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Dear Headteacher

As part of our Risk Management programme, we will be conducting surveys of all Norfolk schools during 2002/3.

The primary purpose of this exercise will be to carry out a site survey related to fire, security, premises, H&S management and visitor control measures. The survey will provide risk ranking tables showing the comparative exposure of every school to the risks under consideration.

This information will be of great assistance to us in planning future strategy, reducing risk in schools and setting appropriate premium levels.

The surveys will be conducted by professional surveyors from Zurich Municipal Insurance and will comprise a visit of approximately 2 hrs which will include an interview with the headteacher, H&S Co-ordinator and/or site manager and a physical survey of the site. To assist in this process we would be grateful if the attached questionnaires could be completed and retained for the surveyor during his visit. In addition surveyors will require evidence of H&S Management records as detailed in the questionnaire

This programme draws together a number of previously disparate functions. We are keen to join these together under one risk heading in order to reduce the inconvenience of multiple surveys. We will also be able to provide a more co-ordinated support service to address deficiencies.

We will be in touch shortly with proposed dates and times for these visits, in arranging appointments we will accommodate individual needs as much as possible.

Many thanks for your assistance, and if there are any questions concerning the proposed surveys please do not hesitate to contact gerald.baker.dfi@norfolk.gov.uk

Yours sincerely

A handwritten signature in black ink, appearing to read "Gerry Baker".

Gerry Baker
Risk & Client Consultant

Risk Ranking Scheme for Schools

This form is intended to help with the Risk Ranking Exercise and save time for school staff. It would be helpful if the following questions could be answered and the form kept ready for reviewing with the Zurich Municipal Assessor at the time of the visit.

Name & Address of school

DfEE Number

Date of Visit

1 Incident Record - Fire and Vandalism

- * Arson attacks in the last three years (Serious attempts to ignite buildings). ☐
- * Arson attacks in the last three years Minor fires in external bins). ☐
- * Accidental fires in the last three years. ☐
- * Minor incident of Vandalism (eg occasional broken windows) internal or external during the last twelve months. ☐
- * Major incidents of Vandalism during the last twelve months. ☐
- * Incidents of breaking in to the premises but where no theft was involved during the last twelve months. ☐

2 Incident Record - Theft

- * Theft incidents including walk-in theft during the last twelve months. ☐

3 Incident Record - Personal Attacks

- * Attacks on Staff within the last three years. ☐
- * Other attacks on Pupils within the last three years. ☐

(These attacks refer to physical abuse by persons not employed or taught at the school such as parents, former pupils or others)

Health & Safety Management

1. Is there an adequate school H&S Policy		
2. Has the school completed the following essential documents		
	a, Checklist for Persons in Control of Premises CL1	
	b, General Risk Assessment Checklist	
	c, Fire risk assessment Checklist Level 1	
	d, Workplace inspection checklist	
3. Have inspections/tests been carried out on the following equipment:		
	a, Ladders, should have inventory and six monthly visual check,	
	b, Indoor/outdoor play equipment, (should have inspection reports, Outdoor equipment should be inspected to BSEN 1176)	
	c, Hoists (some schools will have mobile and fixed hoists, inspection reports should be available)	
	d, portable electrical appliances, (we require annual inspection)	
	e. Pressure Vessels (Any appliance operating in excess of 7 psi) – Statutory inspection required	
4. Has the school acted on the following Management Information Sheets:		
	a, MI 128/02 - Procedure for Access to Flat roofs	
	b, MI 176/02 - Finger Trapping Injuries revised risk guide	
5. Is the school aware of the Managing Premises Issues Guide for Schools (this is a web based document, schools should know of it's existence and where to access it. web address http://staff.esinet.norfolk.gov.uk/nes/premises/index.htm)		
6. Is the school familiar with and actively using the Asbestos Register		
7. Does the school operate "site rules" for contractors		

