

Nutfield Church (C of E) Primary School

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Headteacher: Miss Imogen Woods – BEd Hons (Oxon)
Deputy Headteacher: Mrs Anna Benjamin – BA PGCE

NOTES OF THE HEALTH AND SAFETY COMMITTEE MEETING TO MONITOR HEALTH, SAFETY AND PREMISES MANAGEMENT AT NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL HELD ON THURSDAY 8TH FEBRUARY 2024

PRESENT:

Sam Nicholls (SN - Health and Safety Governor)
Imogen Woods (IW - Headteacher)
Daniel Walker-Cheetham (DWC – School Business Manager and H&S Co-ordinator)
Fred Kolndreu (FK - Premises Manager)

APOLOGIES FOR ABSENCE:

None

1. OPENING PRAYER / VISION AND VALUES

FK opened the meeting with a prayer and read through the school's vision and values.

2. ARE MINUTES FROM THE PREVIOUS MEETING AN ACCURATE RECORD?

Notes of the previous meeting held on the 15th November 2023 were noted.

3. SAFEGUARDING UPDATE

There have been no safeguarding issues.

4. HAVE ALL STATUTORY BUILDING CHECKS BEEN MADE OR BEEN SCHEDULED?

DWC shared that the Commercial Catering Gas Inspection (CP42) for the school kitchen was completed during the Christmas holiday.

In October SES Water conducted a plumbing inspection which highlighted the need for some additional Thermostatic Mixer Valves (TMV) in some areas. This work was actioned by True Heating Solutions during the Christmas holiday. We are awaiting a date for SES Water to conduct a re-inspection to ensure we are compliant with the current water regulations.

There are a few upcoming inspections which have been booked in for the February half term. These include:

- Bi-annual maintenance and monitoring of the intruder alarm system;
- Bi-annual service for the fire alarm system;
- Service of the Thermostatic Mixer Valves (TMV);
- Minor service of the School boiler;
- Annual service of the Bungalow boiler.

In addition, True Heating Solutions will be onsite during the February half term to conduct the Boiler Management System (BMS) remedials which were to lower the Electro Thermal Link (ETL) above the burner to no more than a 300mm distance to meet updated regulations.

5. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

IW has completed the Asbestos Awareness training.

FK is in the process of completing his Asbestos Awareness training. DWC will speak with FK 3 weeks after the February half term to check his progress. FK is aiming to have completed the training by Easter.

6. HAS THE PREMISES BEEN INSPECTED THIS TERM BY THE PREMISES MANAGER AND SCHOOL BUSINESS MANAGER?

DWC and FK carried out the termly premises inspection on the 26th January 2024.

All actions from the last premises inspection have been completed with the exception of painting the school kitchen changing room and toilet area. Some of the actions relating to the Bungalow have also been completed including replacing the radiator and installing a larger extractor fan in the bathroom.

Actions from the Spring term inspection include: repainting the Ark kitchen, repainting the School Office, repainting the Year R Art Room, repainting the KS2 corridor, repaint the KS2 boys' toilet, repainting the ceiling wells in the KS2 corridor and classrooms, and repainting door frames in Year 1 and 5.

At the last meeting FK shared concerns around the security of the site as the perimeter fencing on the field is ageing and has needed patching up on a few occasions. FK has spoken with one company who had provided a price for two different types of fencing. The quotation is for the fence along the back of the field and half of the left-hand side, one at £13,500 and the other at £15,000. FK is going to obtain quotations from two other companies for comparison.

FK explained that the quote was only for part of the perimeter. SN and IW stated that they would prefer the whole fence to be replaced rather than small sections of it. FK and SN are planning to meet after half term to inspect the perimeter fencing.

It was agreed that we would prioritise flooring in classroom areas as this has been on the list for a number of years. Budget dependant, we may also be able to replace the perimeter fencing however this is unlikely and will be included in the 2025/26 budget if possible.

The aim by Summer 2025 is to have new carpets and flooring in all classroom areas and new tables and chairs.

7. ARE POLICIES SUITABLE AND UP-TO-DATE?

DWC all Health & Safety policies completed, currently reviewing the Emergency Plan.

The Health, Safety, and Welfare policy has been updated and has been approved by IW and SN who signed the policy during the meeting.

It was agreed that Health & Safety would be an agenda item for all FGB meetings, as per policy, and that DWC should ask Serena Fowler (Clerk) to add a hyperlink to the health and safety monitoring minutes.

8. ARE RISK ASSESSMENTS SUITABLE AND UP-TO-DATE?

DWC all risk assessments are complete and up-to-date, will be reviewed again in March 2024.

9. HAVE ALL 'OTHER' ASPECTS OF THE SCHOOL BEEN CONSIDERED?

Heat pumps – DWC 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.

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.

Axiom have been onsite to survey the existing installation and take photographs. They have gone away to draw up some plans for potential relocation.

A company called Cepha controls also came to site to inspect the control panel.

Asset+ = Main Contractor

Axiom = Installer of mechanical and electrical elements

Cepha Controls = Controls and BMS elements

SN and IW asked whether it was possible to refuse the heat pumps at this point given the amount of time spent on them. DWC will draft a letter, for IW's approval, which will then be sent on to Paul Forrest.

10. A.O.B

None