



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES MANAGEMENT OVERVIEW 2022-23

MONITORING VISIT 2 OF 3 – THURSDAY 9TH FEBRUARY 2023

1. ACTIONS SINCE THE PREVIOUS MEETING HELD ON WEDNESDAY 16TH NOVEMBER 2022:

SAFEGUARDING	
06/01/2023	All staff have been asked to complete Prevent training provided by the Government. The training covers: Prevent awareness, referrals, and Prevent Multi-Agency Panel (PMAP). Staff have been asked to submit their certificates to DWC no later than the 17 th March 2023.
20/01/2023	DWC moved the SCR from the Admin Shared drive on the server to the Confidential drive which only IW and DWC have access too. The SCR file itself is password protected so this adds another layer of security.
23/01/2023	IW and DWC discussed the SCR and it was agreed that the SCR would be reviewed by IW at every business meeting held between IW and DWC. DWC is going to produce a review sheet and keep a log of when the reviews happened.
23/01/2023	DWC booked Encarna Cox (EC) onto the 'Mental Health: Workplace First Responder (1 Day)' course with St John Ambulance which she is due to attend on the 15 th March 2023.
24/01/2023	DWC attended the 'Foundation Module 1 - Family Resilience & Family Safeguarding' training provided by the Surrey Safeguarding Children Partnership. DWC is booked to attend the 'Foundation Module 2 Child Protection Process and Children in Care' course on the 21 st February 2023.

STATUTORY CHECKS / INSPECTIONS		
Fire	22/11/2022	Unplanned fire drill, drum room. Appendix 1 – Record of fire drill
	23/01/2023	RJ Fire booked to attend site on the 17 th February 2023 to carry out the service of the fire alarm system. 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.
Asbestos	24/11/2022	DWC received quotation for the asbestos removal in the Ark kitchen. DWC discussed with IW and confirmed acceptance of the quotation. Appendix 2 – Asbestos removal quotation
	25/11/2022	Tetra Tech onsite to remove the asbestos from the Ark kitchen. The asbestos was removed successfully. Appendix 3 – Asbestos AFM17 Site Activity Log Appendix 4 – Asbestos AFM29T Visual Inspection Certificate (v16)
Legionella	14/12/2022	DWC contacted Rock Compliance, following the Legionella Risk Assessment Report, for a quote to action some of the elements. This has not yet been received.
Boiler and Associated Controls	23/01/2023	Advanced Control Solutions (ACS) 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.

	23/01/2023	True Heating Solutions (Gary) booked to attend site on the 17 th February 2023 to carry out an inspection on the Thermostatic Mixer Values (TMVs)
Intruder Alarm	23/01/2023	Admiral booked to attend site on the 15 th February 2023 to carry out the service of the intruder alarm system.
Premises Inspection	26/01/2023	DWC and FK carried out the termly premises inspection. I have also included the previous inspection report for reference. Appendix 5 – Health and safety monitoring premises inspection report, 26th January 2023 Appendix 6 – Previous health and safety monitoring premises inspection report, 3rd November 2022
Kitchen	29/11/2022	Tracey Killick, from Strictly Education 4S, on site to carry out a lunchtime monitoring visit as part of our Catering Service Level Agreement. Tracey advised that we should be carrying out annual Commercial Catering Gas Inspections (CP42). We haven't done these historically so an inspection was booked in for the Christmas holidays and it will be carried out annually going forward. Appendix 7 – Strictly Education 4S lunchtime monitoring report
	21/12/2022	True Heating Solutions (Gary) onsite to carry out Commercial Catering Inspection (CP42) of the school kitchen. Whilst on-site Gary discovered a gas leak so was unable to continue the inspection. The gas was shut off over Christmas, whilst waiting for a part to arrive for the repairs to be carried out.
	03/01/2023	True Heating Solutions (Gary) back onsite to fix the gas leak. The part to fix the gas leak didn't arrive until the afternoon of Tuesday 3 rd January. This meant that the kitchen was unusable during the day the Caterer had to cook the school lunch at another local school. Gary repaired the gas leak and carried out the Commercial Catering Inspection (CP42). A recommendation on the report was that the oven door seal needed replacing. As the kitchen equipment is the responsibility of Twelve15 I notified Natasha, the Caterer, who has informed her manager. Twelve15 are in the process of getting this replaced. Appendix 8 – Commercial Catering Inspection Record (CP42)
Display Energy Certificate (D.E.C)	31/01/2023	Compliance 365 attended site to carry out an Energy Performance Survey. It consisted of a few questions, measurements of the hall, and inspection of the boiler house. The surveyor said a new D.E.C. would be sent out in 5-10 working days.

BUILDING PREMISES WORKS (EXTERNAL CONTRACTORS)		
Cleaning	26/01/2023	Solo Service Group (contract cleaners) booked in to deep clean during the February half term. Appendix 9 – February half term clean schedule
Playground Equipment	19/11/2022	FK and Mr Parker from SJP Machinery Repairs disposed of the remaining rubber matting left behind from the climbing frame and trim trail removal.
	23/11/2022	DWC contacted Creative Play, following a meeting with IW and David Bowen (DB), to procure a new trim trail.
	30/11/2022	Creative Play came to site to carry out an initial survey and measure the area. A quotation was received and accepted on 9 th December 2022. Appendix 10 – Creative Play order agreement Appendix 11 – Creative Play sales order acknowledgment
	17/01/2023	Creative Play returned to site to carry out a survey and finalise details. The installation will take place during term time and will begin on Tuesday 21 st February 2023. Appendix 12 - Creative Play survey, risk assessment and method statement Appendix 13 - Creative Play Public Liability Insurance Appendix 14 – School trim trail risk assessment produced by DWC and IW in conjunction with FK. Sent to Creative Play on 31/01/2023.
Toilets	16/11/2022 & 17/11/2022	Tony Porto from AM Services replaced the broken toilet in Year R.

Drainage	16/01/2023	CLS Plumbing & Drainage called by FK to unblock the drain by the front entrance door and on the playground. The playground drain was unblocked however the front drain couldn't be as there was a number of large roots. CLS drilled a hole through the root which will allow water through but they have advised that they are re-booked to cut the roots out completely.
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UNPLANNED EVENTS		
Hot Water	25/11/2022	The hot water stopped working in the afternoon of the INSET day. FK could not rectify this himself so called ACS. ACS could not come out until Monday and hadn't confirmed a time with FK so Gary from True Heating Solutions was called.
	28/11/2022	Gary from True Heating Solutions came to site first thing to look at the hot water system. He advised that the timer was broken so FK will need to manually turn on and off the hot water system to ensure it isn't running constantly.

CPD	
DATE	TRAINING
-	No H&S training was planned or undertaken this term.

OTHER	
02/11/2022	DWC changed the door code to help improve site security. Going forward, this will be done on an annual basis.
12/12/2022	DWC received an email from Amanda Boyton, Service Facilities Manager at Surrey County Council, regarding lead paint in schools. DWC printed the email off and discussed with FK. FK checked the site and confirmed no lead paint had been used in the school. Appendix 15 - Schools H&S Update Lead in paint
06/01/2023	DWC put together an Asbestos Management Plan following guidance from the Health and Safety Executive (HSE). This was reviewed and approved by IW. Appendix 16 - Asbestos Management Plan 2022-23
13/01/2023	A delivery of CO2 monitors arrived from the DfE. CO2 monitors arrived during the COVID-19 pandemic and were distributed to classrooms. FK checked that there was still a CO2 monitor in each room, which there was. The new delivery of CO2 monitors will stay in DWC's office until required.
06/01/2022	Email from Faithful + Gould regarding DfE Condition Data Collection 2 (CDC2) programme. The building fabric element of the survey is booked in for the 3 rd February. The mechanical and electrical services condition survey will take place slightly later on the 6 th February at around 9am.
23/01/2023	DWC updated the Emergency Plan following the release of a new template from Surrey County Council. The plan is still a work in progress and will be reviewed with IW.
23/01/2023	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. These are still a work in progress and will be reviewed with IW.
26/01/2023	DWC received an email from the DfE regarding the new Government Emergency Alert System. Emergency Alerts is a new service from the UK government and is expected to launch later in 2023. Emergency alerts will warn you if there's a danger to life nearby. In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe. https://www.gov.uk/alerts?utm_source=26%20January%202023%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
27/01/2023	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 9 th February 2023. Appendix 17 - Health, Safety and Welfare policy
31/01/2023	DWC contacted Knight Security (key holders) to inform them of the new code to the entrance doors. DWC will make a note to do this annually following the change of code.

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	15/03/2022	14/03/2023 Review in progress
Health, Safety and Welfare	Statutory	Annually	DWC	IW on behalf of FGB	No	15/03/2022	14/03/2023 For approval on 09/02/2023
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
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	15/03/2022	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
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	17/01/2022	16/01/2023 Booked for: 31/01/2023
Maintenance/Monitoring of Intruder Alarm - Visit 2 of 2	Admiral Security	Non-Statutory	2 Visits Annually	02/02/2022	01/02/2023 Booked for: 15/02/2023
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 Booked for: 03/03/2023
Thermostatic Mixer Valves (TMV)	True Heating Solutions	Statutory	Annually	15/02/2022	14/02/2023 Booked for: 17/02/2023
Service of Fire Alarm System - Visit 2 of 2	RJ Fire	Statutory	2 Visits Annually	16/02/2022	15/02/2023 Booked for: 17/02/2023
School Boiler Minor Service - Visit 2 of 2	Advanced Control Solutions	Statutory	Annually	22/02/2022	21/02/2023 Booked for: 15/02/2023
Bungalow Boiler Annual Service	Advanced Control Solutions	Statutory	Annually	22/02/2022	21/02/2023 Booked for: 15/02/2023
Bungalow Cold Water Tank	Fred	Non-Statutory	Annually	10/03/2022	09/03/2023 FK to conduct in March 2023
PAT Tester Calibration and New Pass Labels	ParkerBell	Non-Statutory	Annually	12/03/2022	11/03/2023 Awaiting info from ParkerBell
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
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
Legionella Risk Assessment	Surrey Education Services for Schools (Buy Back) - Rock Compliance	Statutory	Every 2 Years	16/08/2022	15/08/2024
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
COSHH Inspection	Fred and Dan	Non-Statutory	Annually	21/10/2022	20/10/2023
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	21/12/2022	20/12/2023

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	17/01/2022 by PA	16/01/2023 Booked for: 31/01/2023
HSE Health & Safety Law poster	December 2021	Permanently displayed on staff room notice board	July 2022 by DWC	July 2023