



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES MANAGEMENT OVERVIEW 2023-24

MONITORING VISIT 1 OF 3 – 15TH NOVEMBER 2023

1. ACTIONS SINCE THE PREVIOUS MEETING HELD ON TUESDAY 13TH JUNE 2023:

SAFEGUARDING	
12/09/2023	External safeguarding audit by Ian McGraw, an Independent Safeguarding Consultant at IM Safeguarding Ltd. Appendix 1 - Safeguarding Review of Nutfield Church CofE Primary School

STATUTORY CHECKS / INSPECTIONS		
Dining Tables	13/06/2023	The 10 x new folding dining tables need to be serviced each year. We have entered a three-year Preventive Maintenance Agreement with the manufacturer, SICO Europe Ltd. The cost of the maintenance also includes replacement parts should they be required. Appendix 2 – SICO Preventive Maintenance Agreement
Lockdown Drill	29/06/2023	Lockdown drill at 9:25am Appendix 3 - Record of Lockdown Drill - 29.06.2023
Boiler and Associated Controls	31/07/2023	True Heating Solutions - Carried out the major boiler service and check of the water heater, boiler all ok. On inspection of the water heater found that the sacrificial anode requires changing. Once this fails it will stop the unit from operating. As and when this is replaced it has been recommended that the water heater is descaled. This work has been booked for 18 th December 2023. Appendix 4 - Plant Commissioning and Servicing Record (Non-Domestic)
	29/08/2023	True Heating Solutions - Attended site to carry out the annual maintenance of the Boiler Management System (BMS) and associated controls. There were some remedial works recommended and I am awaiting a quotation. I contacted RJ Fire following their recommendations on the detectors and this was their response: "Adding detectors in the boiler and intake this is something we can do, however as you know with this system the devices alone are extremely expensive. This should have also been carried out on initial installation. Adding an interface to the current fire alarm system is possible but again comes with a heavy cost and has potential to be extremely unreliable, if this is something you would like to add, we would have to attend site to give you an accurate quote." I discussed this with IW and it was decided that we would not proceed. Appendix 5 - BMS Service Report
Legionella	31/07/2023	Rock Compliance – Conducted legionella remedial works following the risk assessment in August 2022. Appendix 6 - Legionella Site Visit Record
Intruder Alarm	01/08/2023	Admiral Security – Onsite to complete the bi-annual service of the intruder alarm system. No issues and battery replaced in PSU 2. Appendix 7 - Alarm Maintenance Certificate

Fire	15/08/2023	RJ Fire – Completed service and inspection of fire alarm, inspection of firefighting equipment, and annual discharge test and inspection of emergency lighting. Advised we needed new batteries and some replacement extinguishers. RJ Fire sent a quotation for a wired system to avoid the costly batteries, with the new system costing £24,625.70 ex-VAT. The replacement extinguishers were ordered and were delivered on the 20th September 2023. Appendix 8 - Firefighting equipment report Appendix 9 - Fire alarm system and emergency lighting report Appendix 10 – Quotation for wired fire alarm system
	12/10/2023	Unplanned fire drill (1 of 2) Appendix 11 – Record of Fire Drill – 12.10.2023 (1of2)
	12/10/2023	Unplanned fire drill (2 of 2) Appendix 12 – Record of Fire Drill – 12.10.2023 (2of2)
Trees	29/08/2023	Connick Tree Care – The annual tree inspection was completed and there were some recommendations to remove branches and deadwood from 4 trees and to fell one tree to the ground. I have requested a quotation for the works and a surveyor is attending on the 27th September 2023. Appendix 13 - Tree Condition Assessment Appendix 14 - Tree Location Plan Appendix 15 - Tree Survey Schedule
	27/09/2023	Connick Tree Care – A surveyor from Connick came to site to price up the work. Quote received 29th September for £955.00 ex-VAT. This will be included in the 2024/25 budget. Appendix 16 - Connick Tree Care quotation
Asbestos	31/08/2023	Tetra Tech – Onsite to complete the Asbestos Re-Inspection of Risk Assessment. There was a recommendation to repair and/or encapsulate the bottom of the sink in the Ark kitchen. This is the area which had the asbestos removed by Tetra Tech in November 2022 so I have raised this with them and they are going to rectify the issue during the October half term at no cost. Appendix 17 - Asbestos re-inspection survey report
	27/10/2023	Tetra Tech – Onsite to remove/encapsulate asbestos pad in Ark kitchen.
Plumbing	18/09/2023	Received a letter from SES water regarding a plumbing inspection. Contacted Laura Knowles a Regulations Enforcement Officer at SES Water who stated the following: “The Inspector will need to look at all the plumbing system within the school to ensure they are all compliant with the regulations. This will include anything that may be connected to water such as dishwashers, washing machines etc. This is to ensure there are no contamination risks or risk of misuse or waste of water. Once the inspection has been completed a report will be compiled which will be sent to you with rectification dates or alternatively confirmation that there are no contraventions.” This has been booked in for Thursday 26th October 2023. Appendix 18 – SES Water inspection letter
	26/10/2023	SES Water – Onsite to conduct plumbing inspection. Due to a change in water regulations they have identified some areas that need attention. A Regulations Specialist will be re-attending on the 29th January 2024 to verify that the premises are fully compliant. I contacted True Heating Solutions for a quotation for the works and after accepting his quotation he will be carrying out the works during the Christmas holiday. Appendix 19 – Outcome letter Appendix 20 – Outcome report Appendix 21 – True Heating quotation following SES visit

COSHH	31/10/2023	DWC and FK carried out the annual COSHH review. Together we completed COSHH assessments for all relevant products in the caretaker's cupboard, cleaner's cupboard and FK's shed and sourced associated data sheets.
Premises Inspection	31/10/2023	DWC and FK carried out the termly premises inspection. I have also included the previous inspection report for reference. Appendix 22 – Health and safety monitoring premises inspection report, 31st October 2023 Appendix 23 – Previous health and safety monitoring premises inspection report, 11th May 2023

BUILDING PREMISES WORKS (EXTERNAL CONTRACTORS)		
Cleaning	02/08/2023	ASF – Onsite to deep clean all carpets, clean windows inside and out, clean roof lights, skylights and upper school outdoor covered area during the Summer holidays.
	29/08/2023	Solo Service Group (contract cleaners) deep clean during the Summer holidays. Appendix 24 - Summer clean schedule
	27/10/2023	Solo Service Group (contract cleaners) deep clean during the October half term. Appendix 25 – October half term clean schedule
Electrical	02/08/2023	JTD Electrical – Onsite to carry out electrical works as directed: replacement plug sockets and external floodlight replacement.

UNPLANNED EVENTS		
Reinforced Autoclaved Aerated Concrete (RAAC)	08/06/2023	Email received from Sean Kelleher from Wilby & Burnett: “We have spoken to Bauder who confirmed their original findings of wood wool slabs to all roof areas investigated. This makes the presence of RAAC very unlikely so no further actions are needed. In due course once all investigation works are complete for “our” schools a table confirming findings will be issued. In the meantime trust the above is acceptable.” Appendix 26 – Email from Sean Kelleher re RAAC

CPD	
DATE	TRAINING
24/07/2023	DWC - Role of The Fire Warden
27/07/2023	DWC - Asbestos Awareness
28/07/2023	DWC - Legionella Awareness
06/09/2023	IW - Legionella Awareness
10/09/2023	FK - Legionella Awareness
-	IW and FK booked onto Asbestos Awareness training. E-Learning to be completed online ASAP.

OTHER	
Fire Risk Assessment	DWC updated the Fire Risk assessment which has been signed by IW. Appendix 27 – Fire Risk Assessment 2023-24
Intruder Alarm	We are moving to a Voice over Internet Protocol (VoIP) phone system and needed to upgrade our intruder alarm monitoring system as a result. We have received and accepted a quotation for the upgrade works and are waiting for Admiral to attend site to conduct the upgrade. Appendix 28 – Quotation for intruder alarm signalling upgrade
AED Defibrillator	On the 12 th June 2023 we received an AED defibrillator from the Department for Education (DfE). This was part of the DfE's defibrillator programme in which it sent all state-funded schools in England a defibrillator during the 2022/23 academic year. Our defibrillator is located in the School Office cupboard and clearly signposted. Staff have received training as part of our First Aid INSET training and will receive refresher training in the upcoming staff meeting.

	To ensure that schools are supported throughout the life of the device the following replacements the DfE will automatically send: • defibrillator pads 2 years after we received our device. • battery and defibrillator pads 4 years after we received our device; and, • defibrillator pads 6 years after we received our device. A check of the defibrillator will be conducted as part of the Premises Manager and Business Managers termly premises inspection.
--	---

2. HEALTH AND SAFETY POLICIES:

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

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	02/10/2023	01/10/2024

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

TASK	SUPPLIER	STATUTORY / NON-STATUTORY	FREQUENCY	LAST SERVICE/ INSPECTION	NEXT SERVICE/ INSPECTION DUE
Commercial Catering Gas Inspection (CP42) School Kitchen	True Heating Solutions	Statutory	Annually	21/12/2022	20/12/2023 Booked for: 20/12/2023
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
Service of Fire Alarm System - Visit 2 of 2	RJ Fire	Statutory	2 Visits Annually	04/04/2023	15/02/2024
Thermostatic Mixer Valves (TMV)	True Heating Solutions	Statutory	Annually	17/02/2023	16/02/2024
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
PAT Tester Calibration and New Pass Labels	ParkerBell	Non-Statutory	Annually	15/03/2023	14/03/2024
Bungalow Cold Water Tank	Fred	Non-Statutory	Annually	22/03/2023	21/03/2024
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
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
School Boiler Major Service - Visit 1 of 2	Advanced Control Solutions	Statutory	Annually	31/07/2023	30/07/2024
Maintenance/Monitoring of Intruder Alarm - Visit 1 of 2	Admiral Security	Non-Statutory	2 Visits Annually	01/08/2023	31/07/2024
Deep Clean - Carpets, Windows, Roof Lights and KS2 Covered Area	ASF	Non-Statutory	Annually	02/08/2023	01/08/2024

Service of Fire Alarm System - Visit 1 of 2	RJ Fire	Statutory	2 Visits Annually	15/08/2023	14/08/2024
Inspection and Maintenance of Fire Fighting Equipment	RJ Fire	Statutory	Annually	15/08/2023	14/08/2024
Emergency Lighting Discharge Test	RJ Fire	Statutory	Annually	15/08/2023	14/08/2024
Legionella Risk Assessment	Surrey Education Services for Schools (Buy Back) - Rock Compliance	Statutory	Every 2 Years	16/08/2022	15/08/2024
Tree Inspection	Connick Tree Care	Non-Statutory	Annually	29/08/2023	28/08/2024
Asbestos Re-Inspection of Risk Assessment	Surrey Education Services for Schools (Buy Back) - Tetra Tech	Statutory	Annually	31/08/2023	30/08/2024
COSHH Inspection	Fred and Dan	Non-Statutory	Annually	31/10/2023	30/10/2024
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