P225557:wrm2

29/09/10

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CRNB

**ST. CRETIEN’S COLLEGE**

**WORKS AND MAINTENANCE DEPT.**

**Re: H&S Directive 455879(f) – Health and Safety Working Committee (HSWC)**

This is a belated notice, given regarding the implementation of H&S Directive *455879*(f), pertaining to the development of a system of categorising and labelling all the school’s doors, windows and apertures, including air vents, service shafts, tunnel entrances (the one at the end of the canteen tunnel), trapdoors (the one in the theatre) and service platforms (the one to the chapel tower).

Each door or opening has received, since the rolling programme began, a code consisting of a four-digit number, plus a letter, (A, B, C, etc if the door is part of a double aperture; a, b, c, etc if it is a dependent opening with no independent means of opening or locking; i, ii, iii, etc if it is a window without a catch). This numbering reference system will be of great use if there is a repair to be done, and in extreme circumstances will provide essential information to a fire crew in case of an emergency.

In due course, the ICT Department will be able to put the whole information onto the school network without it causing the system to crash, as it did last Tuesday, but in the meantime, there is a hard copy in two A4 arch files in the H&S Office over in the MacGuire Block. Please do take your time to familiarise yourself with their contents.

Please could any future references to classrooms from now on be referred to by using these classifications, as it will help to streamline the whole process of where things are happening and will immediately alert Bernard and myself as to any problems there might be with regard to the activities envisaged. Eg, a typical memo might read:

“Dear Brian, Hoping to have a guest speaker next month (**date and time of course necessary to alert Security of their arrival**) who might be bringing his own display board into my classroom and then into the lecture theatre. Route with display board and sundry items is as follows from arrival at Car Park:

3347 A&B > 6441 A > 7009 a&b > 5190 A > 8143 b >4070 A,B&C > 5662 b,c,d & possibly e > 6633 A > 7129 A&B

Possible toilet visit, presumably without display boards et al: 4467 > 8567 a / 5112 a&b

Thanks a lot for all your time and effort Brian, yours, xxxx ”

Thank-you for helping us to streamline this problematic area of our working environment. We are hoping soon to roll out the system into all our staff residential houses, in order to make for an all-round safer workplace!

Yours,

Brian Blouse, GWTO, c/o HSWC