



## NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

# HEALTH AND SAFETY AND PREMISES MANAGEMENT OVERVIEW 2023-24

## MONITORING VISIT 2 OF 3 – 8<sup>TH</sup> FEBRUARY 2024

### 1. ACTIONS SINCE THE PREVIOUS MEETING HELD ON WEDNESDAY 15<sup>TH</sup> NOVEMBER 2023:

| SAFEGUARDING |      |
|--------------|------|
| -            | None |

| STATUTORY CHECKS / INSPECTIONS |            |                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Boiler and Associated Controls | 18/12/2023 | True Heating Solutions – Replaced the sacrificial anode and descaled the water heater.                                                                                                                                                                                                                                                                                         |
| Kitchen                        | 20/12/2023 | True Heating Solutions - Onsite to carry out Commercial Catering Inspection (CP42) of the school kitchen.<br><a href="#">Appendix 1 – Commercial Catering Inspection Record</a>                                                                                                                                                                                                |
| Gas                            | 09/01/2024 | Email from Energy Assets to book in routine maintenance of the gas meter. Contacted Total Gas & Power who advised they had instructed Energy Assets to make contact.                                                                                                                                                                                                           |
|                                | 16/01/2024 | Energy Assets – Attended site to conduct routine maintenance on the gas meter.                                                                                                                                                                                                                                                                                                 |
| Premises Inspection            | 26/01/2024 | DWC and FK carried out the termly premises inspection. I have also included the previous inspection report for reference.<br><a href="#">Appendix 2 – Health and safety monitoring premises inspection report, 26<sup>th</sup> January 2024</a><br><a href="#">Appendix 3 – Previous health and safety monitoring premises inspection report, 31<sup>st</sup> October 2023</a> |

| BUILDING PREMISES WORKS (EXTERNAL CONTRACTORS) |            |                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Boiler and Associated Controls                 | 18/12/2023 | True Heating Solutions – I have received the quotation for the recommendations following the Boiler Management System (BMS) and associated controls.<br>The remedial works have been booked in and will be carried out during the February half term on the 14 <sup>th</sup> February 2024.<br><a href="#">Appendix 4 – BMS Remedials Quotation</a> |
| Plumbing                                       | 19/12/2023 | True Heating Solutions – Attended site to install 6 double check valves as instructed by SES Water following their visit on the 26 <sup>th</sup> October 2023.                                                                                                                                                                                      |
|                                                | 21/12/2023 | True Heating Solutions – Replaced the radiator in the Bungalow bathroom.                                                                                                                                                                                                                                                                            |
| Electrical                                     | 19/12/2023 | JTD Electrical – Replaced the extractor fan in the Bungalow bathroom.                                                                                                                                                                                                                                                                               |
| Display Energy Certificate (D.E.C)             | 17/01/2024 | I provided Compliance 365 with our gas and electricity usage for the year and they generated our new D.E.C certificate.<br><a href="#">Appendix 5 – D.E.C 2024</a>                                                                                                                                                                                  |

|                              |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Air Source Heat Pumps (ASHP) | 19/12/2023 | Received an email from Paul Forrest, Buildings and Capital Programmes Manager at SDBE, informing us that Toshiba Carrier (working for their main contractor, Asset+) have resolved a key technical issue with the controls installed by OMNI Heat and Power.<br>We have been assigned 'Axiom' as our main installation contractor. Axiom has been appointed to undertake remedial works and provide the promised 5-year warranty on the heat pumps, along with training and documentation as part of commissioning and handover.<br><a href="#">Appendix 6 - ASHP Close Out Recovery Plan Summary</a> |
|                              | 15/01/2024 | Received a call from Terry at Axiom (who are handing the mechanical and electrical elements of the project) requesting a time to conduct a survey of our Air Source Heat Pumps.                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                              | 16/01/2024 | Terry attended site, conducted a survey and took some photos. He will be in touch at a later date with a report and proposed work plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                              | 24/01/2024 | Cepha Controls (who are dealing with the controls and BMS side of things) attended site to inspect the control panel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Cleaning                     | 12/02/2024 | Solo Service Group (contract cleaners) booked in to deep clean during the February half term.<br><a href="#">Appendix 7 – February half term clean schedule</a>                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| UNPLANNED EVENTS |              |                                                                                                                                                                                                                                                                              |
|------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20/11/2023       | No Hot Water | There was no hot water. True Heating Solutions were called to rectify the issue and were able to turn it back on quickly. A switch in the boiler house had been turned to an off position.                                                                                   |
| 21/11/2023       | Gas Leak     | FK could smell gas in one of the kitchen storage cupboards. True Heating Solutions were called to investigate but could not find a leak with their equipment. They advised that if FK continued to smell gas we should call the gas board who have more sensitive equipment. |
| 16/01/2024       | Burst Pipe   | The pipe in the Year 2 courtyard burst. FK was called to turn off the water in this area. Gary from True Heating Solutions was called to replace the burst pipe.                                                                                                             |

| CPD        |                                                                                     |
|------------|-------------------------------------------------------------------------------------|
| DATE       | TRAINING                                                                            |
| 19/11/2023 | IW completed Asbestos Awareness training.                                           |
| -          | FK booked onto Asbestos Awareness training. E-Learning to be completed online ASAP. |

| OTHER      |                                                                                                                                                                                                                                                                                       |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13/11/2023 | Admiral – Attended site to upgrade the intruder alarm monitoring system prior to our switch to a Voice over Internet Protocol (VoIP) phone system.                                                                                                                                    |
| 31/01/2024 | DWC reviewed and updated the Health, Safety and Welfare policy. This has been reviewed and approved by IW and is to be signed by both IW and SN at the H&S monitoring meeting on the 8 <sup>th</sup> February 2024.<br><a href="#">Appendix 8 - Health, Safety and Welfare policy</a> |

## 2. HEALTH AND SAFETY POLICIES:

| POLICY NAME                                              | STATUTORY /<br>NON-STATUTORY | REVIEW<br>FREQUENCY | OWNER       | APPROVER            | PUBLISH ON<br>WEBSITE? | DATE LAST<br>REVIEWED | NEXT REVIEW<br>DATE |
|----------------------------------------------------------|------------------------------|---------------------|-------------|---------------------|------------------------|-----------------------|---------------------|
| Emergency Plan                                           | Non-Statutory                | Annually            | DWC /<br>IW | FGB                 | No                     | 27/02/2023            | 26/02/2024          |
| Children with Health Needs who Cannot<br>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<br>(Safeguarding) | Statutory                    | Annually            | IW          | FGB                 | Yes                    | 15/10/2023            | 14/10/2024          |
| Health, Safety and Welfare                               | Statutory                    | Annually            | DWC         | IW on behalf of FGB | No                     | 31/01/2024            | 30/01/2025          |

### 3. RISK ASSESSMENTS:

| RISK ASSESSMENT NAME        | STATUTORY /<br>NON-STATUTORY | REVIEW<br>FREQUENCY | OWNER | APPROVER | PUBLISH ON<br>WEBSITE? | DATE LAST<br>REVIEWED | NEXT REVIEW<br>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 /<br>NON-STATUTORY | FREQUENCY            | LAST SERVICE/<br>INSPECTION | NEXT SERVICE/<br>INSPECTION DUE         |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------|----------------------|-----------------------------|-----------------------------------------|
| Service of Air Source Heat Pumps                                | Advanced Control Solutions                                                           | Non-Statutory                | Annually             | N/A                         | TBC                                     |
| Maintenance/Monitoring of Intruder Alarm - Visit 2 of 2         | Admiral Security                                                                     | Non-Statutory                | 2 Visits<br>Annually | 15/02/2023                  | 14/02/2024<br>Booked for:<br>14/02/2024 |
| Service of Fire Alarm System - Visit 2 of 2                     | RJ Fire                                                                              | Statutory                    | 2 Visits<br>Annually | 04/04/2023                  | 15/02/2024<br>Booked for:<br>14/02/2024 |
| Thermostatic Mixer Valves (TMV)                                 | True Heating Solutions                                                               | Statutory                    | Annually             | 17/02/2023                  | 16/02/2024<br>Booked for:<br>16/02/2024 |
| School Boiler Minor Service - Visit 2 of 2                      | Advanced Control Solutions                                                           | Statutory                    | Annually             | 21/02/2023                  | 20/02/2024<br>Booked for:<br>15/02/2024 |
| Bungalow Boiler Annual Service                                  | Advanced Control Solutions                                                           | Statutory                    | Annually             | 21/02/2023                  | 20/02/2024<br>Booked for:<br>15/02/2024 |
| 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) -<br>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<br>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 |
| Commercial Catering Gas Inspection (CP42) School Kitchen | True Heating Solutions                                                     | Statutory     | Annually          | 20/12/2023 | 19/12/2024 |
| Display Energy Certificate (DEC)                         | Surrey Education Services for Schools (Buy Back) - Compliance365           | Statutory     | Annually          | 17/01/2024 | 16/01/2025 |

## 5. STATUTORY DISPLAY INFORMATION:

| DOCUMENT                         | DATE OF PUBLICATION           | HOW DISPLAYED                                    | LATEST REVIEW     | NEXT REVIEW DATE |
|----------------------------------|-------------------------------|--------------------------------------------------|-------------------|------------------|
| Display Energy Certificate (DEC) | 17 <sup>th</sup> January 2022 | Prominent location - school reception area       | 17/01/2024 by DWC | 16/01/2025       |
| HSE Health & Safety Law poster   | December 2021                 | Permanently displayed on staff room notice board | June 2023 by DWC  | June 2024        |