



Health & Safety Policy

October 2016

Date for Policy Review – November 2018

CONTENTS

PART ONE – PROCEDURES AND ARRANGEMENTS

- Risk Assessment
- Emergency Procedures
- Health and Safety Training
- Inspection and Testing of Plant and Equipment
- Health and Safety Monitoring
- Consultation and Communication of Information
- Premises Management
- Review

Appendix 1: Fire Safety and Evaluation Policy

Appendix 2: Incident Reporting and Investigation

Appendix 3: Security Procedures

Appendix 4: Control of Substances Hazardous to Health (COSHH)

Appendix 5: First Aid Procedures

Appendix 6: Confidential Counselling Service

Appendix 7: Health and Safety named Representatives and Organisation

Appendix 8: Contractors

PART ONE

PROCEDURES AND ARRANGEMENTS

INTRODUCTION

The following procedures and arrangements have been adopted to ensure compliance with the EAB's Statement of Intent.

RISK ASSESSMENT

General Risk Assessment

General Risk Assessment will be co-ordinated by Steve Jones following guidance contained in the T&W Health and Safety Manual.

Maternity Risk Assessment

Maternity risk assessments will be carried out by Penny Jolley/Michelle Whittaker following guidance contained in the T&W Health and Safety Manual.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using Health and Safety Codes of Practice for design & technology, science, PE, art, swimming and drama issued by the County Council.

Fire

A fire risk assessment will be carried out by Dave Edwards following guidance contained in the T&W Health and Safety Manual.

Manual Handling

Manual handling risk assessments (Site) will be carried out by Dave Edwards, following guidance contained in the Health and Safety Manual.

Computers and Workstations

Computer and workstation risk assessments will be carried out following guidance contained in the Health and Safety Manual. Steve Jones to organise.

Hazardous Substances

Dave Edwards (Site) D Campbell Science, will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above following guidance contained in the Health and Safety Manual.

Violence

Assessment of the risks of violence to staff will be carried out by Holly Rigby/Steve Carter following guidance contained in the Health and Safety Manual.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and evacuation procedures are detailed in Appendix 2.

First Aid

First aid boxes are provided at the following locations: ***First aid room, all food preparation rooms, first floor and top floor staff base and science prep rooms.***

The following staff are available to provide first aid:

Telford Langlev

Nicole Dambruskas
Emma Wvre
Michelle Whittaker
Carolyn Weston
Kevin Houlston
Frank Williams
Zoe Pritchard
Matt Phillips

Telford Park

Penny Jolley
Hannah France
Gail Pearson
Kim Meredith
Kristy Barrett
Matt Phillips
Karen Perkins

In the event of needing first aid assistance, either: -

Locate the nearest first aider or phone either office for on call person who will locate the nearest first aider and cover their class if required.

Transport to hospital:

If an ambulance is required, call "999". It may be appropriate in less severe cases to transport a student to a casualty department without using an ambulance, but this should always be on a voluntary basis. The school has occasional business insurance cover if the member of staff uses their own car. The school will reimburse additional insurance premiums where necessary.

No casualty should be allowed to travel to hospital unaccompanied. Penny Jolley/Michelle Whittaker will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

See appendix 3.

Bomb Hoaxes and Bomb Alerts

Responses to bomb threats will follow guidance contained in the Emergency Plan

The Head of School, or in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident.

The control point from where such an incident will be handled is rear car park at Park and the tennis courts at Langley.

The signal for evacuation of the building, should this be necessary, will be: **Continuous school bell at Park and a leave the building commentary at Langley.**

The normal evacuation procedure should be followed.

Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone the National Gas Emergency Service (National Grid) on 0800 111 999.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Chemical Spills

All science teachers and technicians should follow guidance contained in the Health and Safety Code of Practice for Science.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided for all new employees by Mr Dave Edwards/Steve Jones following the 'Induction Checklist' and guidance contained in the Health and Safety Manual.

The following staff have received or will receive health and safety training in the following areas:

Dave Edwards, Facilities Manager:

Fire Training
Asbestos Awareness
Risk Assessment
Fire Risk Assessment
Ladder Training
COSHH Training
Managing Contractors course
NEBOSH
Electrical awareness/PAT Testing

Paul Davies

Fire Training

Steve Jones

Risk Assessment
Management of health and safety

Richard Ward

Stephen Harris

Strategic Health and Safety Management and Premises Management Training

- Health and Safety Awareness (Principal or Managers)
- Premises Management 1
- Premises Management 3 – Fire Safety Risk Assessment

The HSE has recommended that for larger premises 3 or 4 staff attend Premises Management training to allow for sickness, holidays etc.

Curriculum/Subject Specific Health and Safety Training

Science:

- CLEAPSS Health and Safety Management for Heads of Science
- CLEAPSS Health and Safety for Laboratory Technicians

Design & Technology:

- CLEAPSS Health and Safety Management for Heads of Design and Technology Departments
- CLEAPSS The D&T Technician: operating in the prep room and workshops safely and effectively
- DATA accreditation standards for Design & Technology
- CIEH Level 2 Award in Food Safety (formerly Foundation Certificate in Food Hygiene)

PE:

- Risk Management in PE and School Sport

Outdoor Education:

- Educational Visits Co-ordinator

Occupational Risks

- General Risk Assessment
- Moving and Handling of Disabled Students
- How to Physically Assist and Support Students with Physical Disabilities
- Manual Handling
- Musculoskeletal Injuries Rehabilitation Scheme Referral Managers Training
- Norfolk Steps(Team-Teach) training
- First Aid at Work and Emergency First Aid at Work
- Paediatric First Aid (for schools with children up to age 5)
- Handling Difficult Situations Assertively

Caretaking

- School Caretakers - Health and Safety Awareness (Norse)
 - Safe Use and Inspection of Ladders and Stepladders (Norse)
 - Safe Use and Inspection of Portable Tower Scaffolding (Norse)
-
- Monthly water temperature checks (legionella)

Health and Well-Being

- Well-Being Facilitators
-
- Raising Awareness of Chronic Medical Conditions: Asthma, Diabetes, Epilepsy

Minibuses

Minibus under 3.5 ton can be driven by all staff with a valid driving licence. Minibus over 3.5 ton drivers must have a D1 (post 1997 qualified drivers) on their licence or undertake a D1 training course.

The Health and Safety Co-ordinator, in conjunction with the INSET Co-ordinator, will identify training needs.

INSPECTION AND TESTING OF PLANT AND EQUIPMENT

Statutory Inspections

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors or site staff where qualified

Schools not in the BMPP scheme should summarise arrangements for inspection and testing of plant and equipment here.

Portable Electrical Appliances

Inspection and testing of portable electrical appliances will be carried out following guidance contained in the Health and Safety Manual.

An approved contractor will carry out annual portable appliance testing.

Equipment Maintenance - Curriculum

Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for design & technology, science, art, PE and drama.

Ladders and Access Equipment

Site Management team will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the Health and Safety Manual.

HEALTH AND SAFETY MONITORING

Inspection of Premises

General Workplace Inspections will be co-ordinated by Dave Edwards/Steve Jones.

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff following guidance contained in the Health and Safety Manual.

Performance Monitoring

Performance monitoring will be co-ordinated by Dave Edwards/Steve Jones following guidance contained in the Health and Safety Manual.

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

Any issues relating to the premises health, safety and welfare which can affect staff, students or visitors will be reported to the EAB for discussion and resolution. Action points from meetings will be addressed by the Business Manager/Facility Manager.

Communication of Information

The premises manager will ensure that systems are established so that staff and students are familiar with the arrangements set out in this document.

The Health and Safety Law poster is displayed in Reception

Health and safety advice is available from School Business Manager or Dave Edwards re site related issues.

PREMISES MANAGEMENT

Supervision of Students

Arrangements for supervision of students are: Teachers, Supervisors Non-teaching staff.

Security and Visitors

All visitors must report to front reception, where they will be asked to sign on the screen and wear an identification badge.

Vehicles on Site/Parking

Cars must be parked in designated areas.

The risks of persons and vehicles coming into contact will be controlled by: Duty staff.

Building Maintenance

General building maintenance is carried out by Facility Managers or building maintenance contractors

Asbestos

No Asbestos on site – New Build

Lettings

Lettings are managed by Hannah France at Park, and Emma Wvre at Langlev.

OTHER PROCEDURES**Critical Incident Management**

The Council's Critical Incident Management guidelines are followed and staff are made aware of the advice given.

Managing Medicines

Prescribed medication will be administered to students following guidance contained in the Health and Safety Manual.

Nicole Dambrauskas (Langlev) and Kim Meredith (Park) have been nominated as responsible persons for control of administration of medicines to students.

Educational Visits

Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the Children's Services guidance document. The Educational Visits Co-ordinator at Park is Gail Pearson, and Steve Jones at Langlev.

Minibuses

Operation of minibuses will be will be supervised by Dave Edwards following guidance contained in the Health and Safety Manual.

REVIEW

These arrangements will be reviewed annually and revised as new topics arise which may affect the process of managing health and safety for staff, students, contractors and other visitors.

FIRE AND EVACUATION POLICY

Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.

Escape routes are checked by Dave Edwards termly.

Notices of Fire Procedures are fixed to visible sites around the school and in every classroom – copy examples included in Appendix 5.

All fire escape routes are kept free from obstruction.

All fire doors are kept permanently unlocked while the premises are in use.

The Site Manager checks all fire equipment weekly to ensure they are within the 'use by' date as is the statutory requirement. In addition there is an annual check of all fire extinguishers by Chubb.

The fire alarms are tested weekly. Records are kept in a ~~book in the Facility Management Office.~~

The staff's first requirement is to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices.

On hearing the alarm, students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Students should walk in their subject groups and remain with their teacher at the assembly point.

If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.

In the event of an emergency during TUTOR TIME, BREAK or the LUNCH BREAK, students must leave the building by the nearest marked escape route and go to the assembly point for the site they are on at the time of the emergency. Students should assemble in tutor groups.

Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.

Personal Emergency Evacuation Plan (PEEP) will be drawn up for individual students following guidance in the Health and Safety Manual.

The Fire Brigade is automatically notified by electronic system.

The primary responsibility of class teacher remains to evacuate the premises which should **NOT** then be re-entered.

All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will collect their registers after evacuating the premises from the office staff at the fire meeting point. A roll call will be taken when all have reached the place of safety.

All visitors/contractors report their presence on site to reception and sign the appropriate 'Visitors Book' and ensure they are familiar with the fire precautions.

People taking after school clubs should ensure they too are familiar with the fire precautions.

The school premises are organised in such a way as to ensure that adults and children can circulate in a safe manner.

All access routes will be maintained in a safe condition and be free from any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall.

The Telford Park School

FIRE NOTICE

For display in all rooms

THE PERSON DISCOVERING THE FIRE WILL OPERATE THE NEAREST FIRE ALARM POINT

On hearing the fire alarm:

When in class or a staff supervised area: The member of staff will indicate the route you should take to leave the building safely

When not in class or unsupervised areas: proceed in single file to the nearest exit and the relevant assembly point

At all times: act responsibly

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT LEAVE THE SITE WITHOUT PERMISSION

THE SCHOOL ASSEMBLY POINT IS ON THE HARDSTANDING PLAYGROUND AT THE REAR OF THE BUILDING

**THE PUBLIC ASSEMBLY POINT IS AT THE FRONT OF THE BUILDING ON THE CAR PARK
IF YOU REQUIRE ASSISTANCE PLEASE INFORM A MEMBER OF STAFF**

Please stand responsibly in your teaching group/ house while the register is taken
Any anomalies will be notified to the Fire Officer immediately

The Building's Fire Officer is

Dave Edwards

The Deputy Fire Officer is

Paul Davies

The Fire Officer will be responsible for meeting and liaising with the Fire Service

Fire Marshalls will ensure that each area is evacuated and safe

YOU MUST NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO

PLEASE ENSURE THAT YOU ARE AWARE OF THE EVACUATION PROCEDURE AND ASK FOR FURTHER INFORMATION OR ADVICE IF NEEDED

TELFORD LANGLEY SCHOOL

FIRE NOTICE

For display in all rooms

THE PERSON DISCOVERING THE FIRE WILL OPERATE THE NEAREST FIRE ALARM POINT

On hearing the fire alarm:

When in class or a staff supervised area: The member of staff will indicate the route you should take to leave the building safely

When not in class or unsupervised areas: proceed in single file to the nearest exit and the relevant assembly point

At all times: act responsibly

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

DO NOT LEAVE THE SITE WITHOUT PERMISSION

THE SCHOOL ASSEMBLY POINT IS ON THE HARDSTANDING TENNIS COURT FOUND AT THE REAR OF THE BUILDING

**THE PUBLIC ASSEMBLY POINT IS AT THE FRONT OF THE BUILDING ON THE CAR PARK
IF YOU REQUIRE ASSISTANCE PLEASE INFORM A MEMBER OF STAFF**

Please stand responsibly in your teaching group/ house while the register is taken
Any anomalies will be notified to the Fire Officer immediately

The Building's Fire Officer is

Dave Edwards

The Deputy Fire Officer is

Stephen Harris and Richard Ward

The Fire Officer will be responsible for meeting and liaising with the Fire Service

Fire Marshalls will ensure that each area is evacuated and safe

**YOU MUST NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO
PLEASE ENSURE THAT YOU ARE AWARE OF THE EVACUATION PROCEDURE AND ASK
FOR FURTHER INFORMATION OR ADVICE IF NEEDED**

INCIDENT REPORTING AND INVESTIGATION

All incidents will be reported in accordance with guidance contained in the health and safety manual.

The school's Incident Report Form Book is kept at the Business Managers Office

To comply with the Data Protection requirements, individual incident reports will be removed from the Incident Book, passed to the Health and Safety Co-ordinator and stored securely to ensure that personal details remain confidential.

Minor accidents to students and visitors will be reported on the premises' 'Non-Employee Accident Record'. These forms are held in the First Aid Room

Investigation of Incidents and Remedial Action

Steve Jones will investigate all incidents and make appropriate recommendations to the premises manager to prevent a recurrence.

Reporting

The person responsible for recording and reporting of incidents and maintaining records is Steve Jones

SECURITY PROCEDURES

All visitors sign in and out and wear badges of identification or a visitor's badge.

Main doors have good locking mechanisms.

The schools are alarmed and has CCTV coverage.

The Site Team have a set of keys to access the school at any time. They can also activate the school's electronic security system. The Facilities Site Manager has a full inventory of key holders and keys that have been allocated.

Anyone working with children has been DBS checked.

An annual audit is carried out.

Action plan acted on.

Risk assessments carried out before every educational visit.

All P.E. activities have been risk assessed.

All electrical devices are annually tested.

Fire drills take place every term. Details are recorded and notes made of any problems needing remedying.

The school is protected by a surrounding security fence, CCTV and electronic key activated locked security gate access. Park has an issue that the majority of PE is carried out off site on local playing fields. All PE staff must have access to radios to be able to contact the school

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

NO SUBSTANCES WILL BE USED OR GENERATED WITHIN THE SCHOOL UNLESS AN ASSESSMENT OF THE HAZARDS AND RISK THAT THEY PRESENT HAS BEEN MADE.

Whenever the school intends to use, or create a substance that could be a risk to the health of staff, children and others the School COSHH Assessment Co-ordinators will:

- Identify and control those substances
- Minimise the risk to staff and others exposed to those substances
- Arrange for the provision of information and training needed to do the job safely.

All members of staff have a responsibility for reporting hazards, potential hazards and 'near misses' to the Facility Manager or Cleaner in Charge.

- Staff must be aware that certain substances are hazardous to health. Wherever possible these will be taken out of use.
- Read labels carefully, for example, CLEAPSS Cards (Science) and Safety Data Sheets (Science)
- Follow warnings and instructions.
- Use the proper procedures and protective clothing and equipment.
- Learn emergency procedures and practise sensible, safe working habits.
- No new substance to be used in the school until it has first been assessed.
- Be alert to the potential dangers of allowing children to bring their own pens into school
- Spirit based items should not be allowed.
- The use of solvent based 'Tippex' will be controlled.
- Substances used by the ~~School Meals Department~~ will be controlled by their respective departments which will ensure that the assessments are carried out and staff informed, trained and instructed.

Legislation

The control of Substances hazardous to Health Regulators for detailed information on substances refers to the COSHH assessment file.

The standard COSHH assessment forms are downloaded from the manufacturers and retained with the chemicals For reference.

FIRST AID PROCEDURES

The school will ensure that, adequate and appropriate facilities are provided to enable first aid to be rendered to staff and children should they be injured or become ill.

If medical assistance is thought necessary, parents will be contacted. However, should the Parent(s)/Carers be unavailable, medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

The school seeks to ensure that at least two members of staff have received training on a first aid course and hold a certificate issued by an approved organisation.

First Aid Facilities

- The first aid boxes are kept in **First Aid Room, & all offices where a first aider is present**
- Each First Aid box will contain sufficient quantities of suitable first aid material and nothing else.
- Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- All first aiders know the location of nearest first aid kit.

Recording First Aid Treatment

Records of all cases treated will be made and kept in the appropriate Accident and Incident Book.

The names of the persons nominated to deal with first aid can be found on the First Aid room door and on page 9 of this Health and Safety policy.

Administration of Medicines

First Aid does not include administering medicines to children. The First Aider can be with the child as the child administers its own medicine. Medicines should be kept in the First Aid Room

Parents/Carers need to fill in a form asking for medicine to be stored/administered in school.

CONFIDENTIAL COUNSELLING SERVICE

The school provides a confidential counselling service. This is currently provided by The Personnel Department at Telford & Wrekin Council. Please ask the School Business Manager/Deputy Head –Staff for current information

HEALTH AND SAFETY REPRESENTATIVES AND ORGANISATION

SCHOOL	PARK	LANGLEY
Head of School	Holly Rigby	Steve Carter
School IT Manager		Jav Perks
School Non-teaching Staff		Steve Jones
School Site manager		Dave Edwards
Cleaner	Caron Marchant	Sara Williams

Fire Control/Emergency Evacuation

Fire Safety Officer Shropshire Fire and Rescue

01743 260260

Fire Risk Assessment – Dave Edwards

07875096968

Nominated Premise Fire/Emergency Co-ordinator

Dave Edwards

Deputy Fire/Emergency Langley

Stephen Harris

Deputy Fire /Emergency Park

Paul Davies

Reporting and Recording of Accidents

Persons nominated for the documentation of accidents, diseases, dangerous occurrences and incidents of violence

Park School

Kim Meredith

Langley School

Nicole Dambruskas

Educational Visits and Risk Assessments Co-ordinator (EVC)

Gail Pearson/Steve Jones

Portable Electric Testing

Organised via T & W Buyback

Guidance to Contractors working at Telford Park & Telford Langley School

It is very important that you exercise extreme caution when working at the schools during the school day and under no circumstances leave your tools unattended.

Procedures for the Safe Conduct of Building and Maintenance Works

1. Contractors working on our school premises have a legal duty to ensure that their activities/equipment/substances, do not cause risks to the health or safety of themselves or others; and the managers of School premises also have a legal duty to ensure that they inform contractors of any risks on the premises that might affect them (e.g. asbestos). Contractors, sub-contractors and specialists working on School premises – whether for day to day repairs, contract servicing, or on major works projects – are required to comply with all relevant health and safety legislation and HSE guidance, as well as the following rules. (In this document the term ‘contractor’ is deemed to include sub-contractors.)
2. Contractors and contractor staff will wear approved ID at all times when on School premises, and will fill in a signing-in as visitors when entering and leaving site. Contractors who have a valid DBS will have a green lanyard. Contractors who do not hold a valid DBS will have red lanyard & must be supervised
At all times when students are present
3. The Facilities Site Manager or Assistant Site Manager is the Site Contact. The Site Contact must be contacted by the Contractor, giving reasonable advance notice, regarding:
 - prior arrangements for parking on site (not always possible)
 - prior notice of work commencement, scale and possible disruption
 - date / time of proposed visit / works commencement
 - special arrangements to be agreed before work commences.
4. The Site Contact will provide the Contractor with information on fire and emergency evacuation arrangements for the School; information on the location of asbestos containing materials; and any other information about premises risks that may affect the Contractor – prior to work commencing.
5. The Contractor must report to the Site Contact/Business Manager:
 - all accidents / near miss-incidents, no matter how minor and must give the Site Contact/Head Teacher, or his/her nominee, adequate prior notice of
 - all planned changes to programme or location
 - any possible disruption of services.
6. Contractors are responsible for:
 - removing all rubbish / debris at the end of each day (caterers have alternative disposal arrangements)
 - testing all works on completion as necessary and supplying the Principal with commissioning/test data
 - the provision of all necessary protection of floor /wall /door surfaces against damage through works including the provision of dust sheets etc
 - the provision of their own First Aid facilities
 - posting notices to inform staff, students and the public of works being undertaken, as an aid to their safety.

7. The following activities are banned on School premises:-

- smoking
- alcohol brought on to, or consumed on, School premises
- the playing of radios/cassettes/CDs etc (during the school day)
- illegal substances being brought on to, or consumed on, School premises
- shouting, swearing, over-familiarity with students or staff
- working alone and in isolation unless adequate safety arrangements are provided by the contractor and approved by the School.

8. Contractor staff will be dressed appropriately for the work being undertaken, including the wearing/use of correct personal protective clothing/equipment at all times.

9. Contractors will be required to:

- provide a copy of their Health & Safety policy
- comply with all relevant Health & Safety legislation
- keep noise and dust to a minimum
- ensure that no products containing asbestos or CFCs are used on School premises
- be aware of and comply with the school's fire and emergency evacuation procedures
- evacuate buildings at the sound of fire alarm, report their safe evacuation to the Principal/person in charge and go to nominated assembly area(s)
- Provide written risk assessments/method statements before work commences.

10. Contractors will also be required to:

- Work in a safe manner and not to endanger staff, students, the public or themselves
- Work behind substantial physical barriers/closed doors, with appropriate warning signs, at all times unless agreed otherwise with the Principal
- Adequately control physical/chemical hazards to prevent risks to school staff/students/visitors (trailing leads, solvent fumes, absence of lighting or fire alarm, etc)
- Avoid obstructing the means of escape or interfering with fire doors. Fire doors must not be propped or wedged open. Blocking of corridors/staircases or other fire escape routes may take place only after agreement by the Principal
- Get prior agreement to break through fire compartments and make good any damage, e.g. when running electrical/data cabling or pipework.