



NORTH WEST LONDON JEWISH DAY SCHOOL

HEALTH & SAFETY POLICY

July 2025

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1. LEGAL STATUS OF THE SCHOOL WITH REGARD TO HEALTH & SAFETY

The school is a voluntary aided school as such the Board of Governors take the role of 'employer' and so they are collectively responsible for fulfilling the role of the employer as required by the Health & Safety at Work etc Act 1974.

As such the Board of Governors should have a clear policy with regard to how it intends to manage health & safety and ensure there are adequate arrangements in place to identify and manage risk to the health, safety and maintain welfare arrangements for the pupils, staff, contractors working within the school, and visitors – in fact anyone who could have the health and safety effected by the undertaking of the school.

The school premises are 'owned' by the Trustees who in turn allow the Board of Governors to use the premises to operate as The North West London Jewish Day School.

Within the school building is a residential apartment which is used by a member of staff. The residential apartment is not included in this policy document.

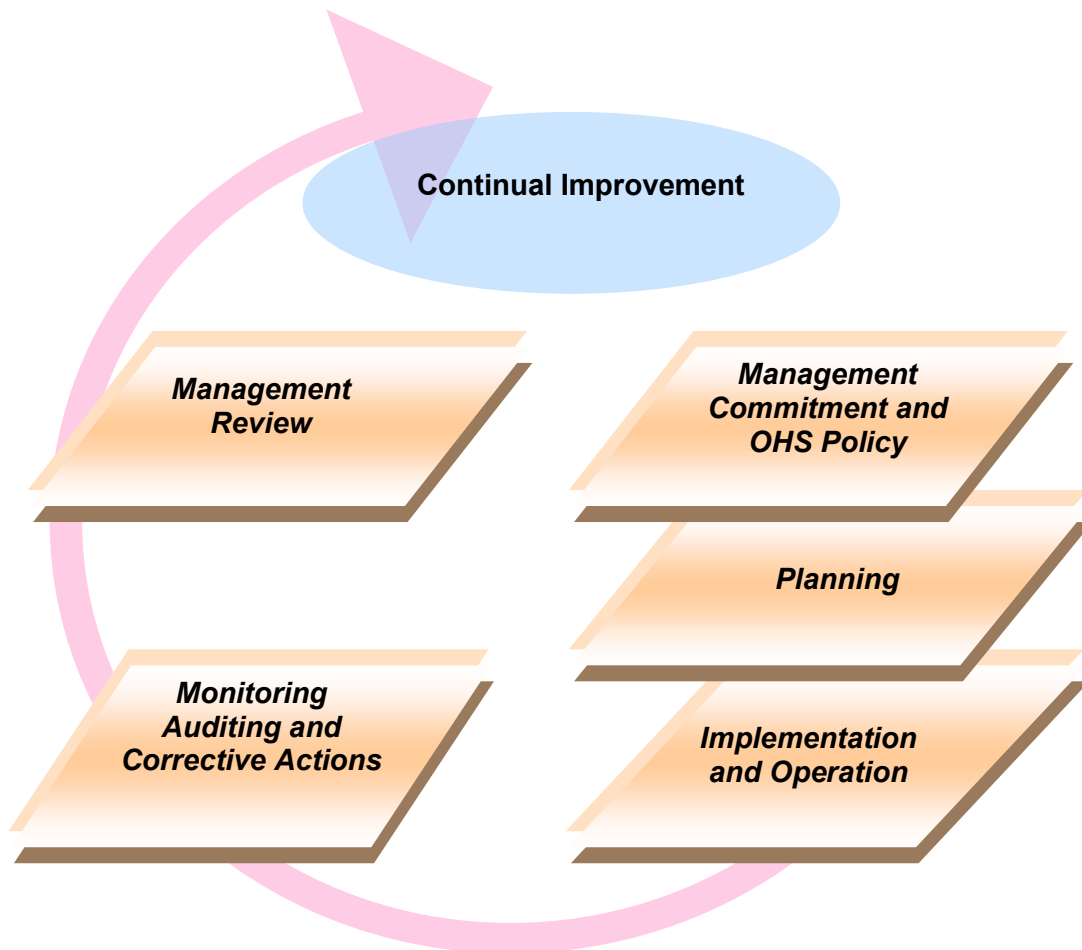
2. HEALTH & SAFETY MANAGEMENT SYSTEM

The Board of Governors accept they are ultimately responsible for the actions of the school. However they clearly cannot be responsible for every aspect of health & safety but must delegate these duties to others within the school management team. The organisation chart shows the basic structure of the management team and outlines the way in which various duties and responsibilities are delegated to the management team.

In accordance with the requirements of the Management of Health & Safety at Work Regulations, the Board of Governors does not have an employee with adequate knowledge and experience to fulfil the role of health & safety adviser and so it has appointed external advisers to this function. The advisers are Hurst Setter & Associates Ltd, All Saints Court, 76 Branston Road, Burton on Trent, Staffordshire, DE14 3GP, Tel : 01283 569625 – contact Barry Hurst.

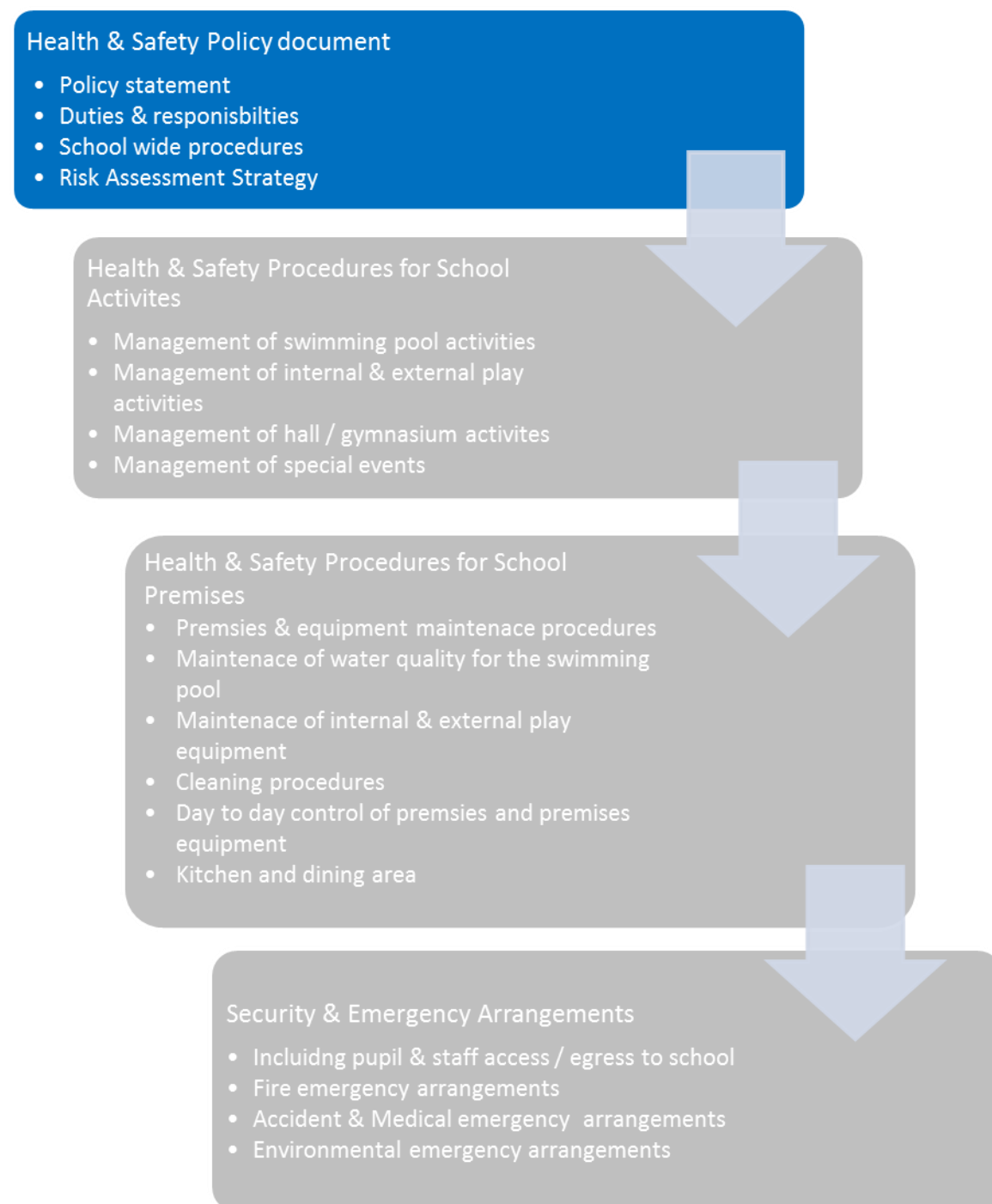
With regards to driving health & safety forward, there must be strong commitment from the Board of Governors and the school management team. The Board of Governors have confirmed this commitment in the school's health & safety policy statement.

The following diagram illustrates the basic building blocks of a progressive health & safety management system. The school's procedures are based on this accepted model.



2.1 Building Blocks of the Health & Safety Management System

The health & safety management system will consist of 4 documents as detailed below. This document is the **Policy Document** as shown below:-



These documents will complement the existing pupil and employee policies and procedures.

3. HEALTH & SAFETY POLICY STATEMENT

The Board of Governors of North West London Jewish Day School (NWLJDS) accepts its responsibility towards its pupils and employees and any other person who may be affected by the undertakings of the school in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations.

The Board of Governors will ensure the activities and work under its control are carried out in such a way as to minimise the risk to the health & safety of its pupils, employees and any other person who could be affected.

The Board of Governors is committed to maintaining and improving health and safety standards within the school. To achieve this commitment, a number of key appointments have been made and these are shown in the school health & safety organisation chart.

The Headteacher as Head teacher has been nominated as the person responsible for implementing this policy and his duties, and that of other key people and all employees are detailed in the school's health and safety procedures manual.

The Board of Governors will endeavour to provide safe premises with buildings, equipment and furnishings that conform to relevant standards and guidance and safe systems of work are in place and followed. In this way the school will ensure they provide a safe place of learning, a safe working environment for its pupils and employees and ensure other persons are not adversely affected by the school's activities.

These safe systems of work are underpinned by a strong commitment to training and the school will review staff training needs on an annual basis. The Board of Governors will ensure a suitable budget is allowed for staff training and retraining where appropriate.

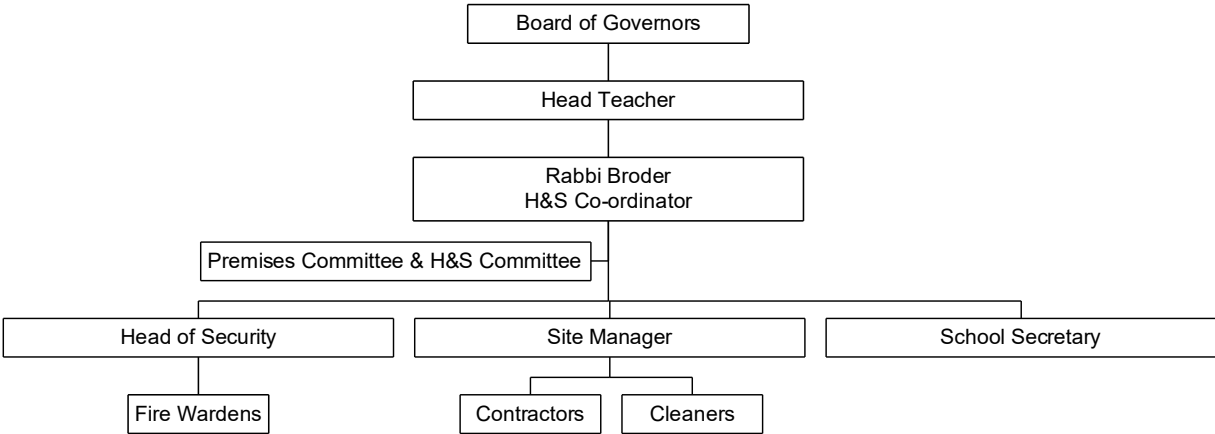
In applying this policy, the Head teacher will be assisted by Rabbi Ronen Broder who will monitor the implementation of the policy and who will provide the necessary health & safety performance reports to the Head teacher and Board of Governors.

This policy statement is to be displayed in a prominent position within the school. A copy of the school's health & safety procedural manual with full details of the organisation and arrangements for implementing the policy will also be readily available for reference by any employee, contractor, visitor or parent.

This policy statement and the health & safety procedures manual will be reviewed jointly by Rabbi Broder and Miss Caplan and updated as either legislation or working practices change.

Original signed & dated
Chair Person,
Board of Governors
North West London Jewish Day School

4. HEALTH & SAFETY ORGANISATION CHART



5. DUTIES & RESPONSIBILITIES

5.1 *The Board of Governors*

The Board of Governors, in conjunction with the Headteacher will ensure that appropriate systems are established so that staff are aware of their health and safety duties and responsibilities.

The Head Teacher will manage the school on a day to day basis and his responsibilities are detailed below.

The Board of Governors is responsible for meeting the statutory health and safety requirements relating to the school premises and equipment. To assist the Governors to fulfil this duty, there is a **Premises Committee** who are responsible for:-

- Ensuring the premises meet current standards especially with regards to fire protection and health & safety issues, and so ensuring the health & safety of the staff and pupils using the premises.
- Allocate budgets and resources to ensure the premises and the equipment and services within the premises can be adequately maintained (typically utilising external contractors).
- Manage and oversee any development funds with regard to future works at the school, school premises or equipment and any renewal or replacement policy.

5.2 *Duties of the Head Teacher*

The Head Teacher is responsible for:

- a) Allocating adequate resources to health and safety issues so that all staff are aware what is required of them under this policy – see school health & safety organisation chart.
- b) Ensuring he is aware of the current standards with regards to health and safety issues which may affect the school.
- c) Ensuring the premises are managed and kept safe and clean on a day to day basis (typically managed via Lawrence Fernandes position as school site manager).
- d) Ensuring school security is maintained – this is typically managed via Vivian Goldring, Head of Security
- e) Setting targets and objectives with regard to health and safety and receiving reports on how these objectives are being implemented and achieved.
- f) Continually reaffirming the school's commitment to health and safety issues through his every day role within the school and the interaction with other school team members.
- g) Providing a Company statement on any issue of health and safety which requires a formal statement.
- h) Having regular meetings with the various management committees and Board of Governors with a view to reviewing performance in the last period, setting objectives for the next period, and providing feedback in general on health and safety issues.

5.3 Duties of the Health & Safety Co-ordinator

Rabbi Broder has been nominated as the team member with special responsibility to assist the Head Teacher to fulfil the health & safety duties. As such Rabbi Broder's duties are similar to the head teacher but he will work closely with the school team (and with the external health & safety advisers) to ensure:-

- a) He is aware of the current standards with regards to health and safety issues which may affect the school.
- b) There are adequate arrangements and procedures to manage, maintain and keep clean the school premises and equipment.
- c) There are adequate arrangements and procedures to adequately manage the activities that typically take place within the school such as:-
 - Staff and pupil access to and egress from the school premises.
 - Swimming pool area / activities.
 - External play areas.
 - Internal play areas.
 - School activities.
 - Kitchen and dining room activities.
 - Movement of staff and pupils in and around the school.
- d) Have regular meetings with the Head Teacher and school management team with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on health and safety issues.
- e) Through liaising with the Security Manager, ensure there are adequate emergency arrangements within the school to deal with foreseeable emergency situations such as fire evacuation, accident or medical emergency and security arrangements (in so far as such measures can be planned).
- f) All staff, regular contractors and volunteer assistants are made aware of the school's health & safety policy and they receive adequate training and consultation to enable them to satisfy their roles under this policy.

5.4 Duties of the Head of Security

Vivian Goldring as Head of Security is responsible for:-

- a) Keeping herself up to date with current procedures and best practice relating to security within a school environment.
- b) Arrangements for managing the pupils and staff arrival and departure from school premises - this includes (to such an extent as can be achieved on a public road) the management of vehicles and pedestrians in and around the school premises during these busy times.
- c) The security arrangements in general in and around the school premises. This includes security during school operating hours as well as outside of normal school operating hours.
- d) The maintenance of any CCTV or other security and communication equipment used in these arrangements
- e) The training of specialist staff who assist in these duties.
- f) Liaising with the H&S Co-ordinator and Site Manager to produce the school's emergency arrangements for a fire emergency including measure to be taken to minimise the risk of an arson incident.
- g) Liaising with the H&S Co-ordinator and Site Manager to produce the school's accident and medical emergency arrangements.
- h) Assist in the instruction and training of the school staff, volunteers, and pupils in the above emergency arrangements.
- i) The vetting of visitors and contractors who visit site especially during school operating times.

5.5 Duties of the Site Manager

Laurence Fernandes as Site Manager is responsible for:-

- a) Liaise with the contractors (chosen via the Premises Committee to undertake the essential maintenance operations and statutory inspection of the premises, services and equipment within the premises) whilst they are on site.
- b) Manage the regular cleaning activities within the school premises
- c) Undertake regular inspection of the school premises and undertake or arrange for others to undertake any necessary repair or replacement works.
- d) Manage the water quality of the swimming pool water.
- e) Ensure the school premises in general are maintained in a clean and safe condition and in winter are adequately heated and outside areas are safe for pupils and staff to use.
- f) Make reports as required via the Health & Safety Co-ordinator to the premises committee especially with regards to life expectancy of essential items and equipment such as gas boilers, heaters,

5.6 Duties of Teaching Staff – Head of Departments

- a) Be familiar with the school's health and safety policy as it relates to their work.
- b) Ensure that guidance, training and instructions are given to their staff detailing school procedures what precautions/actions must be taken to minimise risk.
- c) Ensure that new employees, apprentices, young persons or occasional site workers are aware of the dangers and what precautions they must take.
- d) Report any defects in plant, equipment, scaffolding, excavations etc. to the site manager, together with details of any dangerous practices observed on the site.
- e) Set a good personal example and ensure small plant, tools and equipment are being used correctly.

5.7 Duties of Teaching Staff and Teaching Assistants

Class teachers are expected to:-

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, security alert and first aid, and to carry them out;
- b) Know the special safety measures to be adopted in their own special teaching areas and to ensure that they are applied;
- c) Give clear instructions and warning as necessary;
- d) Follow safe working procedures personally;
- e) Make recommendations to the H & S Co-ordinator where they feel improvements could be made to the health and safety systems.

5.8 Duties of Playground Supervisors and Volunteer Supervisors

- a) Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, security alert and first aid, and to carry them out;
- b) Know the special safety measures to be adopted in playground areas;
- c) Give clear instructions and warning as necessary;
- d) Follow safe working procedures personally;
- e) Make recommendations to the H & S Co-ordinator where they feel improvements could be made to the health and safety systems.

6. SMOKING POLICY

The school has a policy of no smoking within any of its buildings and whilst on any school land. Smokers are required to leave the entire school demise before smoking.

This policy will be applied equally to school and after school activities, meetings, performances etc even if children are not on site.

(This policy will not apply to the private residential accommodation located within the school premises, but we would ask users of these premises not to smoking within the normally accessible school areas)

7. TRAINING RECORDS

There are several areas of school operations / activities in which specifically trained staff will be required, for example:-

- Qualified swimming instructors for pool activities
- Site Manger trained in water quality for swimming pool
- Various staff trained as fire / emergency wardens
- All staff trained in emergency procedures
- Selected staff trained first aiders

This list is not meant to be complete merely an example. The head teacher and Rabbi Broder will arrange for a training needs analysis to be completed and a matrix established showing the essential training and indicating those staff who have received this training together with formal records to show they are competent to undertake that task / those duties.

8. REPORTING OF ACCIDENTS & DANGEROUS OCCURRENCES

Also see guidance in Policy Appendix 1.1

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR for short) do apply to the school and if an injury incident does occur a formal report of an accident may be required. The regulations primarily relate to the working environment but some requirements could apply if a pupil is injured. The regulations require the following type of injuries to be reported:-

- a) **Employees** - Any death, major injury (see definition below) or injury resulting in the person being absent from work for 7 or more days - The duty is for the employer ie the school; to formally report the injury to HSE via the web link shown below.
- b) **Regular Contractors and Visiting Contractors** - Any death, major injury (see definition below) or injury resulting in the person being absent from work for 7 or more days - The duty is for the injured person's employer, or the self employed person to make the notification to HSE.
- c) **Visitors, Parents, Volunteer Assistants etc** - these categories of people are classed as 'members of the public' who are allowed onto school premises and whilst on school premises, if they are injured to such an extent they required off site medical treatment, the incident is reportable under RIDDOR.
- d) **Pupils** – if a pupil is injured to such an extent that they need off site medical treatment for their injuries and the injuries are as a result of a failure on the part of the school, then the injury should be reported. For example, if a child is injured whilst playing in the playground due to say:-
 - 2 children collide because they are running / playing football as part of normal play time and one / both are injured – this is not reportable under RIDDOR – this is an injury as part of being children simply playing.
 - A child is injured because part of the play equipment broke, fell, collapsed, overturned in an uncontrolled manner etc – and as a result of this incident the child was injured and required off site medical treatment, then yes the incident does become reportable under RIDDOR and it should be reported via the web link shown below.

Further guidance can be found in Policy Appendix 1.1.

In all of the above categories, RIDDOR only applies to injuries which occur within the school premises, not to a person who is injured say in the public street whilst on their way to school.

8.1 Data Protection Act

Accident reports are an item for consideration under the Data Protection Act. As such, any completed reports must be kept confidential and only seen by those persons authorised to do so.

8.2 All Accidents and Incidents - Accident Report Form – Form XX

All accidents/incidents which occur on school premises, no matter how trivial and irrespective of whether the injured person is an pupil, employee, contractor, authorised visitor or member of the public should be recorded using Accident / Incident Report Form see Policy 1. 2 for the schools accident report form. Completed report forms must be filed as instructed by Rabbi Broder.

8.3 Reporting Accidents and Dangerous Occurrences

RIDDOR reportable accidents and dangerous occurrences must be reported to the HSE Reporting Centre by:

- On line via HSE website <http://www.hse.gov.uk/riddor/index.htm>
- For fatal & major injury incidents **only** by telephone to **0845 300 9923**

Injuries that result in a person being incapacitated for more than 7 days as the result of an occupational accident or injury (not counting the day of the accident but including weekends and any rest days) must be reported to the HSE. The report must be made within 15 days of the accident.

8.4 Definition of a Major Injury under RIDDOR

A major injury is defined as:

- Fracture other than to fingers, thumbs or toes.
- Amputations
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation; or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

8.5 Industrial Diseases

There are a number of specified industrial diseases which must be reported to the Health and Safety Executive. If such a situation is suspected, the H&S Co-ordinator should contact a health & safety adviser for further guidance and assistance.

8.6 Dangerous Occurrences

There are a number of specified Dangerous Occurrence incidents which must be reported to the RIDDOR reporting centre via the web link detailed above. For example:-

- Major collapse of a building or part of a building
- Major fire or explosion within the school premises

If such a situation is suspected, the H&S Co-ordinator should contact a health & safety adviser for further guidance and assistance.

9. FIRST AID ARRANGMENTS

The school has a dedicated first aid room and has a number of trained first aiders – see notice boards for latest list of trained first aiders. The health & safety committee regular reviews the list of trained first aiders to ensure there are an adequate number of trained first aiders to cover the schools needs including special activities such as swimming pool lifesaving requirements.

There are secondary first aid boxes assigned to various first aiders so first aid equipment is readily available throughout the school.

10. CONTRACTOR ASSESSMENT

The school undertakes 2 different types of assessment namely:-

- To assess the individual worker in accordance with Dept of Education document 'Safeguarding Children and Safer Recruitment in Education 2007'; and / or
- To assess the contractor to ensure they have adequate health & safety to manage their work within the school environment.

10.1.1 Contractor Assessment – Work in Schools

The school adopts a policy or trying to undertake essential; maintenance tasks during vacation times when pupils on not at school.

Contractors who do or may have to work within the school premises whilst pupils or on site should be vetted in accordance with guidance provided in Dept of Education document 'Safeguarding Children and Safer Recruitment in Education 2007'. Consideration should be given to applying this vetting process to engineers who may be 'called in' for urgent works such as a water leak, boiler failure etc.

If significant building works are taking place and a contractor work area has been established, thus segregating the building works and building staff from school activities then full vetting may not be necessary for all building staff, but if certain works or works at certain stages of the contract mean builders staff may have to work in close proximity with school activities then full vetting should be considered.

10.2 Contractor Health & Safety Assessment Procedures

Any contractor used by the school, must have been vetted and placed on the school approved contractor list. The company has 2 assessment criteria:-

- One for sub contractors with more than 5 employees: - see Policy Appendix 1.3
- One for self employed persons and companies with less than 5 employees – see Policy Appendix 1.4

Both are based on guidance provided by HSE in the Construction (Design & Management) Regulations 2007 Approved Code of Practice ref L144.

The Company uses an assessment proforma which must be completed by the contractor and the response assessed by the H&S Co-ordinator or his delegated person. If the H&S Co-ordinator feels it is appropriate he may ask for a more in-depth health & safety audit to be carried out on the contractor before granting approval.

Approval is valid for 3 years (at which point they must reapply) but can be revoked at any time the school feels is warranted such as if the contractor performance fall below expected standards.

11. PREMISES COMMITTEE

The existing premises committee oversees premises maintenance and new works. It has a good school cross representation of head staff, teaching staff, board of governors, site manager, and security manager. Therefore the remit of the Premises Committee will be extended to cover health, safety and environmental issues as well as premises issues.

In addition to the normal Premises Committee affairs, the Committee will review the full health & safety agenda listed below. The typical agenda for the meeting will be:-

- Receive reports from the H&S Co-ordinator on the school performance in general and any issues raised on other committees that have relevance to this committee
- Receive reports from the security manager with regards to emergency training and preparedness.
- Receive reports from the site manager with regards to the maintenance and inspection systems under their control
- Review of any significant accidents or incidents in the last term - is a procedural change required?
- Review and report on last term's "H&S objectives" - have they been achieved?
- Review any comments (or criticisms) from other parties such as the local authority, visits by inspection or enforcing bodies - is a procedural change required?
- Review any new legislation, guidance notes, or HSE initiatives.
- Review training requirements.
- Set health & safety objectives for next period.

11.1 Consultation with Staff and Other School Committees

The H&S committee has teachers representatives on the committee and any member of the school team can raise concerns or make suggestion via Rabbi Broder, the H&S Co-ordinator – these will be assessed and these considered to be suitable will be taken forwarded via the H&S committee.

12. RISK ASSESSMENT STRATEGY

See HSE guidance – 5 Steps to Risk Assessment - policy Appendix 1.5

The school will undertake suitable and sufficient assessments of the risks to the health & safety of its staff, pupils and visitors and others who may be affected the school's undertakings. As a result of this assessment, the risks will be categorised and the precautions that must be taken to control and minimise the risks will be evaluated.

The risk assessments master records will be held by the H&S Co-ordinator, and copies of the relevant risk assessments will be included in the procedure manuals for the school maintenance procedures and activities procedures manuals.

The school's approach to risk assessments is as follows:-

Model Assessments - the significant hazards which will be encountered at any school, together with of the standard school procedures for controlling these risks. These procedures must be followed and are enforced by the site manager / supervisor.

Specific Risk Assessments – for special events or one off activities a specific risk assessment will be produced and agreed with the H&S co-ordinator.

Contractors Assessments – contractors such as the catering contractor and visiting maintenance contractors are expected to have their own procedures and their own risk assessments for the works under their control.

12.1 Risk Reduction and Hierarchy of Risk Control

The school understands its responsibilities and duties for providing a safe place of work, safe place of learning, safe plant & equipment and a safe working environment. To achieve this, the school has adopted the principles of hazard prevention known as Hierarchy of Risk Control:-

- a) Eliminate the hazard whenever possible at design or planning stage.
- b) Control the risk by segregating the people from the hazard.
- c) If there are risks that cannot be avoided - can a different process or substances be used to reduce the risk further?
- d) Giving priority to collective protective measures over individual measures. (ie protection rather than PPE).
- e) Have safe systems of work and suitable operating procedures – suitable meaning suitable for a school environment as well as a work environment.
- f) Providing suitable and appropriate instruction to employees.

12.2 Undertaking a Risk Assessment

Rather than producing school guidance, the school simply follows the guidance provided by HSE – this guidance can be found on HSE's web page –

<http://www.hse.gov.uk/pubns/indq163.pdf>

The school risk assessment template has been produced based on this guidance and can be seen in Policy Appendix 1.6.

13. WORK STATION ASSESSMENTS

The Display Screen Equipment Regulations require workstation to be assessed. The approach the school has taken is to issue guidance and a self-assessment questionnaire to be completed by all members of staff who regular work with computers, laptops or other types of display screen equipment.

Completed assessments should be returned to Rabbi Broder. If the assessment highlights problems, Rabbi Broder will investigate and will use the knowledge of the schools IT supervisor to assist in this area.

See Policy Appendix 1.7 for Self-assessment form.

14. OTHER ESSENTIAL DOCUMENTS TO SUPPORT THIS POLICY

The following documents are required by various pieces of legislation and they support this policy document. They are filed in SHE system section 1 as indicated below:-

SHE 1.1	Accident & Incidents Reports forms Completed incident report forms and all correspondence relating to incidents
SHE 1.2	Fire Risk Assessment for school premises
SHE 1.3	Risk Assessments and COSHH assessment
SHE 1.4	Completed Workstation self-assessments for the various work stations in the school
SHE 1.5	Asbestos Register (& Annual Inspection Reports)
SHE 1.6	DDA Survey and any other DDA items relevant to the school.