

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 THURSDAY 9TH FEBRUARY 2023

PRESENT:

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

APOLOGIES FOR ABSENCE:

None

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

Notes of the previous meeting held on the 16th November 2022 were noted.

2. SAFEGUARDING UPDATE

DWC shared that all staff had been asked to complete online Prevent training which is a free course provided by the Government.

DWC informed the group that the Single Central Record (SCR) will be reviewed in every business meeting held between DWC and IW going forward using monitoring checklist.

IW and DWC discussed FK training to become a Deputy Designated Safeguarding Lead (DDSL). This is something FK would like some time to consider.

3. 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 intruder alarm; service of fire alarm; minor boiler service; bungalow boiler service; and inspection of the Thermostatic Mixer Values (TMVs) will be actioned over the February half term.

DWC also said that an energy survey was completed earlier in the week which will be used to produce our new Display Energy Certificate (D.E.C). The new D.E.C should arrive in a few weeks time and will be displayed on the wall in the foyer area.

SN asked for an update on the asbestos in the Ark kitchen. DWC confirmed that this had been removed successfully.

4. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

There has been no additional training this half term other than Prevent.
Encarna Cox has been booked to attend Mental Health First Aider training with St John in March 2023.

5. 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 26th January 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 Spring term inspection include: looking at the tap in the Yr 2 courtyard area which isn't working; looking at a plug socket in the KS2 corridor which isn't working; replacing a broken toilet seat in Yr 5; repainting the Yr 6 toilet area; repairing and re-painting benches; repainting the foyer area; repainting the Yr 5 classroom; repainting the kitchen corridors and kitchen food store.

DWC also mentioned that he and FK have contact SJP Machinery Repairs for a quote for grass seed. This will be sown on the field where the old climbing frame and trim trail used to be. This is likely to happen over the Easter holidays.

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

DWC all Health & Safety policies completed, currently reviewing the Emergency Plan and the fire and lockdown procedures.

The Health, Safety, and Welfare policy has been updated and has been approved by IW and SN who signed the policy during the meeting.

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

DWC all risk assessments are complete and up-to-date, will be reviewed again in March 2023.

IW mentioned that Charlotte Cordey is currently working on a dog risk assessment as she has added an inclusion arm of the wellbeing curriculum to include a therapy dog. The dog's owner is part of Pets as Therapy (PAT). Her checks are currently underway and it is likely, checks dependant, she will begin working in school shortly after the February half term.

DWC mentioned that a risk assessment had been produced for the installation of the new trim trail. DWC explained that the works would take place during term time and that there would be no heavy machinery onsite. All the work will be completed by hand. DWC said that the installers would be signing a key holder agreement and that they had been given strict instructions on the gate and that it must be kept closed and locked when not in use.

SN asked whether the rubber matting proposed in the new trim trail installation was thick enough. DWC explained that the company came to site and carried out a full survey and reported that rubber matting wasn't necessary due to the trim trail being on grass and the ground being soft. DWC said that he and IW decided to go ahead with rubber matting as an added precaution and to prevent wear on the grass and the area becoming too muddy.

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

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. Following the review it became apparent that the current system for raising the lockdown alarm was inadequate and so another solution needs to be found.

A discussion was had around various means of raising the lockdown alarm and it was decided that no bell system would be used. It was decided an "old school" approach, perhaps which a megaphone, would be taken and that by the next H&S meeting we will have come up with a solution.

9. A.O.B

Dinner tables – IW shared that KF has been asked not to stack the chairs in the hall at lunchtime until all of the children have left the room.

FK asked whether we would be getting folding dining tables anytime soon as it would make things much easier and easier to clean.

DWC said that he had looked into them and they are around £7-8,000 for 10 x 12 seater tables.

IW has asked for updated pricing and for DWC to bring this to their next business meeting.

Heat pumps – DWC informed the group that the heat pumps still haven't been installed. An email had been received from Paul Forrest to say that the new contractor appointed to complete the works started at school was called Thaw.

Reinforced Autoclaved Aerated Concrete (RAAC) – IW shared, following a meeting she had, that there is an issue with RAAC in schools. In one school it was in the ceilings and fell down. As a result the Diocese are asking all schools to check for RAAC and to read the Government guidance on it.

DWC and IW have both ready the RAAC guidance.

IW said that we are awaiting news from the Diocese as we may need Wilby & Burnett to conduct a survey at school which will cost around £500.