

Clovelly House School Action Plan, June 2024

1. Phase 1 – Preparation for removal of cabins.

Objectives	Procedures/Process	Action by:	Time deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. Prepare staff and children for the building process	- involve children and staff in the consultation and planning - inform children and staff of the process and the three phases of the build * Children and staff are prepared in advance for the noise, inconvenience and dust of the building process	Jennifer and Juliette	June 24	- children and staff are aware of the plans and anxieties are reduced	Jennifer	Time for meetings and consultations	-	
2. Risk Assessments are in place and are updated daily	* JC and JB to write up the risk assessments and monitor and update daily	Jennifer and Juliette	Ongoing	* The build is progressing safely	Jennifer	Time for writing and monitoring RA	-	
3. Managers to undertake checks on the builders to ensure that there are assurances to complete key work on time and that safeguarding checks are done.	* JC to undertake checks with the builder and sub-contractors	Jennifer and Juliette	Ongoing	* Contractors are working safely on site	Jennifer	Time to monitor and undertake checks	-	
4. Preparation of school environment for building works	* Secure an area for safe storage of building materials * Don't leave tools unattended when children are around.	Builders	Ongoing	* Area is identified and materials safely delivered to the site * Tools are monitored while in use	Jennifer	Provided by builder	-	
5. Slips, trips and falls	* loose rubble is removed as soon as possible, uneven surfaces are cordoned off, unnecessary traffic in building areas is avoided	All staff	Ongoing	* Accidents are avoided or kept to a minimum	Jennifer	-		
6. Do general clear-up around garden – H&S check	* Do sweep of the garden – clear bricks, wood, broken glass and rusty metal, building materials	Jennifer	Ongoing	* Garden clear * RA updated	Jennifer	-		

2. Phase 2 – Removal of office/cabins used by children for lessons

Objectives	Procedures/Process	Action by:	Time deadlines	Success Indicator	Monitored by:	Resources needs	Training needed	Completion date
1. Cabin 1, (classroom), is moved.	Base is prepared and Cabin used as classroom is relocated to new area.	Builders	Mid May 24	In use on new site	Jennifer	Additional labour, materials	-	Completed
2. Office, cabin, 2, is moved and relocated.	Office staff move into cabin 1 while office is moved and relocated. Office cabin base is complete, cabin is moved, electrics are installed	Builders	End May 24	In use on new site	Jennifer	"	-	Cabin moved, awaiting electrics
3. Wagon, cabin 3, is moved and relocated	Contents moved into old gym and site prepared for cabin. Wagon moved and relocated/rebuilt. Electrics are installed	Builders	Mid June 24	In use on new site	Jennifer	"	-	Cabin being moved awaiting electrics
4. Gym, (shed), cleared and moved to new location	Base prepared Gym moved to new site and rebuilt Electrics in place	Builders	End June 24	In use on new site	Jennifer	"	-	
5. Preparation of garage for conversion	Garage is emptied and materials moved into old gym in new site Garage conversion continues Garage conversion is completed	Builders	Mid-July 24	In use on new site	Jennifer	"	-	

Clovelly House School Action Plan, June 2024

6. Sensory room, cabin 4, is relocated to new site	Base is prepared for new site Cabin is relocated and rebuilt Electrics are installed	Builders	Mid August 24	In use on new site	Jennifer	"	-	
7. Shed is moved to new location	Base is prepared Structure is moved and reassembled	Builder	End August 24	Shed in place and being used for storage	Jennifer	"	-	
8. Recreation room is moved to new location	Base is prepared Structure is moved and re-assembled Electrics in place	Builder	End September 24	Recreation room moved and being used	Jennifer	"	-	
8. Un-necessary rubble and builders' materials are removed from site as soon as possible	The builders to work tidily and materials are stored safely so as not to cause hazards	Builder	Mid October 24	The builders work tidily and materials are stored safely so as not to cause hazards	Jennifer	"	-	
9. Planned work on the grounds is undertaken to make good concreted areas	Jennifer & builder to decide and prioritize external project work for completion	Contractors	Ongoing	Necessary works are completed	Jennifer	"	-	

3. Phase – Completion of the project

Objectives	Procedures/Process	Action by:	Time deadlines	Success Indicator	Monitored by:	Resources needed	Training needed	Completion date
1. Internal structure is completed as buildings progress	* Builders to reassemble cabins, lay the floor, insulate the build, install stud walls and compete electrics	Builders	Ongoing	* The build progresses on time and safely	Jennifer	Funding for the project	-	
2. The Clovelly Community are consulted about the decoration of the new rooms	* Children and staff choose the colour of paints, and furniture for the new rooms *When safe to do so, children can undertake a tour of the building as it progresses	All staff	Ongoing	Children are involved in deciding the colours and finish of the new rooms	Jennifer	Funding for completion projects	-	
3. Necessary cleaning is undertaken during the building works and the ground floor is updated	* Staff try to keep the cabins free from builder's dust as far as possible.	All staff	Ongoing	Cleaning is ongoing	Jennifer	Funding for projects		
9. The school meets the criteria for planning and OFSTED registration	* To meet planning regulations * To meet the criteria for upgrading the OFSTED registration	Builders	End of build	* The school meets the criteria for planning and OFSTED registration	Jennifer	Fees		

Reviewed : Name: Jennifer Collighan Date; 5/6/24