emergency procedures are in place.
- k) Ensure that equipment is inspected and tested to ensure it remains in a safe condition.

- l) Ensure records are kept of all relevant health and safety activities e.g., assessments, inspections, accidents, etc.
- m) Ensure arrangements are in place to monitor premises and performance.
- n) Ensure that all accidents are investigated, and any remedial actions required are taken or requested.
- o) Report to the Governing Body annually on the health and safety performance of the school.

**SCHOOL HEALTH AND SAFETY CO-ORDINATOR** (if in place, otherwise the following will come under the responsibilities of the Headteacher)

**The School Health and Safety Co-ordinator has the following responsibilities:**

- a) To co-ordinate and manage the annual risk assessment process for the school.
- b) To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- c) To make provision for the inspection and maintenance of work equipment throughout the school.
- d) To manage the keeping of records of all health and safety activities.
- e) To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils, and visitors.
- f) To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific workplace and the school generally.
- g) Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.

**TEACHING/SUPPORT STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes Deputy Headteacher, Assistant Heads, Heads of Year, Heads of Departments, Line Managers/Supervisors, Technicians and Caretakers. They will have the following responsibilities:

Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Headteacher for the application of the

- a) Health and safety procedures and arrangements.
- b) Carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or the School Health and Safety Co-ordinator, as necessary.

- c) Resolve health, safety and welfare problems members of staff refer to them or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- d) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture, and activities are safe and record these inspections where required.
- e) Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training, and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

## **SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Give clear oral and written instructions and warnings to pupils as often as necessary.
- c) Follow safe working procedures personally.
- d) Require the use of protective clothing and guards where necessary.
- e) Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment, or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- h) Report all accidents, defects, and dangerous occurrences to their Headteacher or Head of Department.

## **OBLIGATIONS OF ALL EMPLOYEES**

Apart from any specific responsibilities, which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, and other persons.
- b) Observe all instructions on health and safety issued by the County Council, School or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.

- d) Report all accidents in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular, those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they consider being in the school's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the Enforcement Officers of the Health and Safety Executive.

#### **CARETAKING/CLEANING STAFF**

- a) Have the responsibilities to report potentially hazardous situations that might affect staff and pupils to the Business Manager (Health and Safety Co-ordinator).
- b) To conform to the policy on Health and Safety as laid down by Powys County Council.

#### **CATERING MANAGER AND CANTEEN STAFF (Employees of Powys Catering)**

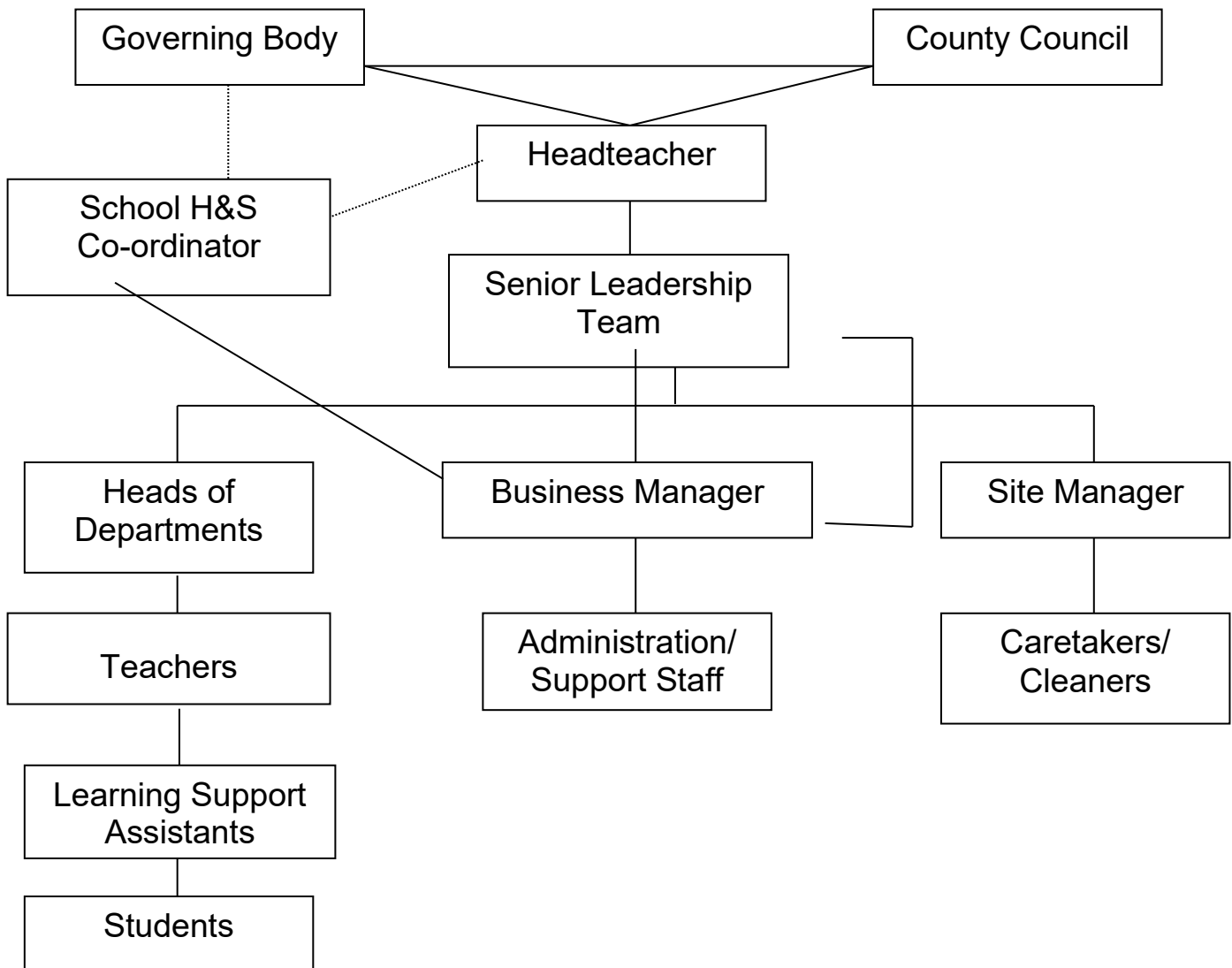
- a) Have responsibility to report potentially hazardous situations that might affect staff and pupils to The Business Manager who is Health and Safety Co-ordinator.
- b) To conform to the policy on Health and Safety as laid down by Powys County Council.

#### **PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

# ORGANISATIONAL CHART



## **GUIDELINES FOR STAFF ON HEALTH AND SAFETY**

There are many Health and Safety issues which you may need to address. The list below gives examples of these:

1. Inadequacy of Fire Extinguishers and First Aid Boxes.
2. Unsafe portable electrical appliances.
3. Unsafe fixed electrical appliances.
4. Broken furniture and fittings where these might cause a hazard.
5. Pupils who have illnesses/diseases which are felt to be of potential danger to the community.
6. Unsafe working practices.
7. Chemicals which are known to be a hazard.
8. Unsafe paths/walkways.
9. Loose and dangerous masonry/slates.
10. Unsafe equipment.
11. Solvent Abuse.

### **WHO DO I REPORT A HEALTH AND SAFETY ISSUE TO?**

The overall responsibility for Health and Safety issues lies with Mr J Arnold, Headteacher.

If in doubt report the issue in writing and clearly date the report.

For less urgent safety issues report to your Head of Department, or if the problem can be solved by the caretaker (faults should be logged on the caretaker repair log located on the staff intranet).

## HEALTH AND SAFETY RESPONSIBILITIES

The day-to-day responsibility for implementing the Health and Safety Policy rests with Health and Safety Co-ordinator and Business Manager, Mrs C M Jones. The staff below have specific responsibility within their departments or year groups.

Design Tech	Mrs R Lewis
ICT	Mrs D Smith
English	Mrs V Jones
Music	Mrs C Evans
Welsh	Mr S Monk/Ms C Tibbott
MFL	Miss N O'Sullivan
Geography	Mrs H Walton
History	Mrs K Grindley
RVE	Mrs S Arnold
Art	Miss N Atkin
Physical Education	Mr A Humphreys
Science	Mrs S Phillips
Mathematics	Mr R Powell
Calon	Mrs J Baines
Drama	Miss A Fletcher
Year 7	Mrs R Aldridge <i>(correct at date of ratification)</i>
Year 8	Ms J Haycock <i>(correct at date of ratification)</i>
Year 9	Mrs S Lewis & Mrs J Loxam <i>(correct at date of ratification)</i>
Year 10	Miss G Charles <i>(correct at date of ratification)</i>
Year 11	Mrs L Frank <i>(correct at date of ratification)</i>
Year 12	Ms M Jones <i>(correct at date of ratification)</i>
Year 13	Ms M Jones <i>(correct at date of ratification)</i>

Staff have responsibilities set down in the section Duties and Responsibilities of Heads of Department.

## FIRST AID

In the event of an accident, the following action should be taken.

1. Make sure you or the casualty is in no further danger.
2. Phone 222 and ask the office for a first aider, giving them the following information:
  - a) Name and form of the casualty
  - b) Nature of the injury
  - c) Location of the casualty
3. Do not phone 999 unless there is an obvious injury requiring an ambulance. Leave the decision to the first aider at the scene.
4. Stay with the casualty until help arrives.

5. Deal with the emergency to the best of your ability.
6. All minor incidents should be recorded in the folder kept in the school office.
7. First Aid incidents that require an ambulance/treatment in hospital should be reported online by the First Aider who responded to the incident. If this is not possible, a written statement containing all necessary information, should be e-mailed as soon as possible to Mrs S White.

## **FIRST AID BOXES ARE SITUATED**

<b>Block A</b>	Maths Office
<b>Block B</b>	Chemistry and Physics (Prep Rooms)
<b>Staff Room</b>	
<b>Girls and Boys Gym (Staff Changing)</b>	
<b>Block D</b>	D6, D9, D10 D12 and Tech Office
<b>Main Office (2)</b>	
<b>Kitchen</b>	
<b>Partnership Centre</b>	

***Defibrillator located on wall in School Office***

## **QUALIFIED FIRST AIDERS**

- Mrs Z Alderson
- Ms G Charles
- Ms B Davies
- Mrs K Davies
- Mrs H Evans
- Mrs H Gannon
- Mr A Humphreys
- Mrs W Jones
- Mrs M Kozuchowska
- Mrs R Lewis
- Mrs S Lewis
- Mrs J Loxam
- Mr J Loxam
- Mr A Roberts
- Mrs H Thomas
- **Mrs S White**
- Mr A Whitley

## **IMMEDIATE REMEDIAL MEASURES**

### **WHAT SCIENCE STAFF SHOULD DO WHILE WAITING FOR FIRST AID**

The First Aid Regulations do not necessarily require there be a qualified first aider among science staff, yet this is clearly desirable. Nevertheless, all staff will wish to carry out remedial measures immediately while waiting for first-aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance of dealing with non-laboratory events e.g. epileptic fits.

### **CHEMICAL SPLASHES IN EYES**

Immediately wash the eye under running water from a tap for at least 10 minutes. The flow should be slow, and eyelids should be held back. Afterwards, the casualty should be taken to hospital.

### **CHEMICAL SPLASHES ON SKIN**

Wash the skin for 5 minutes or until all traces of the chemical have disappeared, remove clothing, as necessary. If the chemical adheres to the skin, wash gently with soap.

### **CHEMICALS IN THE MOUTH, PERHAPS SWALLOWED**

Do no more than wash out the casualty's mouth. After any treatment by the First Aider, the casualty should be taken to hospital.

### **BURNS**

Cool under gently running water until first aid arrives.

### **TOXIC GAS**

Sit the casualty down in the fresh air.

### **HAIR ON FIRE**

Smother with a cloth.

### **CLOTHING ON FIRE**

Smother by pushing the casualty to the ground, flames underneath. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

### **ELECTRIC SHOCK**

Taking care of your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves.

### **BAD CUTS**

Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Leave any embedded large bodies and press around them. Lower the casualty to a chair or the floor and raise the wound as high as possible.

# FIRE EVACUATION PLAN

## ALARM

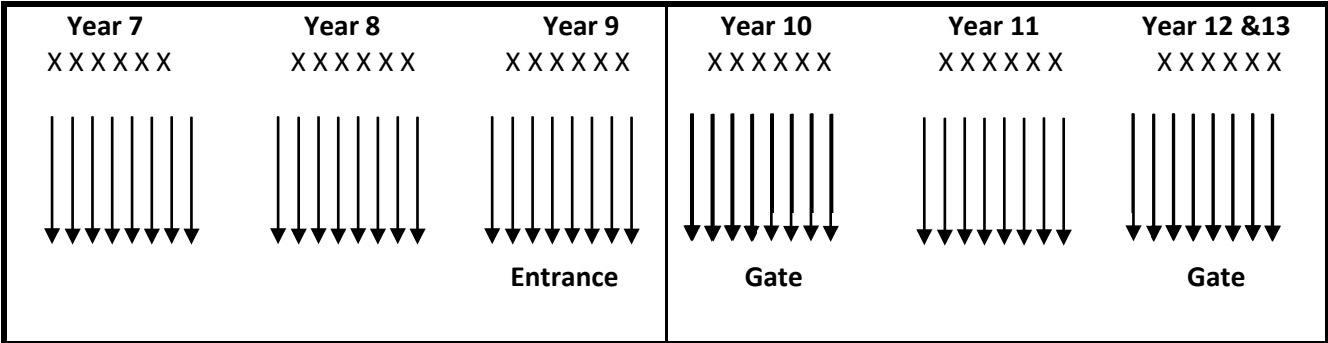
*The alarm is sounded by the prolonged and continuous ringing of the school bell*

### When the Alarm sounds:

1. Immediately close all windows.
2. Pupils will evacuate the buildings silently and in single file, by the exit indicated on the school plan. **DO NOT RUN.** If the exit is blocked by fire, leave by the nearest alternative exit.
3. Last person to leave must close classroom doors.
4. Pupils should assemble in a single file in the Assembly Area allocated to them, as shown below.
5. Pupils should make their way to the Fire Assembly points by an outside route - under no circumstances should they 'cut through' school buildings.
6. No lifts to be used during the evacuation of disabled staff/pupils.

### MUGA 2

### MUGA 1 - TENNIS COURTS



### TECHNOLOGY/BOILER HOUSE/GIRLS GYM/BOYS GYM

1. Roll call is to be taken by Form Tutors who must stay with their forms and insist on silence. (In the absence of a Form Tutor, the person asked to deputise for morning and afternoon registration will be responsible for the form during the fire drill).
2. Heads of Year will collect names of pupils unaccounted for from Form Tutors and then report to Heads of Lower and Upper School who then report to Mr J Kinsey.
3. Peripatetic staff and non-form tutors (unless deputising for absent Form Tutor) must report their presence to Mrs K Davies.
4. Staff requested to check clearance of school buildings are to report the clearance of the buildings to Mr A Whitley and then report their own presence to Mrs K Davies.

## **EXAMINATION ROOM EVACUATION**

Should it be necessary to evacuate the examination rooms for any reason, the following procedure should be adopted.

- a. The invigilator should note the time at which the examination was stopped.
- b. Girls' Gym - evacuate to the quadrangle outside Girls Gym.
- c. Boys' Gym - evacuate to Tennis courts (keep separate from other pupils)
- d. Theatre - evacuate to area immediately in front of main theatre doors.
- e. Candidates should not be allowed to communicate with each other.
- f. When the emergency is over the invigilator should note the time, the examination was restarted and tell the candidates to rule a line across their scripts at the point where the work is resumed.
- g. The candidates should be allowed the correct time for the examination.
- h. As soon as possible the invigilator should inform the Examination Officer/Senior Staff who will:
  - i. Arrange for the examination board to be informed of the emergency and procedures employed.
  - ii. Arrange for transport for candidates if this is necessary.

## **FIRE DRILL - PUPILS**

In the event of a fire, break the fire alarm glass and push the button. This will activate the fire alarm which is a continuous ringing of the school bell. You should then go to the nearest telephone and inform the office, using the emergency number 222, of the problems.

The buildings should be evacuated immediately with Years 7, 8, and 9 assembling on MUGA 2, formally the red gra at the back of the school. Years 11, 12 and 13 should assemble on MUGA 1 formally known as the Tennis Courts at the back of the school. The sheet 'Fire Drill' explains our responsibilities.

Fire blankets, extinguishers and sand buckets are located in different parts of the school for use on minor fires. If in doubt, ring the fire alarm.

If a pupil deliberately misuses the fire alarm, this should be treated as a serious incident and referred to a senior member of staff.

## FIRE DRILL - STAFF

When the fire bell is triggered both locked gates at the front of the school will be unlocked immediately. Mrs K Davies (reserve Mrs A Davies) will unlock and open the gates in front of the F block. Mrs N Forsyth (reserve Mr R Powell) will unlock and open the gates at the side of the maths block. The 'road gates' at the Erw Wen entrance will be unlocked by Mr A Whitley (reserve Mr J Kinsey) to enable emergency services to enter the rear of the school.

STAFF	ALARM SOUNDED	ROLL CALL COMPLETED
Form Tutors	Report to Head of Year	Lower School - Report to Ms J Haycock Upper School - Report to Mr J Loxam Sixth Form - Report to Ms M Jones
Non-Form Tutors	Report to Mrs K Davies	Report to Mr A Whitley
Peripatetic Staff	Report to Mrs C Evans/ Miss G Charles	Mrs C Evans/Miss G Charles - Report to Mrs K Davies
Technicians	Report to Mrs K Davies	Report to Mr A Whitley
Administration/Support Staff	Report to Mrs K Davies	Report to Mr A Whitley
Canteen Staff	Report to Catering Manager	Report to Mrs K Davies
Caretakers	Report to Mrs C Jones	Report to Mr A Whitley
Cleaning Staff	Report to Mrs K Davies	Report to Mr A Whitley
Clearance of Buildings		Report to Mr A Whitley

Mrs K Davies/Mrs C Jones to report clearance of the above staff from school buildings to Mr A Whitley.

### Checking of Buildings

The following staff are asked to check.

1. That the buildings are properly cleared
2. That a note is made of any windows/doors left open.
3. Whether the fire alarm has been heard in their respective areas.

Area	Member of Staff and Reserve
Admin Block	Mrs K Davies (Reserve Mrs A Davies)
Block A	Mr R Powell (Reserve Mrs K Pointer)
Block B	Mrs S Phillips (Reserve Mr D Bass)
Block C	Ms N O'Sullivan (Reserve Miss R Williams)
Block D - Upstairs	Mrs V Jones (Reserve Mr B Corfield)
Block D - Downstairs	Mrs R Lewis (Reserve Mr J Birch)
Block E	Mrs J Baines (Reserve Mrs K Dart or Mrs H Gannon)
Block F	Mrs H Walton (Reserve Mrs K Grindley)
Girls Gym	Miss B Davies (Reserve Mrs W Jones)
Boys Gym	Mr A Humphreys (Reserve Mr J Loxam)
Partnership Centre	Mrs C Jones/Mrs K Davies

After reporting the proper clearance of their areas to Mrs K Davies and Mrs C Jones the staff listed should then report their own presence to Mr J Kinsey.

When all checks are completed Mr J Kinsey and Mr A Whitley are to immediately report to Mr J Arnold.

## WHAT DO I DO IF AN ACCIDENT OCCURS?

### ACCIDENT REPORTING

When any accident occurs:

1. Deal with the accident and seek help from a First Aider via the school office. The office will contact emergency services, doctors, and parents where necessary.
2. First Aid incidents that require an ambulance/treatment in hospital should be reported online by the First Aider who responded to the incident. If this is not possible, a written statement containing all necessary information, should be e-mailed as soon as possible to Mrs S White.
3. All minor incidents should be recorded in the folder kept in the school office. More serious incidents e.g. ambulance/hospital treatment required, should be recorded online as above.

***IT IS IMPERATIVE THAT YOU DISCHARGE YOUR RESPONSIBILITIES CORRECTLY***

### INCIDENT TYPES

The generic term “incident” includes the following:

**Accident:** An incident where a PCC employee or third party (pupil, visitor, etc.) is injured and/or there is damage to equipment, property, or premises.

**Near Miss:** An incident where injury did not occur but had the potential to do so. For example, a pane of glass falls from a first-floor window on to a path below.

**Dangerous Occurrence:** An incident with the potential to cause injury to a person and/or damage to equipment, property and premises which must be reported to the Health and Safety Executive (HSE).

**Violent Incident:** Violence to staff must always be reported in the following situations:

- Any incident involving physical assault
- Involvement of the police or other agencies
- Any other violent incident that the employee assaulted feels should be reported.

**Work Related Ill Health:** Where an employee considers the ill health to be work related, or if an Occupational Health Specialist confirms this.

### ACTION REQUIRED BY OFFICE STAFF IF AN INCIDENT IS REPORTED (PUPILS OR ADULTS)

1. Take action where necessary to contact a doctor or ambulance.
2. Contact a school certified first-aider if this is required.

3. Ensure details of the incident are recorded.
4. First Aid incidents that require an ambulance/treatment in hospital should be reported online to the Health and Safety Section, Powys County Council within 3 days by the First Aider who responded to the incident. If this is not possible, a written statement containing all necessary information, should be e-mailed as soon as possible to Mrs S White. This procedure should also be completed for near misses.
5. All minor incidents are recorded in the folder kept in the school office.

When parent/carer collect pupil from school they are asked to update school re pupil's injury if hospital treatment was required.

6. In the case of an accident to a pupil - report the accident to the parents by telephone depending on severity of accident.

## **ANNUAL CHECKING OF BUILDINGS AND EQUIPMENT HEALTH AND SAFETY**

### **SAFETY INSPECTION:**

The responsibility for Health and Safety rests with **all staff, at all times**. All hazards should be reported and responded to immediately.

A formal Health and Safety inspection will be undertaken by the Health and Safety Coordinator each year.

Statutory testing is carried out by the Local Education Authority. All equipment needs to be checked at least annually and it's the responsibility of each department to ensure that their equipment has been checked and is fit for purpose.

Any equipment deemed unsafe or not regularly tested should be reported to the appropriate HOD who in turn should inform the Business Manager who is the Health and Safety Co-ordinator.

SERVICE PRODUCT	SERVICE PROVIDER	WHEN	DATE COMPLETED	SERVICE REPORT	NEXT SERVICE
Lift (Library) ref: 2601956	Cardiff Lift 02920 404 404	4 Months	02/12/2025	On site with Lift	April 2026
Lift (Wing) ref: 2601964	Cardiff Lift	4 Months	02/12/2025	On site with lift	April 2026
Canteen Lift	Cardiff Lift	4 Months	02/12/2025	On site with Lift	April 2026
LEGIONELLA	H of W	Monthly	February 2026	In Folder/Office	March 2026
LEGIONELLA	H of W	Annually	04/08/2025	In Folder/Office	August 2026
Fat trap x 3 - 04/04/2019 x 2, 3rd not being used	Metro Rod	3 Months	09/03/2026	NO REPORT	June 2026
Water Machines	Wenlock Water x 3 machines	6 Months	17/02/2026	NO REPORT	August 2026
Fire DOORS	H o W	Annually	08/08/2025	H o W	August 2026
Sports Equipment	Gymnasium Services	Annually	27/02/2025	In Folder/Office	April 2026
Lab Testing	Buftons	Annually	23/07/2025	H o W	July 2026
Air Con (Hospitality)	Riverside	Annually	14/08/2025	H o W	August 2026
Air Con (Wing)	Riverside	Annually	14/08/2025	H o W	August 2026
Air Con (Science)	Riverside	Annually	14/08/2025	H o W	August 2026
Main Electrics	EOM	3 Years	February 2025	H o W	February 2028
BOILERS - MAIN x 3	Buftons	Annually	30/09/2025	H o W	October 2026
Maths	Buftons	Annually	30/09/2025	H o W	September 2026
Cookery D6	Buftons	Annually	30/09/2025	H o W	September 2026
Partnership	Buftons	Annually	30/09/2025	H o W	September 2026
Wing	Buftons	Annually	30/09/2025	H o W	September 2026
Sound/Lighting	Stage Electrics	Annually	01/08/2025	H o W	August 2026
Rake Seating	Hussey seat way	Annually	16/02/2026	In Office/Folder	April 2027
ASBESTOS	H of W	Annually	30/07/2025	Online	August 2026
Shutters Canteen/Reception	01606 871 832	Annually	06/11/2025	H o W	November 2026
Water Machine X1	Waterlogic by green auto doors Canteen	6 months	December 2025	In Office/Folder	June 2026

<b>SERVICE PRODUCT</b>	<b>SERVICE PROVIDER</b>	<b>WHEN</b>	<b>DATE COMPLETED</b>	<b>SERVICE REPORT</b>	<b>NEXT SERVICE</b>
Electric Appliances	Sound In (pat test)	Annually	22/08/2025	No Advisory sheet	August 2026
Smoke Detectors	Chubb	6 months	27/02/2025	In Office/Folder	August 2026
Emergency Lighting	Chubb	Annually	07/08/2025	In Office/Folder	August 2026
Fire Equipment	Chubb	Annually	20/01/2026	In Office/Folder	January 2027
Fire Alarm points	Chubb	Annually	15/02/2025	In Office/Folder	February 2026
CCTV	Chubb	Annually	11/10/2025		October 2026
Intruder Alarm	Chubb	Annually	31/10/2025	In Office/Folder	October 2026
Access door points	Security wise	Annually	11/12/2025	In Office/Folder	December 2026
Canteen Equipment	Lorne Stewart	Annually	17/04/2025	In Office/Folder	March 2026
Cookers D6/Hospitality	Lorne Stewart	Annually	30/09/2025	H o W	September 2026
Extractor Fans Kitchen	Powys	Annually	15/02/2025	H o W	August 2026
Tallescope Platforms x 2	PSR – 01952 671 400	Annually	15/08/2025		August 2026
Fume Cupboards & Dust Extraction - B4/B5/B6/D12/D9/DT Rm/Kitchen	ERD Engineering	Annually	22/07/2025	H o W	October 2026
Green Automatic Doors x 3	FAAF solutions	6 months	12/12/2025	N/A	June 2026

**ALL INFORMATION ON SERVICING send to: - [compliance@howps.co.uk](mailto:compliance@howps.co.uk)**

Intruder Alarm - CHUBB Contract No 1630456 - 0344 879 1734

Fire Alarm - CHUBB Contract No 1403533

Emergency light - CHUBB Contract No 1404646

Fire Extinguisher - CHUBB Contract No 1548489

**//FIRE ALARM//**

RESET on main panel first then the small panel (intruder)

**//TESTING//**

**Call 0344 879 1711**

**user number \*31\*91002603**

**Password 2603 Then 3 Options**

