



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES MANAGEMENT OVERVIEW 2022-23

MONITORING VISIT 1 OF 3 - WEDNESDAY 16TH NOVEMBER 2022

1. ACTIONS SINCE THE PREVIOUS MEETING HELD ON THURSDAY 19TH MAY 2022:

SAFEGUARDING	
16/06/2022	Diane Martin (DM) reviewed the SCR with Daniel Walker-Cheetham (DWC). DWC informed DM of updates and talked her through the SCR.
21/06/2022 & 23/06/2022	DWC attended 'Managing and Processing DBS Checks' training.
30/06/2022	DWC arranged for DM to deliver safeguarding training to a new starter, Alisha Dowe (AD).
02/09/2022	DWC updated the SCR to include an additional column for schools to record any online searches undertaken for shortlisted candidates from 1 st September 2022 as per KCSiE.
07/09/2022	DWC arranged for DM to delivery safeguarding training to new starters, Helen Lindsay (HL) and Carmela Charalambous (CCH).
10/09/2022	DWC contacted staff whose DBS certificates were 3 years or older and re-verified their ID documents and renewed their DBS online.
13/09/2022 & 14/09/2022	DWC attended DSL New to Role training.
01/10/2022	Imogen Woods (IW) completed Safer Recruitment in Education training.
24/01/2023	DWC booked to attend 'Foundation Module 1: Multi Agency Safeguarding Children - Family Resilience and Family Safeguarding'.
21/02/2023	DWC booked to attend 'Foundation Module 2 Child Protection Process and Children in Care'.
06/06/2023	Whole School Safeguarding (KCSiE) training booked for 6th June 2023 by IW.
31/10/2022	DWC arranged for DM to deliver safeguarding training to a new starter, Maria Nadeem (MN) and Sophie Russell (SR).

STATUTORY CHECKS / INSPECTIONS		
Fire	26/05/2022	Planned fire drill. See record of fire drill – Appendix 1
	27/07/2022	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, some replacement extinguishers and that there were four faulty emergency lights that need replacing. Firefighting equipment report – Appendix 2 Fire alarm system and emergency lighting report -Appendix 3
	01/09/2022	RJ Fire – DWC ordered replacement firefighting equipment below following RJ fire inspection recommendations: 1 x 6lt Water spray fire extinguisher £49.50 +vat 1 x 6lt Foam spray fire extinguisher £49.50 +vat 1 x Fire blanket £20.00 +vat 24 x batteries £25.50 +vat
	21/09/2022	Planned fire drill. See record of fire drill – Appendix 4

	06/10/2022	RJ Fire – DWC took delivery of the replacement firefighting equipment and batteries. The extinguishers and fire blanket were put in place by RJ Fire and the old equipment was removed. FK will start replacing the batteries in the detectors/sounders.
Asbestos	06/09/2022	Tetra Tech – Onsite to complete the Asbestos Re-Inspection of Risk Assessment. There was a recommendation to remove some asbestos from the Ark kitchen. Surrey have emailed a quotation to me for the removal of the asbestos in the Ark kitchen. Asbestos re-inspection survey report – Appendix 5 Quotation for removal of asbestos in the Ark kitchen – Appendix 6
Legionella	16/08/2022	Rock Compliance – Onsite to complete the annual Legionella Risk Assessment Review. There are a number of areas that require immediate attention, in addition to some recommendations, so I have contacted Rock Compliance for a quotation. I have also contacted Gary from True Heating Solutions for a comparative quote. Legionella Risk Assessment report – Appendix 7
	27/10/2022	Following the report Fred has descaled the hot and cold water outlets and has descaled the shower.
Trees	07/06/2022	Connick Tree Care – The annual tree inspection was completed and some tree works were recommended. A surveyor from Connick came to site on the 21 st June 2022 to price up the work. Quote received 30 th June for £8,370 ex-VAT. Arboriculture survey – Appendix 8 Connick Tree Care quotation – Appendix 9
	03/10/2022	Southern Tree Care – Surveyor came to site to price up works using Connick Tree Care recommendations. Quote received 3 rd October for £5,950 ex-VAT. The quote has been broken down into 2 visits, visit 1 for £3,950.00 and the second visit for £2,000. The original recommendations from Connick were to fell the Ash tree's suffering from "Ash dieback" in a couple of years, however Southern Tree Care felt that the trees needed felling to as a matter of urgency to avoid the spread of the disease. Southern Tree Care quotation – Appendix 10 Southern Tree Care quotation breakdown – Appendix 11
	25/10/2022	Southern Tree Care – Came to site and completed visit 1 of 2 as per Appendix 16
Boiler and Associated Controls	20/05/2022	Advance Control Solutions (ACS) - Attended site to carry out the annual maintenance of the Boiler Management System (BMS) and associated controls. Tested operation of emergency knock off button which disables control circuit and shuts gas solenoid valve. BMS engineer report – Appendix 12
	18/08/2022	ACS – Carried out major boiler service and check of the water heater, all ok. Carried out Landlords Safety inspection on the bungalow boiler, passed safety checks with zero leaks located. Boiler room inspection service record – Appendix 13 Non-domestic service record – Appendix 14 Landlord gas safety certificate – Appendix 15
Intruder Alarm	29/07/2022	Admiral Security – Onsite to complete the bi-annual service of the intruder alarm system. No issues. Alarm maintenance certificate – Appendix 16
COSHH	21/10/2022	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	03/11/2022	DWC and FK carried out the termly premises inspection. I have also included the previous inspection report for reference. Health and safety monitoring premises inspection report, 3rd November 2022 – Appendix 17 Previous health and safety monitoring premises inspection report, 4th May 2022 – Appendix 18

BUILDING PREMISES WORKS (EXTERNAL CONTRACTORS)		
Kitchen Ventilation System	28/06/2022	PW Industrial – Onsite looking at the school ventilation system and installing an access hatch following access issues at the last service. Completed successfully at £498 ex-VAT.
Cleaning	25/07/2022	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.
	26/08/2022 – 31/08/2022	Solo Service Group (contract cleaners) deep clean during the Summer holidays. Summer clean schedule – Appendix 19
	22/10/2022 & 23/10/2022	Solo Service Group (contract cleaners) deep clean during the October half term. October half term clean schedule – Appendix 20
Playground Equipment	25/10/2022 – 27/10/2022	FK and Mr Parker from SJP Machinery Repairs removed the climbing frame, trim trail and matting from both areas.

UNPLANNED EVENTS		
Fire	14/06/2022	Fire alarm showing low battery in detector/sounders. RJ Fire met with Fred to check the alarm panel and have since quoted and delivered replacement batteries. Note: There are two batteries in the detectors, one acts as a backup. It's okay for the alarm panel to show low battery in detector/sounders. The only time to be concerned is when they show as offline.
	06/10/2022	DWC mentioned to RJ Fire when they came to drop off the extinguishers that there should be an additional sounder in the music section of the Southwark room. They were unsure why there wasn't already one there. Rather than purchasing an additional sounder DWC suggested that an existing sounder was moved as we have more than required at that end of the building. On their next service, assuming we agree with the quotation, they are going to move the sounder from the corridor outside of the Southwark Room into the Southwark Room, and then move the existing sounder and detector from the Southwark Room into the music section of the room. They will be quoting for this work in addition to the 4 x failed emergency lights.
Pest Control	21/07/2022	Sankeys Pest Control on site to treat a wasp nest on the playing field. Sprayed the nest with insecticide and instructed to cordon area of for 24hrs for wasp activity to die down.
	27/07/2022	Sankeys Pest Control on site to treat a wasp nest in front left corner of school fascia. Sprayed the nest with insecticide.
Playground Equipment	08/09/2022	Wobbly bridge section of the trim trail collapsed during break time. No children were on it at the time. Fred cleared it from the area and will put into the skip when we next have one.
Toilets	13/09/2022	One of the YrR toilets broke and flooded the toilet area and vinyl flooring. Emergency plumber called out to stop the leak. DWC and FK cleared flood water. Received two quotations for the repair works, have gone ahead with AM Services (Tony) at £755.64. Date of works TBC subject to the delivery of the toilet and materials.
Air Source Heat Pumps	05/10/2022	FK called the air source heat pump company for an update. The installation is complete, however the pumps have not yet been programmed. Works have stopped as Omni, the installer, have concerns about the safety of the installation. The pumps are extremely heavy and have been suspended high up on the outside of the boiler house wall.
	12/10/2022	An Omni engineer and a Carrier, air source heat pump manufacturer, engineer came to site to assess the installation. It was confirmed by Gareth Slaughter, Project Coordinator at Omni, on Friday 14 th October that the installation is safe and the integrity of the wall is fine.
	31/10/2022	A structural engineer, from DMA, independent of Omni came out to site following instruction from Omni to inspect the heat pump installation. Whilst the structural engineer didn't think the installation was unsafe he was concerned with the

		positioning of the heat pumps and said that they need to be at ground level or on the flat roof. He said he would report back to Omni with his findings and ask them to dismantle the current installation.
	09/11/2022	Omni came to site to dismantle the heat pump installation. The heat pumps have been removed from the boiler house wall and are now sat in the car park. We tried to place the heat pumps inside the fence line but the crane on-site was not sufficient. Whilst here they drove over Fred's ladders, which they had asked to borrow, so they will need to be replaced at Omnis expense.

CPD	
12/07/2022 & 14/07/2022	DWC attended 'School H&S Management and Risk Assessment' training.

OTHER	
Summer 2022	Over the summer DWC created a H&S board in the staffroom. DWC purchased a H&S law poster which is a legal requirement to display, as is a list of first aiders. Both of these are now on display.
Summer 2022	FK completed all Summer 2022 tasks except for: Redecorate disabled toilet, and Jetwash and tidy outside area in-between staff room and hall. These will be added to his October half term work list.
02/09/2022	DWC updated the fire drill protocols to include DWC as the Fire Officer and removed all old copies from around the school.
07/09/2022	The Health and Safety Executive (HSE) will be carrying out a programme of inspections relating to the management of asbestos in primary and secondary schools in England, Scotland, and Wales from September 2022 onwards. The inspections will be assessing how schools are managing the risks from asbestos within the school estate and meeting the 'duty to manage' (DTM) requirements under Regulation 4 of the Control of Asbestos Regulations 2012 (CAR). The regulations place duties on those with responsibility for the maintenance of work premises, including schools, to manage the risk from asbestos. More information can be found on the Surrey Education Services website.
16/09/2022	Received an email from Surrey County Council regarding the asbestos buy-back. They have increased the 2022/23 Asbestos re-inspection fee by £35 as they have been informed by their Compliance and Planon teams that they have been undercharging for the inspection. Additional costs from last year will not be charged as a gesture of goodwill.

2. HEALTH AND SAFETY POLICIES:

POLICY NAME	STATUTORY / NON-STATUTORY	REVIEW FREQUENCY	OWNER	APPROVER	PUBLISH ON WEBSITE?	DATE LAST REVIEWED	NEXT REVIEW DATE
Child Protection Policy and Procedures (Safeguarding)	Statutory	Annually	IW	FGB	Yes	15/10/2021	14/10/2022
Emergency Plan and Business Continuity Plan	Non-Statutory	Annually	DWC / IW	FGB	No	15/03/2022	14/03/2023
Health, Safety and Welfare	Statutory	Annually	DWC	IW on behalf of FGB	No	15/03/2022	14/03/2023
Children with Health Needs who Cannot Attend School	Statutory	Annually	SF	FGB	No	15/05/2022	14/05/2023
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

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	15/03/2022	14/03/2023
Administering Medication	Non-Statutory	Annually	DWC	FGB	No	15/03/2022	14/03/2023
Contractors working on site	Non-Statutory	Annually	DWC	FGB	No	15/03/2022	14/03/2023
Electrical Safety	Non-Statutory	Annually	DWC	FGB	No	15/03/2022	14/03/2023
First Aid Provision	Statutory	Annually	DWC	FGB	No	15/03/2022	14/03/2023
Lone Working	Non-Statutory	Annually	DWC	FGB	No	15/03/2022	14/03/2023
Manual Handling	Statutory	Annually	DWC	FGB	No	15/03/2022	14/03/2023
Playground Safety	Non-Statutory	Annually	DWC	FGB	No	15/03/2022	14/03/2023
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
COSHH Inspection	Fred and Dan	Non-Statutory	Annually	21/10/2022	20/10/2023
Display Energy Certificate (DEC)	Surrey Education Services for Schools (Buy Back) - Compliance365	Statutory	Annually	17/01/2022	16/01/2023
Maintenance/Monitoring of Intruder Alarm - Visit 2 of 2	Admiral Security	Non-Statutory	2 Visits Annually	02/02/2022	01/02/2023
Service of Air Source Heat Pumps	Advanced Control Solutions	Non-Statutory	Annually	N/A	02/02/2023 - TBC
Fixed Playground and Gym Equipment Inspection and Testing	Surrey Education Services for Schools (Buy Back) - Twelve15 Gym/Sport Maintenance	Non-Statutory	Annually	14/02/2022	13/02/2023
Thermostatic Mixer Valves (TMV)	True Heating Solutions	Statutory	Annually	15/02/2022	14/02/2023
Service of Fire Alarm System - Visit 2 of 2	RJ Fire	Statutory	2 Visits Annually	16/02/2022	15/02/2023
School Boiler Minor Service - Visit 2 of 2	Advanced Control Solutions	Statutory	Annually	22/02/2022	21/02/2023
Bungalow Boiler Annual Service	Advanced Control Solutions	Statutory	Annually	22/02/2022	21/02/2023
Bungalow Cold Water Tank	Fred	Non-Statutory	Annually	10/03/2022	09/03/2023
PAT Tester Calibration and New Pass Labels	ParkerBell	Non-Statutory	Annually	12/03/2022	11/03/2023
Service of Kitchen Ventilation System	PW Industrial Services	Statutory	Annually	25/04/2022	24/04/2023
Service Burner Management System (BMS) and Associated Controls	Advanced Control Solutions	Statutory	Annually	20/05/2022	19/05/2023
Tree Inspection	Connick Tree Care	Non-Statutory	Annually	07/06/2022	06/06/2023
Deep Clean - Carpets, Windows, Roof Lights and KS2 Covered Area	ASF	Non-Statutory	Annually	25/07/2022	24/07/2023
Service of Fire Alarm System - Visit 1 of 2	RJ Fire	Statutory	2 Visits Annually	27/07/2022	26/07/2023
Inspection and Maintenance of Fire Fighting Equipment	RJ Fire	Statutory	Annually	27/07/2022	26/07/2023

TASK	SUPPLIER	STATUTORY / NON-STATUTORY	FREQUENCY	LAST SERVICE/ INSPECTION	NEXT SERVICE/ INSPECTION DUE
Emergency Lighting Discharge Test	RJ Fire	Statutory	Annually	27/07/2022	26/07/2023
Maintenance/Monitoring of Intruder Alarm - Visit 1 of 2	Admiral Security	Non-Statutory	2 Visits Annually	29/07/2022	28/07/2023
School Boiler Major Service - Visit 1 of 2	Advanced Control Solutions	Statutory	Annually	18/08/2022	17/08/2023
Asbestos Re-Inspection of Risk Assessment	Surrey Education Services for Schools (Buy Back) - Tetra Tech	Statutory	Annually	06/09/2022	05/09/2023
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
HSE Health & Safety Law poster	December 2021	Permanently displayed on staff room notice board	July 2022 by DWC	July 2023
Display Energy Certificate (DEC)	17 th January 2022	Prominent location - school reception area	17/01/2022 by PA	16/01/2023