

Nutfield Church (C of E) Primary School

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Headteacher: Miss Imogen Woods – BEd Hons (Oxon)
Deputy Headteacher: Mrs Anna Benjamin – BA PGCE

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 WEDNESDAY 15TH NOVEMBER 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 / VISION AND VALUES

IW opened the meeting with a prayer and read through the school's vision and values.

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

Notes of the previous meeting held on the 13th June 2023 were noted.

3. SAFEGUARDING UPDATE

DWC discussed the external Safeguarding Audit which was conducted on the 12th September 2023 by Ian McGraw, an Independent Safeguarding Consultant at IM Safeguarding Ltd.

DWC shared that the external audit picked up a potential issue with the wall in the Deputy Heads office which partially obscures the view into the room.

Collectively, we discussed the level of risk and agreed that this was low due to the installation of mirrors allowing you to see into the room. The office belongs to the Deputy Head, a member of the SLT, and it was agreed the provisions in place were appropriate.

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

DWC shared that all statutory building checks and inspections are complete and that the upcoming Commercial Catering Gas Inspection (CP42) for the school kitchen has been booked and will be actioned during the Christmas holiday.

There were some recommendations following the tree survey which will be included within the 2024/25 budget and actioned in the new financial year.

Following the Asbestos Re-Inspection of Risk Assessment. There was a recommendation to repair and/or encapsulate the bottom of the sink in the Ark kitchen. This is the area which had the asbestos removed by Tetra Tech in November 2022. DWC raised this Tetra Tech and they rectified the issue during the October half term at no cost.

5. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

DWC has completed online training in the Role of the Fire Warden, Asbestos Awareness and Legionella Awareness. Both IW and FK have completed Legionella Awareness and are currently working through the Asbestos Awareness training.

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 31st October 2023.

Almost all actions from the last inspection have been action with the exception re-painting the hall skirting boards, painting the KS2 corridor door frames and skirting boards and the flooring replacement in Year R, 1 and KS2.

Actions from the Autumn term inspection include: repainting the KS2 corridor ceiling tiles, painting the school kitchen changing room and toilet area, and replacing the Bungalow extractor fan and radiator.

KF mentioned that he has spent a long time during the October half term cleaning the classroom radiators. FK said that the Teachers had been leaving their board pens and wipers on them which is what had caused the marks initially. IW asked FK to remind the staff of his standards and to ask them to store their pens and wipers elsewhere.

FK shared concerns around the security of the site as the perimeter fencing on the field is ageing and has needed patching up on a few occasions. FK is going to speak with contractors for a price on replacing the fencing.

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

DWC all Health & Safety policies completed and 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 was reviewed early in October and was signed off by IW. The remaining risk assessments will be reviewed in March 2024.

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

Lockdown – We had an announced lockdown drill on the 29th June 2023. All years groups proceeded to the Hall in a timely manner and remained silent. All staff and pupils were assembled in the Hall in 3 minutes and 14 seconds.

Intruder Alarm – DWC shared that we are moving to a Voice over Internet Protocol (VoIP) phone system and needed to upgrade our intruder alarm monitoring system as a result. We have received and accepted a quotation for the upgrade works which were carried out on the 13th November 2023.

AED Defibrillator – Received an AED defibrillator from the Department for Education (DfE). Our defibrillator is located in the School Office cupboard and clearly signposted.

Staff have received training as part of our First Aid INSET training and will receive refresher training in the upcoming staff meetings for both Teachers and TAs.

To ensure that schools are supported throughout the life of the device the following replacements the DfE will automatically send:

- defibrillator pads 2 years after we received our device.
- battery and defibrillator pads 4 years after we received our device; and,
- defibrillator pads 6 years after we received our device.

A check of the defibrillator will be conducted as part of the termly premises inspection.

10. A.O.B

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

Ark – IW asked whether we needed to formulate a plan in relation to Ark now that the Play Leader position is vacant. DWC explained that he oversees Food Hygiene training for staff and that Serena Fowler (SF), School Office Manager, oversees and tracks pupil allergies and medical conditions. SF has provided a list of children with allergies and medical conditions to the Ark staff which is on display in the Ark kitchen. It was agreed by all that no further action was needed.