

**Adeptify**

Health, Safety and Facilities Management

**Harlyn Primary School**

## Health and Safety Update for Governors

### 13<sup>th</sup> September 2023

#### Completed Tasks Since last Meeting.

| Task                                                                           | Status               | Task Owner               |
|--------------------------------------------------------------------------------|----------------------|--------------------------|
| Outstanding action from LBH audit                                              | Complete             | Adeptify Ltd             |
| Reviewed and updated all statutory Risk assessments.                           | Complete             | Adeptify Ltd             |
| Review and Update Emergency Evacuation Procedures                              | Issued for Approval  | Adeptify Ltd Headteacher |
| Drafted Emergency Preparedness, Disaster Recovery and Business Continuity Plan | Issued for Approval  | Adeptify Ltd Headteacher |
| Lockdown Procedure                                                             | Issued for Approval  | Adeptify Ltd Headteacher |
| Fire Risk Assessment                                                           | Booked November 2023 | Adeptify Ltd             |