



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL



## Health & Safety Monitoring Overview Premises Inspection Report

Date 13<sup>th</sup> October 2021

| H&S Policy                                                                                                                                           | Yes        | No | N/A | Comments                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Does the school have a written H&S policy that is, <ul style="list-style-type: none"> <li>Reviewed in the last 12 months.</li> </ul>                 | YES        |    |     | Last review Feb. 2021.                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>Signed by current Co-Chair of Governors &amp; Headteacher.</li> </ul>                                         | YES        |    |     | Agreed by SN via email, signed by SF on his behalf, and IW. Covid-19 risk assessment – protective measures, SN not in school.                                                                        |
| <ul style="list-style-type: none"> <li>Approved by SCC</li> </ul>                                                                                    | YES        |    |     | SCC model template. PA advised at SCC Risk Assessment webinar 28/9/2021 that LA H&S Policy template has been updated. School policy will be reviewed Spring 2022 1                                   |
| <ul style="list-style-type: none"> <li>Provided to or brought to the attention of all schools' staff.</li> </ul>                                     | YES        |    |     | On staff noticeboards. Available to all under admin shared/policies. Paper copy on school policy folder in school office available for all to see. Copy included in Induction pack for all new staff |
| H&S Coordinator                                                                                                                                      | Yes        | No | N/A | Comments                                                                                                                                                                                             |
| Has the school appointed an H&S Coordinator?                                                                                                         | YES        |    |     | Philippa Assender                                                                                                                                                                                    |
| H&S Training                                                                                                                                         | Yes        | No | N/A | Comments                                                                                                                                                                                             |
| Has the following training been undertaken by all relevant persons? <ul style="list-style-type: none"> <li>Headteacher H&amp;S Management</li> </ul> |            | NO |     |                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>H&amp;S Coordinator H&amp;S Management</li> </ul>                                                             | YES<br>YES |    |     | 19.6.2008 PA<br>19.6.2008 PA                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>Risk Assessment Process</li> </ul>                                                                            | YES        |    |     | British Safety Council Awards Risk Assessment Level 2 Certificate 27.5.2008 PA. SCC Risk Assessment Webinar 28.9.2021 PA                                                                             |

|                                                                                            |            |           |            |                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------|------------|-----------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • Lifting & Handling                                                                       | YES        |           |            | Part of Induction training (4S) FK. HSE "Manual handling at work A brief guide" leaflet on staff noticeboard and referred to in Induction pack.                                                                                                                   |
| • Fire/Emergency procedures                                                                | YES        |           |            | Fire Drills. Latest fire drill, 19 <sup>th</sup> October 2021 at 10.18 am Will consider lock down drills, on hold due to Covid-19 risk assessment                                                                                                                 |
| • Working at Heights                                                                       | YES        |           |            | Part of Induction training (4S) FK. HSE "Working at height A brief guide" leaflet on staff noticeboard, and referred to in Induction Pack                                                                                                                         |
| • Environmental Safety                                                                     | YES        |           |            | COSHH Part of Induction training FK                                                                                                                                                                                                                               |
| <b>Risk Assessment</b>                                                                     | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                                                                                                                   |
| Has the school prepared written risk assessments for each of the following core H&S items, |            |           |            |                                                                                                                                                                                                                                                                   |
| • Access Control                                                                           | YES        |           |            | Latest review, January 2021                                                                                                                                                                                                                                       |
| • Administering medication                                                                 | YES        |           |            | Latest review, January 2021                                                                                                                                                                                                                                       |
| • Contractors                                                                              | YES        |           |            | Latest review, January 2021. Re-roofing project, risk assessment completed by Tony Luff & Ben Hearsum from Synergy, Project Managers. Risk Assessment for replacement of School Hall ceiling (22/23 Oct 2021) completed by Simon Rose, Capex Office Interiors Ltd |
| • Creative Arts                                                                            |            | NO        |            |                                                                                                                                                                                                                                                                   |
| • D&T                                                                                      | YES        |           |            | Latest review, January 2021                                                                                                                                                                                                                                       |
| • Electrical Safety                                                                        | YES        |           |            | Latest review, January 2021                                                                                                                                                                                                                                       |
| • Hazardous Substances                                                                     | YES        |           |            | COSHH sheets. Ongoing. Reviewed as part of premises inspection 13.10.2021 by PA and FK. Identified COSHH sheet required for Wilco Ant & Crawling Insect Killer (FK completed 14.10.2021)                                                                          |
| • Lone Working                                                                             | YES        |           |            | Latest review, January 2021                                                                                                                                                                                                                                       |
| • Manual Handling                                                                          | YES        |           |            | Latest review, January 2021                                                                                                                                                                                                                                       |
| • Off-Site Activities                                                                      | YES        |           |            | Individual risk assessments prepared by Trip Leader and approved by IW. Residential trips also approved by FGB and                                                                                                                                                |

|                                                                                                                         |            |           |            |                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                         |            |           |            | uploaded to LA via Evolve for approval                                                                                                                                                                      |
| • Physical Education                                                                                                    | YES        |           |            | Latest review, January 2021                                                                                                                                                                                 |
| • Playground Safety                                                                                                     | YES        |           |            | Latest review, January 2021                                                                                                                                                                                 |
| • Pond Safety                                                                                                           | YES        |           |            | Latest review, January 2021                                                                                                                                                                                 |
| • Premises/Site Safety                                                                                                  | YES        |           |            | Latest review, January 2021                                                                                                                                                                                 |
| • Science                                                                                                               |            | NO        |            |                                                                                                                                                                                                             |
| • Working at Heights                                                                                                    | YES        |           |            | Latest review, January 2021                                                                                                                                                                                 |
|                                                                                                                         | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                                                             |
| Have risk assessments been completed by trained schools' staff?                                                         | YES        |           |            | PA<br>CC (Educational Visits Coordinator)                                                                                                                                                                   |
| Have School risk assessments been viewed for "suitable & Sufficient by SCC                                              | YES        |           |            | Follow SCC templates and guidance. Residential risk assessments uploaded to SCC for approval                                                                                                                |
| Are risk assessments findings brought to the attention of all staff that may be affected by the risk?                   | YES        |           |            |                                                                                                                                                                                                             |
| Has a <b>Fire Risk Assessment</b> been provided either by an appointed SCC Consultant or by SCC trained Schools' staff? | YES        |           |            | PA. Training in the New Fire Regulations (Regulatory Reform) at Reigate Fire Station 2005.<br>Latest review of Fire Risk Assessment completed 21 <sup>st</sup> October 2021 by IW and PA.                   |
| <b>Asbestos</b>                                                                                                         | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                                                             |
| Does the school have an asbestos register?                                                                              | YES        |           |            | Type 2 Asbestos Survey 30.1.2006 Report B/SU14/8. 6 items identified/presumed. Annual re-inspections, latest 8.9.2021, report gave recommendations "Manage & Periodic RE-inspection of ACM" for all 6 items |
| Is the Asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?          | YES        |           |            | Asbestos Register in H&S documents area in admin. corridor outside H/T office, available for all to access. FK responsible for ensuring Asbestos Register is given to contractors on site to sign and read. |
| Are there emergency plans in place to respond to any Asbestos exposure?                                                 | YES        |           |            | Emergency Plan. Latest review October 2021. Action Card 9. Managing an unplanned disturbance of asbestos                                                                                                    |
| <b>Water Treatment</b>                                                                                                  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                                                             |
| Is there an arrangement for the annual Inspection and                                                                   | YES        |           |            | SCC Buybacks                                                                                                                                                                                                |

|                                                                                                             |            |           |            |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------|------------|-----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Servicing of the schools' water provision?                                                                  |            |           |            | <ul style="list-style-type: none"> <li>- Legionella Risk Assessment (every 2 years) latest 10<sup>th</sup> August 2020</li> <li>- Thermostatic Mixer Valve (TMVs) serviced annually. Latest service 16<sup>th</sup> Feb 2021</li> <li>- Cold water storage tank (bungalow). Inspected annually, latest 16<sup>th</sup> Feb 2021. Cleaned &amp; disinfected 4<sup>th</sup> January 2021</li> </ul> |
| Is there expertise and provision within the school for periodic testing of water temperatures?              | YES        |           |            | FK. Legionella Awareness and Management, Monitoring & Recording training 4.3.2013.<br>FK. iHasco Online Legionella Awareness training 23.10.2021<br>PA. iHasco Online Legionella Awareness training 25.10.2021                                                                                                                                                                                    |
| <b>Heating</b>                                                                                              | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                   |
| Is there an arrangement for the prescribed servicing of the schools' heating system?                        | YES        |           |            | Advanced Control Solutions. School 2 services a year (latest 2.7.2021)<br>Bungalow – annual service and gas safety certificate (29.1.2021)                                                                                                                                                                                                                                                        |
| Are temperatures adequate in all areas?                                                                     | YES        |           |            |                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Fire Precautions</b>                                                                                     | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                   |
| Are fire appliances serviced and recorded as such every 12 months?                                          | YES        |           |            | RJ Fire 17/8/2021.<br>Recommended replacements –<br>2 x 6Lt Water extinguishers <ul style="list-style-type: none"> <li>- 1 x 2Kg CO2</li> <li>- 3 x 6KG Powder</li> <li>- 10 Fire blankets</li> </ul> Agreed replacement prices with RJ Fire, to be delivered and installed by RJ Fire in October half term.                                                                                      |
|                                                                                                             | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                                                                                                                                                                                                                                                   |
| Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard? | YES        |           |            | RJ Fire. 2 services p.a. (15 <sup>th</sup> February and 17 <sup>th</sup> August 2021)                                                                                                                                                                                                                                                                                                             |
| Is emergency lighting serviced in accordance with the relevant British Standard?                            | YES        |           |            | FK tests and records all emergency lighting on a monthly basis. RJ Fire Annual Discharge & Certification 17.8.2021                                                                                                                                                                                                                                                                                |

|                                                                                                                        |            |           |            |                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Are individual Fire Alarm call points tested on a weekly cycle and recorded as such?                                   | YES        |           |            | FK                                                                                                                                                                        |
| Is a Fire Practice carried out each term and recorded?                                                                 | YES        |           |            | Latest Fire Drill – Tuesday, 19 <sup>th</sup> October 2021 at 10.18 am. Recorded.                                                                                         |
| <b>Electricity</b>                                                                                                     | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                           |
| Has the schools' fixed wiring system been inspected & certificated by an electrical engineer with the last five years? | YES        |           |            | SCC Buyback. Latest Inspection 4 <sup>th</sup> Dec. 2019. FWP agreed to instruct Buchan & Curwen to complete all C3 items (completed August 2021). No C1 items identified |
| Is there a register/Inventory of all of the schools' Portable Electrical Appliances?                                   | YES        |           |            | FK                                                                                                                                                                        |
| Are all of the schools' Portable Electrical Appliances Inspected & Tested in accordance with HSE guidance (PAT)        | YES        |           |            | FK. "The Periodic Inspection & Testing of Portable Electrical Equipment" training March 2012. Delivered by Babcock 4S                                                     |
| Are staff instructed not to bring personal electrical items in to school for use in school?                            | YES        |           |            | Staff Induction Pack. If required for a one-off activity FK carries out a PAT test before the item can be used in school                                                  |
| <b>Ladders &amp; Steps</b>                                                                                             | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                           |
| Are similar ladders & steps uniquely identified?                                                                       | YES        |           |            | Ladder – Boiler house<br>Stepladder – resources area                                                                                                                      |
| <b>Access/Security</b>                                                                                                 | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>                                                                                                                                                           |
| Is there a system for identifying and managing visitors to the school, including contractors?                          | YES        |           |            | Access Control Risk Assessment reviewed January 2021<br>Coronavirus (COVID-19) Risk Assessment, Sept. 2021<br>Appendix 5                                                  |
| <b>Lock down</b>                                                                                                       |            |           |            |                                                                                                                                                                           |
| Is a Lock Down Practice carried out each term and recorded?                                                            |            | NO        |            | Last Lock Down Practice was pre-pandemic on 14 <sup>th</sup> February 2020, recorded. SLT to consider when to do a practice                                               |

**Actions Required - School Building (External)**  
**Date of Monitoring – 13<sup>th</sup> October 2021**

[illegible]

**Action Required - School Building (Internal)**  
**Date of Monitoring – 13<sup>th</sup> October 2021**

| No. | Actions Required?                                                                                                                                                                                                                                                                      | By whom?                                                                                                   | By when?     | Date completed: |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------|-----------------|
| 1   | <p>Yr R cloakroom – replace flooring. KF Flooring quotation for £1,110</p> <p>FK sourced quotation from SCG Flooring Ltd for £7,862 - £8,829 plus vat to replace hard flooring in Yr R, 1, 2, admin corridor to staff room/door to kitchen area.</p> <p>Governor approval required</p> | <p>Quotation from KH Flooring</p> <p>£5,006 for Polysafe Standard</p> <p>£6,220 for Wood FX</p>            |              |                 |
| 2   | <p>Years 3, 4 and 6. Hard floor cover on drains damaged.</p> <p>FK sourced quotation from SCG Flooring Ltd for £9,835 - £11,058 plus vat to replace hard flooring in all 4 upper school classrooms</p> <p>Governor approval required</p>                                               |                                                                                                            |              |                 |
| 3   | <p>Yr 6. Hole in carpeted floor area. FK made a temporary repair by cutting carpet, pulling back carpet and fixing wood across the hole.</p> <p>Quotation to rip up the carpet, make good the area and re-carpet Yr6 classroom</p>                                                     | <p>FK to source quotation</p> <p>Quotation Gary Tennant</p> <p>£2,070</p> <p>KH Flooring</p> <p>£1,980</p> | January 2022 |                 |
| 4   | Yr 5 classroom needs redecorating                                                                                                                                                                                                                                                      | FK                                                                                                         |              |                 |

|   |                                                                                                                                                                                                                                           |                        |               |                   |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------|-------------------|
| 5 | <p>Plumbing works:</p> <p>Year 3 cloakroom - 1 basin waste pipe need replacing</p> <p>Year 5 cloakroom – 2 basin waste pipes need replacing</p> <p>Replacement radiators in HE room, upper school corridor, H/T office, bungalow hall</p> | FK to source quotation |               |                   |
| 6 | Classrooms – wash down PVC under windows                                                                                                                                                                                                  | FK                     | December 2021 | October half term |
| 7 | Replace light bulbs – upper school boys and girls toilets                                                                                                                                                                                 | FK                     | November 2021 | 14.10.2021        |
| 8 | Art cupboard – move paint pots away from access to fire exit                                                                                                                                                                              | FK                     | November 2021 | 14.10.2021        |
| 9 | Yr 2 classroom – new doormat required                                                                                                                                                                                                     | FK                     | November 2021 |                   |
|   |                                                                                                                                                                                                                                           |                        |               |                   |
|   |                                                                                                                                                                                                                                           |                        |               |                   |
|   |                                                                                                                                                                                                                                           |                        |               |                   |
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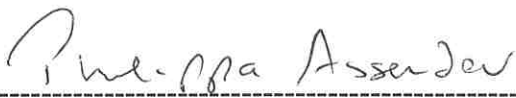


**Actions Required - School Grounds**  
**Date of Monitoring – 13<sup>th</sup> October 2021**

| No. | Actions Required?                                                                                            | By whom? | By when?      | Date completed:   |
|-----|--------------------------------------------------------------------------------------------------------------|----------|---------------|-------------------|
| 1   | Dispose of items that have appeared behind the Early Years shed                                              | FK       | November 2021 | 14.10.2021        |
| 2   | Dispose of old matting in wildlife area                                                                      | FK       | November 2021 | 14.10.2021        |
| 3   | Small trees/shrubs on boundary by Kentwyns - cut down at base to prevent damage to the school's wire fencing | FK       | January 2022  | October half term |
|     |                                                                                                              |          |               |                   |
|     |                                                                                                              |          |               |                   |
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**Signed**

Date 15/10/21

  
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**Signed**

Date 15.10.2021