**A template for a School’s Nine Term Safety, Health and Wellbeing (SHaW) Plan**

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|  | **Term one** | **Term two** | **Term three**  | **Term four** | **Term five** | **Term six** | **Term seven** | **Term eight** | **Term nine** |
| **PLAN (timings for, etc)** | A health and safety audit (full every three years)The year’s risk assessments for school trips | Risk assessment review / update | The year to follow’s Property Advisor visits | The year’s risk assessments for school trips | Risk assessment review / update | The year to follow’s Property Advisor visits | A health and safety auditThe year’s risk assessments for school trips | Risk assessment review / update | The year to follow’s Property Advisor visitsNext term’s fire risk assessment |
| **DO** | Local inspectionsFire drillLockdown drillNew fire risk assessment (FRA)H&S report to Governing BodyLog school trips on EVOLVE | Health and Safety Audit (full every three years)Local inspectionsFire drillLockdown drillSite security (safeguarding) risk assessmentH&S report to Governing Body | Local inspectionsFire drillLockdown drillRisk assessment review / updateIncident and first aid records reviewH&S report to Governing Body | Local inspectionsFire drillLockdown drillH&S report to Governing BodyLog school trips on EVOLVE | Local inspectionsFire drillLockdown drillSite security (safeguarding) risk assessmentH&S report to Governing Body | Local inspectionsFire drillLockdown drill Risk assessment review / updateIncident and first aid records reviewH&S report to Governing Body | Local inspectionsFire drillLockdown drillH&S report to Governing BodyLog school trips on EVOLVE | Local inspectionsFire drillLockdown drillSite security (safeguarding) risk assessmentH&S report to Governing Body | Local inspectionsFire drillLockdown drill Risk assessment review / updateIncident and first aid records reviewH&S report to Governing Body |
| **CHECK** | H&S policy and risk assessment reviewH&S trainingreviewAsbestos review with Corporate Property Advisor | Maintenance review with Corporate Property Advisor | Check all actions from the audit have been carried outCondition survey review with Corporate Property AdvisorSchool trip and EVC review | H&S policy and risk assessment reviewH&S trainingReviewFRA reviewAsbestos review with Corporate Property AdvisorH&S Audit review | Maintenance review with Corporate Property AdvisorReview Health and Safety Audit | Condition survey review with Corporate Property AdvisorSchool trip and EVC review | H&S policy and risk assessment reviewH&S trainingReviewFRA reviewAsbestos review with Corporate Property AdvisorH&S Audit review | Maintenance review with Corporate Property AdvisorReview Health and Safety Audit | Check all actions from the audit have been carried outSchool trip and EVC review |
| **ACT** | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections | On all recommendations, actions and advice from incidents, drills and inspections |