



Health & Safety Monitoring Overview Premises Inspection Report

Date: Wednesday, 4th May 2022 at 3.30pm

H&S Policy	Yes	No	N/A	Comments
Does the school have a written H&S policy that is, Reviewed in the last 12 months.	Yes			Reviewed January 2022, approved by IW and SN.
Signed by Chair of Governors & Headteacher.	Yes			Signed by IW and SN at H&S Monitoring Meeting 10/2/2022
Approved by SCC	Yes			SCC Model Policy
Provided to or brought to the attention of all schools' staff.	Yes			Paper copy on staff noticeboard. Online copy available to all staff under Admin shared/Policies. Paper copy on school policy folder in school office for all to view. Copy included in Induction Pack for all new staff.
H&S Coordinator	Yes	No	N/A	Comments
Has the school appointed an H&S Coordinator?	Yes			Philippa Assender (Bursar), retires end May 2022. New H&S Coordinator - Daniel Walker-Cheetham. Booked to attend Strictly Education 4S School H&S Management & Risk Assessment training, Part 1 on 17.5.2022 and Part 2 on 19.5.2022. (Cost £170).
H&S Training	Yes	No	N/A	Comments
Has the following training been undertaken by all relevant persons? Headteacher H&S Management		No		
H&S Coordinator H&S Management	Yes			PA 19.6.2008 DWC – 17 and 19.5.2022
Risk Assessment Process	Yes			PA - SCC Risk Assessment Webinar 28.9.2021 PA See above. Daniel Walker-Cheetham booked to attend Strictly Education 4S School H&S Management & Risk Assessment training, Part 1 (17.5.2022) & Part 2 (19.5.2022). Cost £170.
Lifting & Handling	Yes			Part of Induction training (4S) FK. HSE "Manual handling at work A brief guide" leaflet on staff noticeboard and referred to in Induction pack for all new staff

Fire/Emergency procedures	Yes			School Fire Risk Assessment reviewed annually, more frequently if necessary e.g changes to school buildings. Latest review 21/10/2021. Termly Fire Drills – written record. Fire drill, 19th October 2021 at 10.18 am. Spring 2022 Fire alarm activation 13.1.2022 – evacuation was orderly and prompt. Written report on Fire Safety File – alarm panel showed source was old Drum Room, checked by FK and all ok. Next fire drill in summer 2022 TBA Will consider lock down drills, on hold due to Covid-19 risk assessment
Working at Heights	Yes			Part of Induction training (4S) FK. HSE “Working at height A brief guide” leaflet on staff noticeboard, and referred to in Induction Pack for al staff
Environmental Safety	Yes			COSHH Part of Induction training FK
Risk Assessment	Yes	No	N/A	Comments
Has the school prepared written risk assessments for each of the following core H&S items, 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			COSHH sheets. Ongoing. Reviewed as part of premises inspection 13.10.2021 by PA and FK.
Lone Working	Yes			Latest review March 2022
Manual Handling	Yes			Latest review March 2022
Off-Site Activities	Yes			Individual risk assessments prepared by Trip Leader and approved by IW - e.g. Young Voices trip to the O2 May 2022, Yrs 1&2 trip to Wisley April 2022, Activities Days to High Ashurst Yr 4 and Yr 5 to Mercers Lake. Yr 3 swimming etc. Residential trips also approved by EVC and FGB and uploaded to LA via Evolve for approval
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
	Yes	No	N/A	Comments
Have risk assessments been completed by trained schools' staff?	Yes			PA CC (EVC) DWC booked on Strictly Education4S Schools H&S Management & Risk Assessment Part 1 on 17/5/2022 and Part 2 19/05/2022.
Have School risk assessments been viewed for "suitable & 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			
Has a Fire Risk Assessment been provided either by an appointed SCC Consultant or by SCC trained Schools' staff?	Yes			PA. Training in the New Fire Regulations (Regulatory Reform) at Reigate Fire Station 2005. Latest review of Fire Risk Assessment completed 21 st October 2021 by IW and PA. DWC – consider online training in Fire Risk Assessment https://www.highspeedtraining.co.uk/health-and-safety/fire-risk-assessment-training.aspx
Asbestos	Yes	No	N/A	Comments
Does the school have an asbestos register?	Yes			Type 2 Asbestos Survey 30.1.2006 Report B/SU14/8. 6 items identified/presumed. Annual re-inspections, latest 8.9.2021, report gave recommendations "Manage & Periodic RE-inspection of ACM" for all 6 items
Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?	Yes			Asbestos Register in H&S documents area in admin. corridor outside H/T office, available for all to access. FK responsible for ensuring Asbestos Register is given to contractors on site to read and sign.
Are there emergency plans in place to respond to any Asbestos exposure?	Yes			Emergency Plan. Latest review October 2021. Action Card 9. Managing an unplanned disturbance of asbestos
Water Treatment	Yes	No	N/A	Comments
Is there an arrangement for the annual Inspection and Servicing of the schools' water provision?	Yes			<u>SCC Buy Backs</u> - Legionella Risk Assessment (every 2 years) latest 10 th August 2020, as advised by SCC

				- Thermostatic Mixer Valve (TMVs) serviced annually. Latest service 10th March 2022, chasing for reports. In future school has arranged for True Heating Solutions to carry out annual service of TMVs. - Cold water storage tank (CWST) in bungalow. Last inspection 16th Feb 2021. Cleaned & disinfected 4th January 2021. FK carries out regular inspection of CWST.
Is there expertise and provision within the school for periodic testing of water temperatures?	Yes			FK. Legionella Awareness and Management, Monitoring & Recording training 4.3.2013. FK, iHasco Online Legionella Awareness training 23.10.2021 PA. iHasco Online Legionella Awareness training 25.10.2021 DWC – consider attending Strictly Education 4S Legionella Awareness training when available
Heating	Yes	No	N/A	Comments
Is there an arrangement for the prescribed servicing of the schools' heating system?	Yes			Advanced Control Solutions. School - 2 services a year (latest 3.2.2022) Bungalow – annual service and gas safety certificate (22.2.2022).
Are temperatures adequate in all areas?	Yes			
Fire Precautions	Yes	No	N/A	Comments
Are fire appliances serviced and recorded as such every 12 months?	Yes			RJ Fire 17/8/2021. Recommended replacements - 2 x 6Lt Water extinguishers - 1 x 2Kg CO2 - 3 x 6KG Powder - 10 Fire blankets Agreed replacement prices with RJ Fire, delivered and installed by RJ Fire 26.10.2021 .
	Yes	No	N/A	Comments
Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?	Yes			Serviced twice a year by RJ Fire. Latest services 17th August 2021 and 16.2.2022. Certificates filed
Is emergency lighting serviced in accordance with the relevant British Standard?	Yes			FK tests and records all emergency lighting on a monthly basis. RJ Fire complete Annual Discharge & Certification 17.8.2021

Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?	Yes			FK
Is a Fire Practice carried out each term and recorded?	Yes			Latest Fire Drill – Tuesday, 19 th October 2021 at 10.18 am. Recorded. Unexpected Fire Alarm Activation 13/01/2022 at 12.26pm. All out in an orderly fashion. All clear. Recorded Next fire drill due summer 2022
Electricity	Yes	No	N/A	Comments
Has the schools' fixed wiring system been inspected & certificated by an electrical engineer with the last five years?	Yes			SCC Buyback. Latest Inspection 4 th Dec. 2019. FWP agreed to instruct Buchan & Curwen to complete all C2 items in school and bungalow plus other minor electrical work in the bungalow identified by the school with additional sockets in the 3 bedrooms and installation of an extractor in the kitchen (completed August 2021). No C1 items identified in the school or bungalow.
Is there a register/Inventory of all of the schools' Portable Electrical Appliances?	Yes			Equipment Register maintained by FK. PAT testing completed and recorded by FK
Are all of the schools' Portable Electrical Appliances Inspected & Tested in accordance with HSE guidance (PAT)	Yes			FK. Attended training on "The Periodic Inspection & Testing of Portable Electrical Equipment" training March 2012. Delivered by Babcock 4S. PAT Testing file in H&S area of school accessible to all includes HSE guidance "Maintaining portable electrical equipment" HSG107 (Third edition) Published 2013 "Maintaining portable electric equipment in low-risk environments" INDG236(rev3). Published 09/13 Annual calibration of Portable Appliance Tester PB500 by ParkerBell, latest calibration February 2022. Use Pass Label and Test Results/Maintenance Records Refill supplied by ParkerBell.
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. If required for regular use, school will consider purchasing the item for the school.

Ladders & Steps	Yes	No	N/A	Comments
Are similar ladders & steps uniquely identified?	Yes			Ladders x 2 – Boiler house Stepladders x 2 – Premises Manager's cupboard
Access/Security	Yes	No	N/A	Comments
Is there a system for identifying and managing visitors to the school, including contractors?	Yes			Access Control Risk Assessment reviewed March 2022 by DWC – consulted SF (School Office Manager), EB (School Office Assistant) and SR (Ark). Approved by IW
Lock down				
Is a Lock Down Practice carried out each term and recorded?		No		Last Lock Down Practice was pre-pandemic on 14 th February 2020, recorded. SLT to consider reintroducing termly lock down practice. Still the occasional Covid-19 +ve case in pupils/staff.

Actions Required - School Building (External)

Date of Monitoring: 4th May 2022 at 3.30pm

No.	Actions Required?	By whom?	By when?	Date completed:
1	Wooden fascia along west side (front of building) flaking. Tried to get this included with new roof project, but refused. Needs rubbing down, repairing and re-staining Wooden fascia boards around rest of the school will need repairing/repainting	FK FK	Sept. 2022 Sept 2023	Summer 2022
2	Boiler house wooden doors. Re-stain	FK	Sept. 2022	Summer 2022
3	External windows skylights and roof lights need cleaning	Cleaning company. IW and PA accepted quote from ASF Cleaning for £1,080 plus vat that also includes deep cleaning all carpets (See School Building (Internal) Action No 12	End August 2022	Summer 2022

Action Required - School Building (Internal)
Date of Monitoring: 4th May 2022 at 3.30pm

No.	Actions Required?	By whom?	By when?	Date completed:
1	Yr R cloakroom – replace flooring. KF Flooring quotation for £1,110 FK sourced quotation from SCG Flooring Ltd for £7,862 - £8,829 plus vat to replace hard flooring in Yr R, 1, 2, admin corridor to staff room/door to kitchen area. Quotation from KH Flooring - £5,006 for Polysafe Standard / £6,220 for Wood Fx			
2	Floor uneven between admin corridor and corridor to staff room/PPA room. See above. Included in quotations to replace hard flooring.			
3	Years 3, 4 and 6. Hard floor cover on drains damaged. FK sourced quotation from SCG Flooring Ltd for £9,835 - £11,058 plus vat to replace hard flooring in all 4 upper school classrooms.			
4	Years 3, 4 and 5 classroom carpets need replacing (Yr 6 replaced Dec. 2021) Years 3 and 4 carpet keeps coming unstuck from the floor.			
5	Yr 3 classroom needs redecorating	FK	Sept 2022	Summer 2023

6	Yr R toilet and cloakroom area needs redecorating	FK	Dec. 2023	
7	Disabled toilet needs redecorating	FK	Sept. 2022	
8	Upper school girls toilets need redecorating.	FK	Sept 2023	
9	Upper school boys toilets need redecorating.	FK	Sept 2023	
10	Toilet/cloakroom for school kitchen staff needs redecorating	FK	Sept 2023	
11	Ark Kitchen due for redecoration	FK	Sept 2023	
12	Carpets need cleaning	IW and PA accepted quote from ASF Cleaning for £1,080 plus vat that also includes cleaning all external windows, skylights and roof lights (See School Building (External) Action No 3	By end August 2022	Summer 2023
13	Ceilings in library, HE room, resources area, upper school corridor looking tatty and will eventually need replacing			
14	Storage trolley outside Southwark room in poor condition. Doesn't appear to be used. Remove. (Add to pile of items to be disposed of next to Fred's shed – skip to be ordered for summer holidays) summer, see School Grounds Action No 15)	FK to check if used by teachers. If not, add to pile for skip	June 2022	June 2022

Actions Required - School Grounds

Date of Monitoring: 4th May 2022 at 3.30pm

No.	Actions Required?	By whom?	By when?	Date completed:
1	EYFS outside area. Dirty canopy. Needs brushing down using a soft brush and clean using normal household liquid detergent (1 to 5% concentration) and sponge. Rinse off with low pressure clean fresh water. Note: installed August 2005. Aura 8m Arch canopy. Tear repaired Dec. 2012. Cost to repair and clean £998 plus vat. NR complained canopy is leaking. FK test, not leaking.	DWC to contact installers and seek quotation to clean the canopy Quote from Aura to clean canopy £995.00. IW decided not to proceed.	July 2022	N/A
2	Climbing Frame – timber fort with slide tunnel and bridge. Wooden roof above slide broken Twelve15 completed annual inspection on 14.2.2022 as part of SCC Buyback Gym/Sports Maintenance. Twelve15 reported: “ BRIDGE SUPPORT RAILS. MONKEY BARS ARE RUSTY WITH SHARP EDGES. THIS EQUIPMENT IS OVER HALF WAY THROUGH ITS LIFE EXPECTANCY. IF THE SCHOOL KNOW WHO THE MANUFACTURER WAS IT MIGHT BE WORTH SEEING IF THEY CAN REFURBISH THE FRAME TO MAKE IT LAST A BIT LONGER. THIS WILL NEED TO BE REPLACED	Fred to repair	June 2022	June 2022

	WITHIN THE NEXT COUPLE OF YEARS DUE TO AGE AND ROT. IF THE MANUFACTURER WILL NOT REFURBISH THEN PERHAPS A SCHOOL WORKING PARTY COULD REPLACE SOME TIMBERWORK TO MAKE THE FRAME LAST A WHILE LONGER ? I WOULD SUGGEST THAT THE SCHOOL CONSIDER FUND RAISING NOW FOR A NEAR FUTURE REPLACEMENT” History Climbing Frame Jumbolander installed September 2008, suppliers Timberline (went out of business December 2011). Cost £15,354, plus planning application fee of £170. £10,000 Grant from Awards for all, £2,000 grant from Fair Dene Educational Trust balance from PTFA of £4,438 included safety surfacing for climbing wall, and engraved sign. Annual Service and inspection by Surrey Commercial Services/Twelve15. April 2012 inspection reported problems with loose slat on clatter bridge, fixing bolts needed cutting back, pull up rope wearing away. Repaired at a cost of £233.			
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	March 2017 inspection noted climbing frame was showing signs of rot and clatter bridge needed replacing. Replaced clatter bridge at a cost of £686.55			
3	Outside Yr R, pipe to drinking water fountain broken. This keeps happening. Consider removing water fountain and capping pipe.	FK to speak to plumber	August 2022	Summer 2022
4	Year R outside area. Concrete base required for new early years shed. Early years shed to be purchased	Concrete base – FK Early years shed to be agreed by IW and purchased	August 2022 By end August 2022	Summer 2022
5	Wooden gate from lower playground to YrR/KS1 classrooms to be repaired	FK	June 2022	
6	Lower playground outside light on all the time. Consider on/off switch to replace sensor	FK to discuss with electrician	August 2022	
7	Lower playground bench requires repair and repainting	FK	Sept 2022	Summer 2022
8	Quiet Area. Netting is dirty and needs a clean Part of wooden fence on southern side (closest to boundary) is rotten and needs replacing	No action. Area to be refurbished as part of Trinity Farm Project, summer 2022		Summer 2022
9	Wooden edging between upper playground and boundary to be replaced	FK	Sept 2023	
10	Concrete area adjoining upper playground and quiet area broken and raised	FK to investigate how to repair		
11	2 x new outside bins required for lower playground area. Ensure	FK to investigate suitable bins and cost	Sept 2022	

	outside bins emptied regularly			
12	Broken PE storage box in lower playground by upper school outdoor area. Dispose in skip	DWC/FK to investigate suitable replacement bin or alternative use of existing storage elsewhere in school with DB and MP	July 2022	Summer 2022
13	Upper school wellie store required.	DWC/FK to investigate cost	June 2022	
14	Yrs 1 and 2 outside areas need weeding	Eco Club or FK	June 2022	June 2022
15	Rubbish pile next to Fred's shed to be disposed of. Skip to be ordered for the summer holidays.	DWC/FK to order skip	Items cleared by end August 2022	Summer 2022
16	Wildlife area – slats in wooden bridge to be replaced	FK	September 2022	Summer 2022
17	Trinity Gardens. Fencing – repair/replace wooden posts leaning Damaged storage box contains empty pots of wood stain, old plastic garden pots. Remove to pile of items for skip	FK	June 2022	Summer 2022
18	Staff car park surface eroding. Short term action – infill with tarmac	FK	Sept. 2022	
19	Staff car park. Re-paint lines	FK	Sept. 2022	Summer 2022

20	Outside school kitchen – boxes from deliveries piling up. Dispose of	FK	August 2022	Summer 2022

Signed

Date -----

Signed

Date -----

Signed

Date