



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES MANAGEMENT OVERVIEW 2022-23

MONITORING VISIT 3 OF 3 – TUESDAY 13TH JUNE 2023

(MOVED FROM 18TH MAY 2023)

1. ACTIONS SINCE THE PREVIOUS MEETING HELD ON THURSDAY 9TH FEBRUARY 2023:

SAFEGUARDING	
06/02/2023	The SCR was reviewed by Georgia Newall (HR) who said it was a “very good example of an SCR” and only had a few minor suggestions which have now been actioned.
21/02/2023	DWC attended the ‘Foundation Module 2 Child Protection Process and Children in Care’ course provided by the Surrey Safeguarding Children Partnership
15/03/2023	Encarna Cox (EC) attended the ‘Mental Health: Workplace First Responder (1 Day)’ course with St John Ambulance and passed the assessment.
17/03/2023	All staff have completed the Prevent training provided by the Government.
17/05/2023	A pupil fell over at lunchtime and hurt their arm. They were collected by their Mum and taken to hospital where they confirmed that the arm was broken. Following the SCC guidance I reported the incident using Oshens which is SCC online incident reporting tool. Appendix 1 - OSHENS Incident Notification Form - 11.05.2023

STATUTORY CHECKS / INSPECTIONS		
Fire	04/04/2023	RJ Fire were booked to attend site on the 17 th February 2023 to carry out the service of the fire alarm system. They did not attend due to a family bereavement so this was re-booked for Tuesday 4 th April. RJ Fire will also be moving an existing sounder from the corridor outside of the Southwark Room into the Southwark Room, and then moving the existing sounder and detector from the Southwark Room into the music section of the room. This was discussed at our last monitoring meeting. Appendix 2 - Fire alarm service inspection certificate
	10/05/2023	Unplanned fire drill, Yr 5 classroom. Appendix 3 – Record of fire drill
Legionella	28/02/2023	DWC contacted Rock Compliance, following the Legionella Risk Assessment Report, for a remedial quotation. This has now been received and the works have been provisionally booked in for Monday 31 st July. Date TBC by Rock Compliance and SCC. Appendix 4 - Legionella remedial works quotation
Boiler and Associated Controls	21/02/2023	Advanced Control Solutions (ACS) were booked to attend site on the 15 th February 2023 to carry out a minor service on the school boiler and the annual service of the bungalow boiler. They did not attend and the works were re-booked for the 21 st February 2023. Following the service there were some suggested works which we have decided to go ahead with and these will be actioned on Monday 3 rd April and Monday 17 th April. ACS did not attend again, and the works for the inhibitor top-up and replacement timer were re-booked for Tuesday 18 th April and Wednesday 26 th April respectively. Appendix 5 – Non-domestic service record Appendix 6 - Landlord Gas Safety Certificate Appendix 7 – Remedial quotation

	26/04/2023	Advanced Control Solutions (ACS) carried out BMS service. Appendix 8 – BMS engineer's report
	17/02/2023	True Heating Solutions (Gary) attended site on the 17 th February 2023 to carry out an inspection of the Thermostatic Mixer Values (TMVs). Following the inspection there were some suggested works which we have decided to go ahead with. These works will be actioned during the Easter holiday on Wednesday 5 th April. Appendix 9 – TMV servicing report Appendix 10 - TMV works quotation
Intruder Alarm	15/02/2023	Admiral attended site on the 15 th February 2023 to carry out the service of the intruder alarm system. Appendix 11 – Intruder alarm maintenance certificate
Trees	16/03/2023	DWC received a call from SCC wanting to book in a tree inspection. The tree inspector arrived on the 16 th March. Despite arranging our own inspections with Connick Tree Care, SCC send their own out periodically to do spot inspections and to make sure everything is in order. Appendix 12 – Tree works letter Appendix 13 – Tree report Appendix 14 – Tree report summary
Premises Inspection	05/05/2023	DWC and FK carried out the termly premises inspection. I have also included the previous inspection report for reference. Appendix 15 – Health and safety monitoring premises inspection report, 11th May 2023 Appendix 16 – Previous health and safety monitoring premises inspection report, 26th January 2023
Kitchen	04/03/2023	PW Industrial Services attended on the 4 th April to carry out the service of the school kitchen ventilation system. Appendix 17 - Ventilation system report Appendix 18 – Ventilation system certificate
Display Energy Certificate (D.E.C)	10/03/2023	We have received our new D.E.C. following the energy survey on the 31 st January. We have gone from a C rating to a B. Appendix 19 – D.E.C. Appendix 20 – D.E.C. recommendation report
Playground Equipment	04/04/2023	Twelve15 completed the annual inspection of the gym equipment. Appendix 21 - Gym service inspection report

BUILDING PREMISES WORKS (EXTERNAL CONTRACTORS)

Cleaning	15/03/2023	Solo Service Group (contract cleaners) booked in to deep clean during the Easter Holiday. Appendix 22 – Easter deep clean schedule 2023
Trees	03/04/2023	Southern Tree Care – Attended site to complete the tree works as per visit 2. Appendix 23 - Tree recommendations visit 2
Playground Equipment	20/02/2023	Creative Play began the Trim Trail installation.
	23/02/2023	Creative Play completed the Trim Trail installation. Appendix 24 - Trim Trail sign off certificate.
Water	09/03/2023	On the 27 th February SES emailed offering a free Water Efficiency Visit. SES came to site to carry out the checks and left us with cistern bags for all toilets which will save 1.5L of water per flush. Whilst here they also fixed two leaking taps in the kitchen.

UNPLANNED EVENTS

Hot Water	06/02/2023	The hot water stopped working and FK could not rectify this himself so called Gary from True Heating Solutions. Gary suggested we look at replacing the water heater rather than replacing the faulty part.
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		We decided not to replace the boiler but have decided to go ahead with the replacement part, a pressure relief valve, which will be fitted in the Easter holidays on the 5th April. Appendix 25 – Boiler replacement quotation
Gas	21/03/2023 & 22/03/2023	The gas stopped working in the school kitchen so Gary from True Heating Solutions was called. The new part arrived the next day and Gary returned to fix it. The morning that the gas stopped working an engineer from Twelve15 was carrying work out on the oven. While he was onsite Natasha, the Cook, heard something go bang. Gary said that if the part, which had broken, was to get wet then it would go bang. The Twelve15 engineer was working on the oven which was leaking water, directly in front of the part that broke, so it is highly likely that the engineer cause the part to break by getting it wet or touching it with wet hands. Gary has sent the broken part off to the manufacturer to be inspected as he only recently replaced the part. If it was a manufacturing fault then the part will be free but if it wasn't then we will be billed and that will be passed on to Twelve15 to pay.
Air Source Heat Pumps (ASHP)	07/03/2023	We received an email from Paul Forrest informing us that Thaw will be our new installation company.
	09/03/2023	Some unexpected visitors came onto site, during the school day, and tried to steal the air source heat pumps. FK was around and managed to stop them. This was logged with the police (reference is: BCA-20452-23-4545-01). To prevent this from happening FK has been parking his car over the driveway to restrict access.
	14/03/2023	Paul Forrest called IW re the heat pumps. Paul explained the situation and that the control panel used needs replacing and they are hard to source. He anticipates it could be a year or more before things are resolved and that everything the old company put it will need to be stripped out.
	28/03/2023	Email from Asset+ to arrange a date for Marlon, a Project Manager at Asset+ to check on the ASHP installation and access the outstanding work. The visit has been booked for 29 th March.
	29/03/2023	Marlon Tyler from, Asset+ arrived to assess the installation works of Omni. He took photos and said he would put together a report of works needed and propose a new location for the ASHPs. The new location proposed was to the left of the metal Trinity Farm storage unit. He said they would put down a concrete pad and erect acoustic fencing around the installation.
Reinforced Autoclaved Aerated Concrete (RAAC)	10/03/2023	<u>Update from Paul Forrest:</u> – Shaun, from Wilby & Burnett, is doing a H&S RAAC survey for all schools on his books. – The 'blocks' have been determined and Nutfield Church Primary School is of an age where it would potentially have been built using RAAC. – RAAC is potentially to be found in Block ANC1 (small block by the car park) and Block EFAA (main school building). – Shaun is reviewing all the info he holds and will be in touch re next steps. DWC sent Paul a report from the roof replacement which should negate the need for a site survey and will hopefully rule out RAAC in school. Sean will be in touch with further information. Appendix 26 - Reinforced Autoclaved Aerated Concrete (RAAC) guidance Appendix 27 - RAAC site plan Appendix 28 – RAAC letter from Wilby & Burnett

CPD	
DATE	TRAINING
-	No H&S training was planned or undertaken this term. Online training in Asbestos Awareness and Legionella Awareness has been booked for IW, DWC and FK. They will complete this in the new academic year.

OTHER	
03/02/2023 & 06/02/2023	The DfE Condition Data Collection 2 (CDC2) survey was completed. Appendix 29 - Condition Data Collection 2 School Condition Report
23/02/2023	DWC updated the Emergency Plan following the release of a new template from Surrey County Council. The plan was approved by IW on 23/02/2023. Appendix 30 - Emergency Plan 2023
23/02/2023	DWC updated the Fire and Lockdown Drills to tighten up processes and implement some new items such as emergency grab bags to reflect the Emergency Plan. The procedures were approved by IW on 23/02/2023 and updated versions have been placed around the school. Appendix 31 – Fire Drill and Evacuation Procedure Appendix 32 – Lockdown Procedure
14/03/2023	Natasha in the school kitchen had a risk inspection by Twelve15. They said that the fire blanket needed fixing to the wall and that the foam extinguisher needed attaching to the wall. DWC spoke with Fred about this and both tasks have been actioned.
23/03/2023	DWC attended a webinar, arranged for Southwark Diocesan schools, relating to the DfE's Risk Protection Arrangement (RPA). The RPA is an alternative to commercial insurance for schools. The view has always been to avoid the RPA, however, Paul Forrest said: "having in the past taken a 'wait and see approach' to the RPA since it was first introduced a few years ago, I am now reassured that the scheme is robust enough, in a worst case scenario, for church school needs. It is also likely to be a cost-effective option to consider for your buildings insurance & some of your other insurance needs, compared with a Local Authority block policy or the SDBE scheme, brokered by Aston Lark." Having compared our current insurances with Aston Lark and Surrey County Council to the RPA offer the level of cover was greater, it covered us for more things, and it was easier to make a claim if needed. I discussed this with IW and it was agreed that we would join the RPA. I gave notice to cancel our block insurance with Aston Lark and our Surrey County Council (PLI, Employers Liability etc.) insurance which will end at midnight on the 31st March 2023. The RPA cover will start on 1st April 2023. The Aston Lark and SCC insurance for 2023/24 would have been £6,423.77, whereas the RPA is £23 per child (based on the October census each year) making it much cheaper at £4,692 for 2023/24. The RPA includes Cyber cover on the basis that the school meets the conditions. One of the points was to product a Cyber Response Plan which I have done and which has been approved by IW. 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
25/03/2023	Surrey Strategic Risk Management Team Health and Safety newsletter Appendix 38 - Strategic Risk Management Team Health and Safety newsletter
25/04/2023	DWC read the guidance on blind safety and ordered tensioners for the blinds in all classrooms, the library and the Southwark room. Appendix 39 – 'Are your blinds safe?' leaflet

2. HEALTH AND SAFETY POLICIES:

POLICY NAME	STATUTORY / NON-STATUTORY	REVIEW FREQUENCY	OWNER	APPROVER	PUBLISH ON WEBSITE?	DATE LAST REVIEWED	NEXT REVIEW DATE
Emergency Plan	Non-Statutory	Annually	DWC / IW	FGB	No	27/02/2023	26/02/2024
Health, Safety and Welfare	Statutory	Annually	DWC	IW on behalf of FGB	No	31/01/2023	30/01/2024
Children with Health Needs who Cannot Attend School	Statutory	Annually	SF	FGB	No	15/05/2022	14/05/2023 Under review by SF
Infection Control	Non-Statutory	Annually	DWC	FGB	No	29/09/2022	28/09/2023
Snow Plan	Non-Statutory	Every 3 Years	DWC	IW on behalf of FGB	No	29/09/2022	28/09/2023
Sun Safety Plan	Non-Statutory	Every 3 Years	DWC	IW on behalf of FGB	No	29/09/2022	28/09/2023
First Aid in Schools	Statutory	Annually	SF	FGB	No	10/10/2022	09/10/2023
Supporting Pupils with Medical Conditions	Statutory	Annually	SF	FGB	No	10/10/2022	09/10/2023
Child Protection Policy and Procedures (Safeguarding)	Statutory	Annually	IW	FGB	Yes	29/11/2022	28/11/2023

3. RISK ASSESSMENTS:

RISK ASSESSMENT NAME	STATUTORY / NON-STATUTORY	REVIEW FREQUENCY	OWNER	APPROVER	PUBLISH ON WEBSITE?	DATE LAST REVIEWED	NEXT REVIEW DATE
Access Control	Non-Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
Administering Medication	Non-Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
Contractors working on site	Non-Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
Electrical Safety	Non-Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
First Aid Provision	Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
Lone Working	Non-Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
Manual Handling	Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
Playground Safety	Non-Statutory	Annually	DWC	FGB	No	15/03/2023	14/03/2024
Fire Risk Assessment	Statutory	Annually	DWC	FGB	No	30/09/2022	29/09/2023

4. DATES AND PROGRESS OF SURVEYS, TESTING AND INSPECTIONS:

TASK	SUPPLIER	STATUTORY / NON-STATUTORY	FREQUENCY	LAST SERVICE/ INSPECTION	NEXT SERVICE/ INSPECTION DUE
Service of Air Source Heat Pumps	Advanced Control Solutions	Non-Statutory	Annually	N/A	TBC
Display Energy Certificate (DEC)	Surrey Education Services for Schools (Buy Back) - Compliance365	Statutory	Annually	17/01/2023	16/01/2024
Maintenance/Monitoring of Intruder Alarm - Visit 2 of 2	Admiral Security	Non-Statutory	2 Visits Annually	15/02/2023	14/02/2024
Fixed Playground and Gym Equipment Inspection and Testing	Surrey Education Services for Schools (Buy Back) - Twelve15 Gym/Sport Maintenance	Non-Statutory	Annually	04/04/2023	03/04/2024
Thermostatic Mixer Valves (TMV)	True Heating Solutions	Statutory	Annually	17/02/2023	16/02/2024
Service of Fire Alarm System - Visit 2 of 2	RJ Fire	Statutory	2 Visits Annually	04/04/2023	15/02/2024
School Boiler Minor Service - Visit 2 of 2	Advanced Control Solutions	Statutory	Annually	21/02/2023	20/02/2024
Bungalow Boiler Annual Service	Advanced Control Solutions	Statutory	Annually	21/02/2023	20/02/2024
Bungalow Cold Water Tank	Fred	Non-Statutory	Annually	22/03/2023	21/03/2024
PAT Tester Calibration and New Pass Labels	ParkerBell	Non-Statutory	Annually	15/03/2023	14/03/2024
Service of Kitchen Ventilation System	PW Industrial Services	Statutory	Annually	04/04/2023	03/04/2024
Service Burner Management System (BMS) and Associated Controls	Advanced Control Solutions	Statutory	Annually	26/04/2023	25/04/2024
Tree Inspection	Connick Tree Care	Non-Statutory	Annually	07/06/2022	06/06/2023 Booked - awaiting date for Summer
Deep Clean - Carpets, Windows, Roof Lights and KS2 Covered Area	ASF	Non-Statutory	Annually	25/07/2022	24/07/2023 Booked – 02/08/2023
Service of Fire Alarm System - Visit 1 of 2	RJ Fire	Statutory	2 Visits Annually	27/07/2022	26/07/2023 Booked – 15/08/2023

Inspection and Maintenance of Fire Fighting Equipment	RJ Fire	Statutory	Annually	27/07/2022	26/07/2023 Booked – 15/08/2023
Emergency Lighting Discharge Test	RJ Fire	Statutory	Annually	27/07/2022	26/07/2023 Booked – 15/08/2023
Maintenance/Monitoring of Intruder Alarm - Visit 1 of 2	Admiral Security	Non-Statutory	2 Visits Annually	29/07/2022	28/07/2023 Booked – 01/08/2023
School Boiler Major Service - Visit 1 of 2	Advanced Control Solutions	Statutory	Annually	18/08/2022	17/08/2023 Booked – 31/07/2023
Asbestos Re-Inspection of Risk Assessment	Surrey Education Services for Schools (Buy Back) - Tetra Tech	Statutory	Annually	06/09/2022	05/09/2023 Booked - awaiting date
COSHH Inspection	Fred and Dan	Non-Statutory	Annually	21/10/2022	20/10/2023
Commercial Catering Gas Inspection (CP42) School Kitchen	True Heating Solutions	Statutory	Annually	21/12/2022	20/12/2023
Legionella Risk Assessment	Surrey Education Services for Schools (Buy Back) - Rock Compliance	Statutory	Every 2 Years	16/08/2022	15/08/2024
5 Year Fixed Electrical	Surrey Education Services for Schools (Buy Back) - Quantec Consultants Ltd	Statutory	Every 5 Years	10/12/2019	09/12/2024

5. STATUTORY DISPLAY INFORMATION:

DOCUMENT	DATE OF PUBLICATION	HOW DISPLAYED	LATEST REVIEW	NEXT REVIEW DATE
Display Energy Certificate (DEC)	17 th January 2022	Prominent location - school reception area	17/01/2023 by DWC	16/01/2024
HSE Health & Safety Law poster	December 2021	Permanently displayed on staff room notice board	June 2023 by DWC	June 2024