



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES INSPECTION REPORT

THURSDAY 3RD NOVEMBER 2022

STATUTORY RESPONSIBILITIES CHECKLIST			
SUBJECT	QUESTION/TASK	YES / NO	COMMENTS
H&S Policy	Does the school have a written H&S policy reviewed in the last 12 months?	Yes	Reviewed January 2022
	Has the policy been signed by the Chair of Governors & Headteacher?	Yes	Signed by IW and SN at H&S Monitoring Meeting 10/2/2022
	Has the policy been approved by Surrey County Council (SCC)?	Yes	Used SCC Model Policy
	Has the policy been provided to or brought to the attention of all schools' staff?	Yes	Online copy available to all staff under Admin Shared/Policies. Copy included in induction pack for all new staff.
H&S Coordinator	Has the school appointed a H&S Coordinator?	Yes	Daniel Walker-Cheetham
H&S Training	Has the Headteacher completed the Headteacher H&S Management training?	No	
	Has the H&S Coordinator attended the H&S Management and Risk Assessment training?	Yes	Part 1 on 17/05/2022 Part 2 on 19/05/2022
	Has lifting and handling training been undertaken by all relevant persons?	Yes	Part of Fred Kolndreu (FK) induction. Manual handling at work leaflet part of induction pack for all new staff.
	Has fire/emergency procedure training been undertaken by all relevant persons?	Yes	Termly fire drills. DWC – consider online training in Fire Risk Assessment
	Has working at heights training been undertaken by all relevant persons?	Yes	Part of FK induction. Working at height leaflet part of induction pack for all new staff.
	Has Legionella training been undertaken by all relevant persons?	Yes	FK Legionella Awareness and Management, Monitoring & Recording training on 04/03/2013. Consider updated training for FK and training for DWC and IW.
	Has environmental safety training been undertaken by all relevant persons?	Yes	Part of FK induction.
Risk Assessments	Has the school prepared the following risk assessments:	-	
	Access control	Yes	Latest review March 2022
	Administering medication	Yes	Latest review March 2022

	Contractors	Yes	Latest review March 2022
	Creative Arts	No	
	D&T	Yes	Latest review March 2022
	Electrical Safety	Yes	Latest review March 2022
	Hazardous Substances	Yes	Latest review March 2022
	Lone Working	Yes	Latest review March 2022
	Manual Handling	Yes	Latest review March 2022
	Off-Site Activities	Yes	Latest review March 2022
	Physical Education	Yes	Latest review March 2022
	Playground Safety	Yes	Latest review March 2022
	Pond Safety	Yes	Latest review March 2022
	Premises/Site Safety	Yes	Latest review March 2022
	Science	No	
	Working at Heights	Yes	Latest review March 2022
	Has a Fire Risk Assessment been provided either by an appointed SCC Consultant or by SCC trained schools' staff?	Yes	Latest review by DWC and IW September 2023
	Have risk assessments been completed by trained schools' staff?	Yes	DWC
	Have school risk assessments been viewed as "suitable and sufficient" by SCC?	Yes	Follow SCC templates and guidance. Residential trip risk assessments uploaded to SCC for approval.
	Are risk assessments findings brought to the attention of all staff that may be affected by the risk?	Yes	
Asbestos	Does the school have an asbestos register?	Yes	
	Is the asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?	Yes	
	Are there emergency plans in place to respond to any asbestos exposure?	Yes	
	Are there annual asbestos inspections?	Yes	Latest inspection September 2022
Water Treatment	Is there an arrangement for the annual inspection and servicing of the schools' water provision?	Yes	Latest inspection August 2022
	Is there expertise and provision within the school for periodic testing of water temperatures?	Yes	FK
Heating	Is there an arrangement for the prescribed servicing of the schools' heating system?	Yes	School: 2 services a year, latest service August 2022. Bungalow: annual service and gas safety certificate, latest service February 2022.
	Are temperatures adequate in all areas?	Yes	
Fire Precautions	Are fire appliances serviced and recorded as such every 12 months?	Yes	2 services a year, latest service July 2022
	Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?	Yes	
	Is emergency lighting serviced in accordance with the relevant British Standard?	Yes	FK tests and records all emergency lighting on a monthly basis.
	Are individual fire alarm call points tested on a weekly cycle and recorded as such?	Yes	FK

	Is a practice fire drill carried out each term and recorded?	Yes	Latest fire drill 21 st September 2022
Electricity	Has the schools' fixed wiring system been inspected & certificated by an electrical engineer with the last five years?	Yes	Latest inspection 04/12/2019 Next due December 2024
	Is there a register/inventory of all of the schools' portable electrical appliances?	Yes	Equipment Register maintained by FK
	Are all of the schools' portable electrical appliances inspected and tested in accordance with HSE guidance (PAT)?	Yes	PAT testing completed and recorded by FK. FK attended "The Periodic Inspection & Testing of Portable Electrical Equipment" training March 2012
	Are staff instructed not to bring personal electrical items in to school for use in school?	Yes	Specific instruction in Staff Induction Pack given to all new staff. If required for a one-off activity FK carries out a PAT test before the item can be used in school.
Ladders & Steps	Are ladders and steps visually checked before use?	Yes	Ladders x 2 – Boiler house Stepladders x 2 – FK cupboard
Access/Security	Is there a system for identifying and managing visitors to the school, including contractors?	Yes	Access Control Risk Assessment reviewed March 2022
Lock Down	Is a Lock Down Practice carried out each term and recorded?	No	Last Lock Down practice, pre-COVID-19 pandemic on 14/02/2020. SLT to consider reintroducing termly lock down practice.

ACTIONS REQUIRED – SCHOOL BUILDING EXTERNAL				
NO.	ACTION REQUIRED?	BY WHOM?	BY WHEN?	DATE COMPLETED
1	Wooden fascia boards around the school need repairing/repainting. Front of school fascia boards completed Summer 2022.	FK	September 2023	
2	Repoint outside wall of Yr 3 classroom on the corner near the PE shed.	FK	Summer 2023	

ACTIONS REQUIRED – SCHOOL BUILDING INTERNAL				
NO.	ACTION REQUIRED?	BY WHOM?	BY WHEN?	DATE COMPLETED
1	Replace hard flooring in Yr R, 1, 2, admin corridor to staff room door. FK sourced quotation from SCG Flooring Ltd for £7,862 - £8,829 + VAT			
2	Floor uneven between admin corridor and corridor to staff room/PPA room. To be repaired during flooring replacement above.			
3	Replace hard flooring in Yrs 3, 4, 5 and 6. FK sourced quotation from SCG Flooring Ltd for £9,835 - £11,058 + VAT			
4	Replace carpets in Yrs 3, 4, and 5.			
5	Yr R toilet and cloakroom area needs redecorating	FK	December 2022	
6	Disabled toilet needs redecorating	FK	December 2022	
7	Ceilings in library, HE room, resources area, upper school corridor looking tatty and will eventually need replacing.			
8	Chord on two of the Yr 1 blinds broken and need repairing.	FK	February 2023	
9	Repaint all woodwork around the school (doorframes and skirting).	FK	Summer 2024	
10	Touch-up wall behind the sound desk in the Hall with paint.	FK	December 2022	
11	Replace broken plastic edging on floor near windows in Yr 5 with wood like in Yr 3.	FK	December 2022	
12	Replace brown carpet in KS2 corridor and resources corridor.			

ACTIONS REQUIRED – SCHOOL GROUNDS				
NO.	ACTION REQUIRED?	BY WHOM?	BY WHEN?	DATE COMPLETED
1	EYFS canopy is dirty and needs cleaning. DWC obtained quote from Aura £995. IW decided not to proceed.	Aura (installers)	Summer 2023	
2	Jet wash and sweep area under EYFS canopy		February 2023	
3	Wash down PVC under windows in all classrooms		March 2023	

4	Wooden gate from lower playground to YrR/KS1 classrooms to be repaired.	FK	December 2022	
5	Lower playground outside light on all the time. Consider on/off switch to replace sensor	FK discuss with electrician.	December 2022	
6	Wooden edging between upper playground and boundary to be replaced.	FK	September 2023	
7	Concrete area adjoining upper playground and quiet area broken and raised.	FK to investigate how to repair		
8	2 x new outside bins required for lower playground area.	FK	December 2022	
9	Staff car park surface eroding needs resurfacing. DWC/FK obtained quotes, circa £20K			
10	Clear drains of leaves	FK	December 2022	
11	Clear gutters of leaves	FK	December 2022	
12	Clear leaves from playground	FK	December 2022	
13	Clear rubber matting from side of Quiet Area. Left behind from removal of climbing frame and trim trail in the October half term.	FK	December 2022	
14	Cut back nettles along the perimeter fence at the end of the field.	FK	March 2023	
15	Outside light by the Aquarium fire exit not working.	FK discuss with electrician.	December 2022	

Signed: Fred Kolndreu

Date

Signed: Daniel Walker-Cheetham

Date