

Nutfield Church (C of E) Primary School

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Headteacher: Miss Imogen Woods – BEd Hons (Oxon)
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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 WEDNESDAY 16TH NOVEMBER AT 1:15PM

PRESENT:

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

APOLOGIES FOR ABSENCE:

None

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

Notes of the previous meeting held on the 19th May 2022 were noted.

2. SAFEGUARDING UPDATE

DWC spoke of the changes to KCSiE with regards to online searches and recruitment. DWC has updated the SCR to include a column for the purpose of recording online search checks.

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

DWC shared that all statutory building checks and inspections were complete for the year and touched on the asbestos and legionella inspections that came back with some recommendations. DWC has received a quote for the asbestos removal in the Ark kitchen, this still needs to be booked in. Recommendations have also been made following the legionella inspection and DWC is awaiting quotes.

FK reminded the committee that he carried out regular checks for both asbestos and legionella.

FK concerned that advisories may have been an unnecessary waste of resources however the temperature threshold did not meet specifications. There were a few taps that needed a temp of 40 degrees.

FK tested the fire alarm in the holidays in addition to his weekly checks. A visit from RJ Fire was undertaken in August. The engineer brought new batteries and replacement extinguishers. The alarms and the emergency lights were checked. FK asked the engineer to provide a quote for replacement emergency lights where it was noted that some were not working.

SN asked what happens about replacements – DWC explained that the extinguishers were checked as part of the firefighting equipment inspection and out of date units were taken away upon the delivery of new extinguishers.

4. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

DWC attended School H&S Management and Risk Assessment training on 12/07/2022 and 14/07/2022.
DWC will book IW/DWC/FK onto legionella training and asbestos training in 2023/24.

5. 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 _____

Almost all actions from the last inspection have been action with the exception of the flooring replacement in Year R, 1 and KS2.

Actions from the Autumn term inspection include: Repainting woodwork around the school, re-decorating the toilets in Year R, replacing the broken edging in Y5 and clearing the drains and gutters of leaves which will be ongoing over the autumn and winter months.

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

DWC all Health & Safety policies completed.

IW Safeguarding policy being updated. All DSLs have contributed. Teachers and TAs will also be asked to contribute.

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

DWC all risk assessments are complete and up-to-date, will be reviewed in March 2023.

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

SN asked - What is the risk assessment for Trinity Farm? A discussion was held. It was agreed that KB would be asked to do a subsidiary Trinity Farm Risk Assessment to compliment the Trinity Farm Animal Care Plan and the premises inspection.

9. A.O.B

Dinner tables – FK raised the issue of tables in the hall for lunch times. IW mentioned a recent recommendation from a Speech and Language specialist and a longer term plan.

Garage - School needs to reorder the 'PTFA garage' in order to make room for additional equipment and furniture.

Heat pumps– There has been a problem with the heat pumps. FK explained the erection and recommended disassembly of the brackets for the pumps themselves. The pumps are currently down on the ground. DWC has informed the Diocese who were grateful for his email.

Lockdown drill - All processes are followed. DWC – how is the lockdown bell operated?

A discussion was held about the system which is currently in place. It was agreed that a pulsating bell using the internal bells ringer had weaknesses. It was agreed that the issue would be raised in an item in the next H&S monitoring meeting.

Trees - SK asked about the quote for trees. DWC said that part 1 of the tree works had been actioned in the October half term. The Ash trees had been felled to prevent the spread of Ash die back. The second visit is focusing on raising the crowns and cutting back any dead wood.

Security of Assets - DWC shared information from the Surrey finance manual which advises schools to keep an inventory of assets. SK raised the point re insurance. DWC believes a whole school inventory could be completed with the teachers' help.