

ACTION PLAN - Westbourne School

Topic	Situation	Resolution	Status		Remaining Actions	Person Responsible	Timescales & Milestones	Success criteria	Financial/time resources	Accompanying Documentation
1. Use of Staff Phones	Under Estyn's own Bring You Own Device (BYOD) guidance, staff are indeed allowed to use their own phones. We had been doing so for communicating daily non-attendance of pupils between sites and taking occasional photos at school events and on trips. While this is allowed, we fell short on having an explicit policy to guide staff on such use. Importantly, there was no suggestion whatsoever of any breaches of confidential pupil information	1. Attendance information now shared by email from school devices 2. 8 digital cameras were immediately bought for taking photos on trips and at events. Sign out/in logbook with Admin Mgr.	DONE	Resolved immediately once raised on Day 2 of inspection, 13 May. Estyn have confirmed this matter is resolved	-	2. [REDACTED]	-	-	£201	Att 3 - note filename: "31411 Westbourne School response to safeguarding letter accepted "
2. Asbestos Management Plan	Our 2023 asbestos survey report stated: 1. All elements of risk were in the "Very Low" range, with one exception in the "Low" range. 2. Recommended action on that "Low" item was taken/resolved shortly following the 2023 report. 3. Notwithstanding that all other risks were - and remain - in the "Very Low" range, we missed creating an ongoing 'Asbestos Management Plan'	Nothing has changed to increase the "Very Low" risk. A specialist contractor was engaged in May/early-June. They came to school on 17 July to produce 'Asbestos Management Plan'	IN PROCESS	The Plan will be a periodic monitoring regime	Awaiting Plan	[REDACTED]	Presuming confirmation that 'nothing has changed' ... by 19 August	Completion of items per schedule	£1,080	
3. Fire Risk Assessment	At the time of the inspection (12-14 May) and in Dyfrig Ellis' letter of 17 June, Estyn stated that "the school is required to have external tests every 3 years". (Our [REDACTED] had done these) We could find nowhere in the regulations where a requirement for 3-yearly external tests is cited and asked [REDACTED] on 13 July to clarify this matter. In any event, our last external FRAs were: - Prep School - within 3 years - Drake House - within 3 years - Senior School - 'just' over 3 years. 25 April 2023. (3 years and 17 days) Notably, we had an unannounced spot-check from the Fire Brigade on 28 April - just 14 days before the inspection - and they gave us a clean bill of health.	On 17 July, [REDACTED] confirmed that no such regulatory requirement for an external test every 3 years existed. This was a recommendation for the future from DarntonB3. We have already and immediatel acted upon this recommendation	DONE	External FRA completed. Awaiting report	Any actions in addition to those identified during the inspection - all of which are itemised below; with Actions - will be scheduled by priority as appropriate	[REDACTED]	High-risk items - Immediately Medium- and Low-risk items - in the usual course of regular maintenance	Completion of items per schedule	£1,800	
Apart from points 4-6 below, the <u>only</u> other fire-related points mentioned during the inspection were 3a and 3b:										
3a. Fire Door Closers	Specification for door closers recently changed and fire door closers need to be upgraded	Ordered on 22 May. Fitted early-June	DONE	Resolved within 3-4 weeks	-	[REDACTED]	-	-	£413	
3b. Cleaning Cupboard Door	Door to a cleaning cupboard in senior school needs to be upgraded to a fire door		IN PROCESS	Ordered	Door delivered and installed	[REDACTED]	Check delivery date on 11 Aug Expect done 21 Aug	On-time completion	£350	
4. Emergency Light Certificates	Emergency lights are checked annually as part of our regular review cycle. We understood that this could be done internally. We did not therefore have external Certificates	A qualified electrician has now provided these certificates	DONE	Done immediately on Day 3 of inspection, 14 May	-	[REDACTED]	-	-	£2,040	Atts 4-7
5. Fire Extinguishers	On the 28th of April, prior to the inspection, fire extinguishers were checked by an external specialist as part of our regular annual review cycle. Those that needed servicing or replacing were being ordered. They had not arrived by the date of inspection on 12 May.	New extinguishes have now arrived; 11 June	DONE	New extinguishers arrived on 11 June	-	[REDACTED]	-	-	£1,507	'Service Reports' loaded on the 'VIR'
6. Identification of Fire Alarm Buttons and Extinguishers on Building Maps	While Evacuation Paths and Assembly Points are well documented in every room; are fully understood by all pupils and staff; and are drilled/tested every term ... the in-room building maps in the senior school did not clearly label the Fire Alarm Buttons and Extinguisher locations, notwithstanding that a. this is not for pupils to act upon (we, rightly, simply get them out of the building ASAP), and b. all staff know exactly where these are.	New building maps now produced and placed	DONE	Done immediately on Day 2 of inspection, 13 May	-	[REDACTED]	-	-	Done internally. 0.5 manday	'Fire Signage' loaded on the 'VIR'