

Nutfield Church (C of E) Primary School

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NOTES OF THE HEALTH AND SAFETY COMMITTEE MEETING TO MONITOR HEALTH, SAFETY AND PREMISES MANAGEMENT AT NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL HELD ON TUESDAY 13TH JUNE 2023

PRESENT:

Sam Nicholls (SN - Health and Safety Governor)
Imogen Woods (IW - Headteacher)
Daniel Walker-Cheetham (DWC – School Business Manager and H&S Co-ordinator)
Fred Kolndreu (FK - Premises Manager)

APOLOGIES FOR ABSENCE:

None

1. OPENING PRAYER

IW opened the meeting with a prayer.

2. ARE MINUTES FROM THE PREVIOUS MEETING AN ACCURATE RECORD?

Notes of the previous meeting held on the 9th February 2023 were noted.

3. SAFEGUARDING UPDATE

DWC shared that Encarna Cox had completed the Adult Mental Health: Workplace Responder course. It was agreed that we would hold off training a new member of staff and would review following Encarna's retirement.

DWC shared that all staff had completed all three Prevent training modules offered by the Government and that all staff had completed the Cyber training provided by the National Cyber Security Centre.

DWC reminded the group that the Single Central Record (SCR) was being reviewed in every business meeting held between DWC and IW and that Diane Martin, Safeguarding Governor, recently met with IW and reviewed the SCR.

IW confirmed she had booked an external Safeguarding Audit for Tuesday 12th September 2023 with Ian McGraw, and Independent Safeguarding Consultant.

4. HAVE ALL STATUTORY BUILDING CHECKS BEEN MADE OR BEEN SCHEDULED?

DWC shared that all statutory building checks and inspections were complete and that some upcoming inspections including the service of fire alarm; inspection and maintenance of firefighting equipment; emergency lighting discharge test; major service of the school boiler; tree inspection and the re-inspection of the asbestos risk assessment have been booked and will be actioned over the summer holidays.

5. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

There has been no additional training this half term other than Prevent and Cyber training. Online training in Asbestos Awareness and Legionella Awareness has been booked for IW, DWC and FK which will be started in the new academic year, September 2023.

6. HAS THE PREMISES BEEN INSPECTED THIS TERM BY THE PREMISES MANAGER AND SCHOOL BUSINESS MANAGER?

DWC and FK carried out the termly premises inspection on the 11th May 2023.

Almost all actions from the last inspection have been action with the exception of the flooring replacement in Year R, 1 and KS2.

Actions from the Summer term inspection include: repainting the Yr 5 classroom; repainting the hall skirting boards; repainting the KS2 corridor skirting boards and the KS2 corridor door frames.

DWC also mentioned that he and FK have contact a local electrician, James Dungate from JTD Electrical, who will be carrying out some electrical work over the summer holidays including: replacing broken plug sockets; replacing faulty flood lights and installing an isolator switch so that the flood lights can be turned off.

IW mentioned that she had seen a poster attached to a painted wall in the hall which had been put up with BluTack. FK shared his frustrations and explained how much damage it causes to the paintwork. DWC suggested that we stop buying BluTack altogether. IW said this will make it harder for teachers to produce their displays as the only alternative is to use pins which doesn't have the same aesthetic. FK will review the BluTack use around school and will remind staff not to put it on painted surfaces.

7. ARE POLICIES SUITABLE AND UP-TO-DATE?

DWC all Health & Safety policies completed and up to date.

At the time of producing the Health and Safety and Premises Management Overview document for the meeting Serena Fowler was reviewing the Children with Health Needs who Cannot Attend School policy. This review is now complete and the policy is up to date.

8. ARE RISK ASSESSMENTS SUITABLE AND UP-TO-DATE?

DWC all risk assessments are complete and up-to-date; the Fire Risk assessment will be reviewed again in September 2023 with the remainder to be reviewed in March 2024.

9. HAVE ALL 'OTHER' ASPECTS OF THE SCHOOL BEEN CONSIDERED?

Lockdown – SN asked whether we had a lockdown drill planned. DWC explained that this was something he and IW had been looking into when reviewing the Emergency Plan and lockdown procedure. It was agreed that we would purchase more lockdown alarms and a date for the lockdown drill was set for Monday 3rd July 2023 at 11:10am. However, following the meeting it became apparent that the date would clash with another event so was changed to Tuesday 27th June at 9:25am.

IW mentioned that the Church, our safe space, had recently changed their locks and that DWC had been in contact to obtain the new key. A key has now been cut and DWC is in liaison with Sue Fairclough, Steering Committee Secretary, to arrange collection of it.

Reinforced Autoclaved Aerated Concrete (RAAC) – DWC shared that he had heard from Sean at Wilby and Burnett, who confirmed RAAC was not present in the building. Sean said: "Bauder have confirmed their original findings of wood wool slabs to all roof areas investigated. This makes the presence of RAAC very unlikely so no further actions are needed".

DfE Condition Data Collection – DWC said the DfE Condition Data Collection report had come back and that there were only two areas highlighted. These were the fascia boards around the school building and the car park surface, both of which were rated as poor. DWC explained that FK is continuing to work on the fascia boards and that he would continue with this over the summer holidays. FK said that he and DWC obtained quotes for resurfacing the car park surface and that they were in excel of £20-30,000.

10. A.O.B

Dinner tables – DWC shared that the 10 x new folding dining tables purchased would need an annual service. DWC and IW have signed into a three-year preventive maintenance agreement with the manufacturer, SICO, with the first inspection due in May 2024.

Heat pumps – There has been no update on the heat pumps. DWC has been chasing Asset+ for an update.

Clubs – IW explained that there had been an accident during an external club and that the club owner didn't communicate this well to the school. They were also using the school's equipment which hadn't been agreed. IW said that DWC had been in contact with the club owner informing them that they are not to use the school's equipment and requesting an incident report.

Dates for next year – IW asked DWC if he could set the Health and Safety meeting dates for the next academic year and send them over to Serena Fowler. DWC has actioned this and SF will discuss the dates with IW once the other Governor dates have been set.