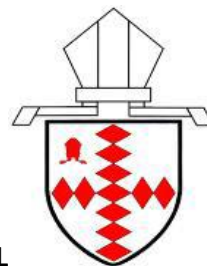




NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



NOTES OF THE MEETING OF THE HEALTH AND SAFETY COMMITTEE TO MONITOR HEALTH, SAFETY AND PREMISES MANAGEMENT AT NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL, HELD ON THURSDAY, 19TH MAY 2022 AT 3.30 PM

Vision

We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and '**live life in all its fullness**'. (John 10:10)

Values

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy**.

PRESENT: Mr Sam Nicholls (SN - Health and Safety Governor), Miss Imogen Woods (IW - Headteacher),
Mrs Philippa Assender (PA –Bursar and Health & Safety Co-ordinator, outgoing),
Mr Daniel Walker-Cheetham (DWC – School Business Manager and H&S Co-ordinator, incoming) and
Mr Fred Kolndreu (FK - Premises Manager)

APOLOGIES FOR ABSENCE: None

NOTES OF PREVIOUS MONITORING

Notes of the previous meeting held on 10th February 2022 were noted.

1. SAFEGUARDING

DWC attended training delivered by Strictly Education 4S on Managing the Single Central Record (SCR) in March; he has updated the SCR using the latest template supplied by Strictly Education. DWC advised that Ofsted will be looking closely at the SCR and will question any areas left blank, DWC has made sure that the SCR includes N/A where this applies.

IW said that Diane Martin, the school's Safeguarding Governor will be asked to check the SCR as part of her next monitoring visit.

2. SCHOOL POLICIES

It was noted that the school's First Aid Policy is under annual review this term. This is a statutory policy and the Government recommend an annual review cycle. The approval level is the employer i.e. the governing body.

The First Aid Policy is in the process of review with the Policy for Children with Health Needs. IW and Serena Fowler (School Office Manager) are setting up a system as part of the school's inclusion procedures, to be managed on a day to day basis by Mrs Fowler, with a folder for each child to include their Individual Education and Health Care Plans.

All school policies are held on the school system under Admin Shared/Policies/Current Policies and Procedures accessible to all staff.

3. RISK ASSESSMENTS

The core risk assessments were reviewed by DWC and appropriate staff consulted in March 2022. Paper copies are filed in the Health and Safety area of the school in the corridor outside the Headteacher's office and held on the school system under Admin Shared/Risk Assessments accessible to all staff.

It was noted from the Health and Safety Overview that the risk assessment for the Year 6 residential trip from 12th to 16th September 2022 had to be ready for Governors' approval at the FGB meeting in July. Encarna Cox (Trip Leader) and Charlotte Cordey (Educational Visits Co-ordinator) will have the risk assessment completed for IW to approve by 10th June. This is in the school calendar and IW reminded EC and CC at the recent staff meeting.

4. STATUTORY AND NON-STATUTORY BUILDING CHECKS / SURVEYS / TESTING, INSPECTIONS AND RISK ASSESSMENTS

The Health & Safety and Premises Management Overview was noted; this is a live document and has been managed by PA.

There was discussion around possible risks for the school going forward and key issues and reviews being overlooked. The overview has been set up to include reminders on future services/inspections to be aware of e.g. the 5 year fixed electrical testing and inspection will be due in December 2024 and this has been noted in the overview. Going forward IW asked DWC whether he would continue with the layout or make changes; DWC confirmed he will continue with the format for the time being after PA's departure.

5. TERMLY PREMISES INSPECTION – COMPLETED 4.5.2022 BY FK, PA AND DWC

The Report on the Premises Inspection completed by PA, DWC and FK on 4.5.2022 and actions taken following the previous term's inspection on 31.1.2022 were noted.

There were a few actions highlighted in the previous inspection that had not been actioned including the hard flooring in the Yr R cloakroom, admin. corridor to the staff room/kitchen, hard floor cover on damaged drains in Year 3,4 and 6, and re-carpeting in Years 3, 4 and 5 classrooms (Yr 6 was re-carpeted in December 2021). It was agreed that the only reason for this was cost.

There was discussion around whether items highlighted on premises inspections should continue to be carried forward to later inspections, or whether a decision should be taken on whether to either action or remove the highlighted issue.

It was agreed that a 3 to 5 year financial plan with costings would be drawn up and taken to the Finance Working Party for discussion on priorities for spending. This plan would include IT as well as school premises and grounds. The financial plan will be used as part of the strategy for PTFA support to ensure the highly successful fundraising is targeted towards key areas as part of school improvement.

The premises inspection report included recommendations from Twelve15 following their annual inspection of the climbing frame. Twelve 15 had highlighted that the climbing frame required refurbishment to keep it going for a few more years, but it will need to eventually be replaced. It was agreed that the children get a lot of use and enjoyment from the climbing frame but a decision had to be made on whether to spend money on refurbishing the equipment for the short term, dismantling the frame and making good the area, or fundraising to buy a replacement frame. IW has arranged a meeting with representatives from a playground company and will ask them for advice on the options for the climbing frame.

If the decision is taken to replace the climbing frame the school will consider ways of raising funds including donations from parents/carers using Crowdfunding through the school website and from the PTFA.

6. CPD – STAFF TRAINING

Appropriate CPD training attended since the last H&S monitoring was noted:

23.2.2022 **Emergency First Aid at Work** training delivered by St John Ambulance, attended by Serena Fowler who is the school's Appointed Person. The DfE guidance on First Aid in Schools states that minimum first-aid provision includes an appointed person to take charge of first aid arrangements. The DfE advises that it is good practice to ensure that an appointed person has emergency first aid training to help an Appointed Person to cope with an emergency and improve their competence and confidence.

<https://www.gov.uk/government/publications/first-aid-in-schools/first-aid-in-schools-early-years-and-further-education>

23/3/2022 **Managing the Single Central Record**, delivered by Strictly Education 4S HR, attended by DWC.

24/3/2022 **NSPCC Safer Recruitment in Education** online training attended by DWC.

CPD training booked for the remainder of the summer term:

- DWC has been booked to attend training delivered by Strictly Education 4S on **Managing and Processing DBS Checks Parts 1 and 2 in June (21st and 23rd June 2022)**
- **Half day Inset training in First Aid for all staff has been booked for the morning of 1st July 2022.** Training will include adult and child resuscitation, dealing with choking, recovery position, allergic reactions and anaphylaxis.
- DWC has been booked to attend training delivered by Strictly Education 4S on **School Health & Safety Management & Risk Assessment Part 1 and Part 2** (originally scheduled for 17.5.2022 and 19.5.2022, rescheduled by Strictly to 12th and 14th July 2022)

7. OTHER ASPECTS OF HEALTH & SAFETY IN THE SCHOOL

- Climbing Frame

SN reported that he and FK had inspected the climbing frame immediately before the meeting. The lettings agreement with the Parish Council for the platinum jubilee celebrations taking place on the school grounds included use of the climbing frame. SN had noted that one of the hand holes on the wooden climbing slope was damaged and posed a danger of splinters from the wood. It was agreed that FK would repair the damage using plywood ready for the jubilee celebrations. It was noted the conditions of the letting agreement included a requirement for the Parish Council to have suitable third party liability insurance. DWC had a copy of the insurance details for the Parish Council and was satisfied that the level of cover met the requirements.

- Visit to The Ark by the Senior Environmental Health Officer on 26th April, arrived at 2.55pm

The letter dated 28th April 2022 from Jackie Reid, Senior EHO at Tandridge District Council following her unexpected visit on 26th April to The Ark was noted. The EHO arrived just before 3pm when the PTFA were preparing for the cinema night. IW had met with the EHO with Sophie Russell. There were a few minor issues including keeping the temperature records available for review and introducing a labelling system to date opened food. The recommendations have been put in place and confirmation sent to the EHO.

The Ark has been given the highest food hygiene rating of “5”.

- Fire Alarm system

It was noted that during the bi-annual service and inspection of the fire alarm system in February, one of the smoke detectors in the Yr R area had to be switched off as when the detector was included within the system the alarm was immediately activated. Mr Jones of RJ Fire who carried out the service believes that the fire alarm system has too many detectors and was happy to remove the failed detector as there were already a couple of other detectors in the area that would detect the presence of smoke.

- SCC Surrey Strategic Risk Management Team

The latest Health and Safety newsletter issued Spring 2022 was noted

Meeting ended at 4.55pm