



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES INSPECTION REPORT

FRIDAY 26TH JANUARY 2024

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 2024
	Has the policy been signed by the Chair of Governors & Headteacher?	Yes	To be signed by IW and SN at H&S Monitoring Meeting on 08/02/2024
	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	Copy available to all staff under Admin Shared/Policies.
H&S Coordinator	Has the school appointed a H&S Coordinator?	Yes	Daniel Walker-Cheetham (DWC)
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 and lockdown drills. DWC attended Role of The Fire Warden training on 24/07/2023
	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	Legionella Awareness training completed by: DWC – 28/07/2023 IW – 06/09/2023 FK – 10/09/2023
	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 2023
	Administering medication	Yes	Latest review March 2023
	Contractors	Yes	Latest review March 2023
	Creative Arts	No	
	D&T	Yes	Latest review March 2023

	Electrical Safety	Yes	Latest review March 2023
	Hazardous Substances	Yes	Latest review March 2023
	Lone Working	Yes	Latest review March 2023
	Manual Handling	Yes	Latest review March 2023
	Off-Site Activities	Yes	Latest review March 2023
	Physical Education	Yes	Latest review March 2023
	Playground Safety	Yes	Latest review March 2023
	Pond Safety	Yes	Latest review March 2023
	Premises/Site Safety	Yes	Latest review March 2023
	Science	No	
	Working at Heights	Yes	Latest review March 2023
	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 October 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 August 2023
Water Treatment	Is there an arrangement for the annual inspection and servicing of the schools' water provision?	Yes	Latest Legionella inspection August 2022 Latest Thermostatic Mixer Valve (TMV) inspection February 2023
	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 July 2023. Bungalow: annual service and gas safety certificate, latest service February 2023. Next services booked in for: 15/02/2024
	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 August 2023. Next service booked in for: 14/02/2024
	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. Latest service August 2023.

	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 alarm on 12 th October 2023
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 1 – 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 2023
Lockdown	Is a Lockdown Practice carried out each term and recorded?	No	Latest Lockdown drill on 29 th June 2023

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 2024	
2	Repoint outside wall of Yr 3 classroom on the corner near the PE shed.	FK	April 2024	

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	Replace foyer carpet.			
6	Ceilings in library, HE room, resources area, upper school corridor looking tatty and will eventually need replacing.			
7	Replace brown carpet in KS2 corridor and resources corridor.			
8	Paint hall skirting boards	FK	Summer 2024	
9	Clean hall curtains	FK to investigate	Summer 2024	
10	Paint school kitchen changing room and toilet area	FK	February 2024	
11	Paint Ark kitchen – Walls, skirting and door frame	FK		
12	Paint School Office	FK	February 2024	
13	Clean Year R Art Room windows	FK	February 2024	
14	Paint Year R Art Room	FK	February 2024	
15	Paint Year 1 doorframe to teachers' cupboard	FK	April 2024	
16	Paint Year 1 toilet area	FK	February 2024	
17	Paint KS2 corridor walls	FK	February 2024	
18	Paint KS2 boy's toilet	FK	February 2024	
19	Paint ceiling wells in KS2 corridor and all KS2 classrooms	FK	April 2024	
20	Clean ceiling well panel/tiles in Years R to 2.	FK	April 2024	
21	Paint Year 4 classroom walks	FK	April 2024	
22	Replace broken plug socket in Year 4 classroom.	FK discuss with electrician	April 2024	
23	Paint Year 5 door frame	FK	April 2024	

ACTIONS REQUIRED – SCHOOL GROUNDS				
NO.	ACTION REQUIRED?	BY WHOM?	BY WHEN?	DATE COMPLETED
1	Staff car park surface eroding needs resurfacing. DWC/FK obtained quotes in 2022, circa £20K			
2	Concrete area adjoining upper playground and quiet area broken and raised.	FK to investigate how to repair		
3	EYFS canopy is dirty and needs cleaning. DWC obtained quote from Aura £995. IW decided not to proceed.	Aura (installers)	Summer 2024	
4	EYFS area flooring lifting slightly under canopy.	FK to investigate how to repair	April 2024	
5	Wooden edging between upper playground and boundary to be replaced.	FK	April 2024	
6	Cut back tree above PE shed and EYFS canopy	FK	February 2024	
7	Fix broken slat on Wildlife Area bridge.	FK	February 2024	

ACTIONS REQUIRED – BUNGALOW				
NO.	ACTION REQUIRED?	BY WHOM?	BY WHEN?	DATE COMPLETED
1	Cement at sides of roof (under roof tiles) cracked and breaking away. Concerns that water may enter and cause a leak.	FK to investigate how to repair		
2	Lots of moss built up on roof tiles.	FK to investigate how to repair		

AED DEFIBRILATOR			
NO.	CHECK	YES	NO
1	Is the defibrillator correctly located in the School Office, right-hand cupboard?	X	
2	Is the defibrillator sign on the outside of the cupboard visible and undamaged?	X	
3	Does the defibrillator have charge?	X	
4	Have the defibrillator pads been used?		X
5	Has the defibrillator preparation kit (razor, gloves etc) been used?		X

Signed: Fred Kolndreu

Date

Signed: Daniel Walker-Cheetham

Date