**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 audit  The year’s risk assessments for school trips | Risk assessment review / update | The year to follow’s Property Advisor visits  Next term’s fire risk assessment |
| **DO** | Local inspections  Fire drill  Lockdown drill  New fire risk assessment (FRA)  H&S report to Governing Body  Log school trips on EVOLVE | Health and Safety Audit (full every three years)  Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE | Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE | Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body | Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body |
| **CHECK** | H&S policy and risk assessment review  H&S training  review  Asbestos review with Corporate Property Advisor | Maintenance review with Corporate Property Advisor | Check all actions from the audit have been carried out  Condition survey review with Corporate Property Advisor  School trip and EVC review | H&S policy and risk assessment review  H&S training  Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review | Maintenance review with Corporate Property Advisor  Review Health and Safety Audit | Condition survey review with Corporate Property Advisor  School trip and EVC review | H&S policy and risk assessment review  H&S training  Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review | Maintenance review with Corporate Property Advisor  Review Health and Safety Audit | Check all actions from the audit have been carried out  School 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 |