



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES MANAGEMENT AGENDA 2022-23

FOR MONITORING VISIT 3 OF 3 – TUESDAY 13TH JUNE 2023

(MOVED FROM 18TH MAY 2023)

Attending:

Governor - Sam Nicholls

Staff - Imogen Woods, Daniel Walker-Cheetham, Fred Kolndreu

Attachments:

- H&S Monitoring Agenda - 13th June 2023
- Health & Safety and Premises Management Overview - 13th June 2023
- Appendix 0 - Notes of Health & Safety Monitoring Meeting - 9th February 2023
- Appendix 1 - OSHENS Incident Notification Form - 11.05.2023
- Appendix 2 - Fire alarm service inspection certificate
- Appendix 3 - Record of fire drill
- Appendix 4 - Legionella remedial works quotation
- Appendix 5 - Non-domestic service record
- Appendix 6 - Landlord Gas Safety Certificate
- Appendix 7 - Remedial quotation
- Appendix 8 - BMS engineer's report
- Appendix 9 - TMV servicing report
- Appendix 10 - TMV works quotation
- Appendix 11 - Intruder alarm maintenance certificate
- Appendix 12 - Tree works letter
- Appendix 13 - Tree report
- Appendix 14 - Tree report summary
- Appendix 15 - Health and safety monitoring premises inspection report, 11th May 2023
- Appendix 16 - Previous health and safety monitoring premises report, 26th January 2023
- Appendix 17 - Ventilation system report
- Appendix 18 - Ventilation system certificate
- Appendix 19 - D.E.C.
- Appendix 20 - D.E.C. recommendation report
- Appendix 21 - Gym service inspection report
- Appendix 22 - Easter deep clean schedule 2023
- Appendix 23 - Tree recommendations visit 2

- Appendix 24 - Trim Trail sign off certificate
- Appendix 25 - Boiler replacement quotation
- Appendix 26 - Reinforced Autoclaved Aerated Concrete (RAAC) guidance
- Appendix 27 - RAAC site plan
- Appendix 28 - RAAC letter from Wilby & Burnett
- Appendix 29 - Condition Data Collection 2 School Condition Report
- Appendix 30 - Emergency Plan 2023
- Appendix 31 - Fire drill and Evacuation Procedure
- Appendix 32 - Lockdown Procedure
- Appendix 33 - Aston Lark renewal invitation letter
- Appendix 34 - RPA membership document
- Appendix 35 - RPA membership rules for VA schools
- Appendix 36 - RPA webinar slides
- Appendix 37 - Cyber Response Plan 2023
- Appendix 38 - Strategic Risk Management Team Health and Safety newsletter
- Appendix 39 - 'Are your blinds safe?' leaflet

Agenda:

1. Are minutes from the previous meeting an accurate record?
2. Safeguarding update
3. Have all statutory building checks been made or been scheduled?
4. Has appropriate CPD training been undertaken this term?
5. Has the premises been inspected this term by the Premises Manager and School Business Manager?
 - Have all actions from the previous inspection been addressed?
 - Are there any actions from this inspection?
6. Are policies suitable and up-to-date?
 - IW and SN to sign updated Health, Safety and Welfare policy
7. Are risk assessments suitable and up-to-date?
 - SN to sign updated Fire Risk Assessment from September 2022
8. Have all 'other' aspects of the school been considered
9. A.O.B
 - Clubs