



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES MANAGEMENT OVERVIEW 2023-24

MONITORING VISIT 3 OF 3 – 16TH MAY 2024

1. ACTIONS SINCE THE PREVIOUS MEETING HELD ON THURSDAY 8TH FEBRUARY 2024:

SAFEGUARDING	
13/03/2024	DWC attended SCC DSL Network Event.
07/05/2024	KF attended DSL refresher training.

STATUTORY CHECKS / INSPECTIONS		
Premises Inspection	26/01/2024	DWC and FK carried out the termly premises inspection. I have also included the previous inspection report for reference. Appendix 1 – Health and safety monitoring premises inspection report, 30th April 2024 Appendix 2 – Previous health and safety monitoring premises inspection report, 26th January 2024
Fire	05/02/2024	Planned fire drill. Appendix 3 – Record of Fire Drill – 05.02.2024
	14/02/2024	RJ Fire – Carried out the service of the fire alarm system. Appendix 4 - Fire alarm service inspection certificate
	07/03/2024	Unplanned fire drill. Appendix 5 – Record of Fire Drill – 07.03.2024
	13/03/2024	Unplanned fire drill. Appendix 6 – Record of Fire Drill – 13.03.2024 (1 of 2)
	13/03/2024	Unplanned fire drill. Appendix 7 – Record of Fire Drill – 13.03.2024 (2 of 2)
	30/04/2024	Unplanned fire drill. Appendix 8 – Record of Fire Drill – 30.04.2024
Intruder Alarm	15/02/2024	Admiral - Attended site to carry out the service of the intruder alarm system. Appendix 9 – Intruder alarm maintenance certificate
Boiler and Associated Controls	14/02/2024	True Heating Solutions – Attended site to carry out BMS remedial works. Lowered ETL above burner in Boiler House to no more than 300mm distance.
	15/02/2024	True Heating Solutions – Attended site to carry out a minor service on the school boiler. Appendix 10 – Non-domestic inspection record
	16/02/2024	True Heating Solutions - Attended site to carry out an inspection of the Thermostatic Mixer Valves (TMVs). Appendix 11 – TMV servicing report
	23/02/2024	True Heating Solutions – Attended site to carry out the annual service of the bungalow boiler. They found that there was no equipotential bonding at gas meter.

		James Dungate, Electrician, has quoted £80 for these works. He will be installing the bonding cable on 02/03/2024. Appendix 12 - Landlord Gas Safety Certificate
Plumbing	16/04/2024	SES Water – Attended site for a re-inspection following their first visit on the 25 th October 2023. They checked that the remedial works had been completed and ensured we were compliant. They will re-visit again in 5 years time. Appendix 13 – SES Water Pass Letter
Kitchen	09/04/2024	PW Industrial Services attended on the 9 th April to carry out the service of the school kitchen ventilation system. There were no issues, however we require a new pleated panel filter at a total cost of £246.88. This will be replaced during the summer holidays. Appendix 14 - Ventilation system report Appendix 15 – Ventilation system certificate
Playground Equipment	15/04/2022	Twelve15 completed the annual inspection of the gym equipment. Appendix 16 - Gym service inspection report

BUILDING PREMISES WORKS (EXTERNAL CONTRACTORS)		
Boiler and Associated Controls	14/02/2024	True Heating Solutions – Following the BMS service, carried out remedial works to lower the ETL above the burner in the Boiler House to no more than a 300mm distance.
Fire	06/02/2024	RJ Fire – Visited site to conduct a survey following the recommendations of the BMS service - “Get fire alarm company to install fire alarm heat detectors in the boiler room and electrical intake room, and have a fire alarm interface installed to integrate with the BMS panel so that the gas valve is shut down when the fire alarm is activated.” James Dungate, Electrician, has quoted £250 for these works. He will be installing the fused spur on 02/03/2024.
Electricity	02/04/2024	James Dungate from JTD Electrical onsite to conduct the following works: – Removing old metal conduit in library (paid for by PTFA) – Spur for boiler room to feed fire alarm controls – Replace double socket in reception classroom – Install 10mm² earth cable bonding to gas incomer from earth bar in garage at FK bungalow
Cleaning	09/04/2024	Solo Service Group (contract cleaners) booked in to deep clean during the Easter Holiday. Appendix 17 – Easter deep clean schedule 2024

UNPLANNED EVENTS		
Electrical	07/03/2024	Axion (ASHP installers) noticed that the bulk head in the electrical intake room was leaking bitumen. The bitumen separates the steel/copper wires that come in from the street so that they don't touch. DWC called UK Power Networks who arranged for a site safety visit to inspect the bulk head and leak. Ref: 816321G
	11/03/2024	UK Power Networks did not attend last week. DWC called again and they are going to try and visit today. They said it would probably be a clean-up on today's visit and then a replacement during the school holidays.
	14/03/2024	UK Power Networks did not attend. DWC called again and they are going to try and visit tomorrow or early next week.
	20/03/2024	UK Power Networks attended to inspect the bulk head in the electrical intake room. The engineer was not concerned and did a thorough clean up of the bitumen that had leaked. He opened the unit and could see no signs

		of burning, discolouring, nor could he smell and smouldering. He said to keep an eye on it and to call back if it starts to leak again.
Boiler and Associated Controls	24/04/2024	Email from Paul Forrest - VA-SCA 2024 project for replacement main gas heating plant and controls approved. Will require a DFC contribution from the school of £5,000. Appendix 18 – VA-SCA 2024 update

CPD	
DATE	TRAINING
21/03/2024	FK completed online Asbestos Awareness training.

OTHER		
Emergency Plan	27/02/2024	DWC updated the Emergency Plan. The plan was approved by IW on 27/02/2023. Appendix 19 - Emergency Plan 2024
Risk Assessments	15/03/2024	DWC reviewed and updated all of the Health and Safety Risk Assessments (except Fire). Approved by IW Appendix 20 – Access Control Risk Assessment Appendix 21 – Administering Medication Risk Assessment Appendix 22 – Contractors on Site Risk Assessment Appendix 23 – DT Risk Assessment Appendix 24 – Electrical Safety Risk Assessment Appendix 25 – First Aid Provision Risk Assessment Appendix 26 – Lone Working Risk Assessment Appendix 27 – Manual Handling Risk Assessment Appendix 28 – Playground Safety Risk Assessment Appendix 29 – Pond Safety Risk Assessment Appendix 30 – Premises Site Safety Risk Assessment Appendix 31 – Use of Outdoor Play Equipment Risk Assessment Appendix 32 – Working at Heights Risk Assessment
Asbestos	15/03/2024	DWC updated our Asbestos Management Plan using the latest template from SCC. Approved by IW. Appendix 33 - Asbestos Management Plan with Asbestos Register
	01/03/2024	Email from Paul Forrest re HSE Asbestos Inspections. DWC sent out update email to H&S team. Appendix 34 – Email from Paul Forrest
Air Source Heat Pumps (ASHP)	22/02/2024	IW sent letter to Paul Forrest re Heat Pumps. Appendix 35 – Letter to Paul Forrest Appendix 36 – Response from Paul Forrest
	07/03/2024	Terry Williams from Axiom met with IW to discuss proposed ASHP location.
	14/03/2024	Terry Williams from Axiom and Project Manager James Close met with IW to finalise details. Work scheduled to begin on 15/03/2024.
	15/03/2024	IW emailed Terry and James and asked them to hold off on the installation as she had reservations around the location of the ASHP.

2. HEALTH AND SAFETY POLICIES:

POLICY NAME	STATUTORY / NON-STATUTORY	REVIEW FREQUENCY	OWNER	APPROVER	PUBLISH ON WEBSITE?	DATE LAST REVIEWED	NEXT REVIEW DATE
Children with Health Needs who Cannot Attend School	Statutory	Annually	SF	FGB	No	15/05/2023	14/05/2024
Infection Control	Non-Statutory	Annually	DWC	FGB	No	15/09/2023	14/09/2024
Snow Plan	Non-Statutory	Every 3 Years	DWC	IW on behalf of FGB	No	15/09/2023	14/09/2024
Sun Safety Plan	Non-Statutory	Every 3 Years	DWC	IW on behalf of FGB	No	15/09/2023	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 (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
Emergency Plan	Non-Statutory	Annually	DWC / IW	FGB	No	27/02/2024	26/02/2025

3. RISK ASSESSMENTS:

RISK ASSESSMENT NAME	STATUTORY / NON-STATUTORY	REVIEW FREQUENCY	DATE LAST REVIEWED	NEXT REVIEW DATE
Fire Risk Assessment	Statutory	Annually	02/10/2023	01/10/2024
Access Control	Non-Statutory	Annually	15/03/2024	14/03/2025
Administering Medication	Non-Statutory	Annually	15/03/2024	14/03/2025
Contractors working on site	Non-Statutory	Annually	15/03/2024	14/03/2025
Design and Technology	Non-Statutory	Annually	15/03/2024	14/03/2025
Electrical Safety	Non-Statutory	Annually	15/03/2024	14/03/2025
First Aid Provision	Statutory	Annually	15/03/2024	14/03/2025
Lone Working	Non-Statutory	Annually	15/03/2024	14/03/2025
Manual Handling	Statutory	Annually	15/03/2024	14/03/2025
Playground Safety	Non-Statutory	Annually	15/03/2024	14/03/2025
Pond Safety	Non-Statutory	Annually	15/03/2024	14/03/2025
Premises Site Safety	Non-Statutory	Annually	15/03/2024	14/03/2025
Use of Outdoor Play Equipment	Non-Statutory	Annually	15/03/2024	14/03/2025
Working at Heights	Statutory	Annually	15/03/2024	14/03/2025

4. DATES AND PROGRESS OF SURVEYS, TESTING AND INSPECTIONS:

TASK	SUPPLIER	STATUTORY / NON-STATUTORY	FREQUENCY	LAST SERVICE/ INSPECTION	NEXT SERVICE/ INSPECTION DUE
Service of folding dining tables	SICO Europe Ltd	Statutory	Annually	N/A	Booked for: 27/08/2024
School Boiler Major Service - Visit 1 of 2	Advanced Control Solutions	Statutory	Annually	31/07/2023	30/07/2024 Booked for: 25/07/2024
Maintenance/Monitoring of Intruder Alarm - Visit 1 of 2	Admiral Security	Non-Statutory	2 Visits Annually	01/08/2023	31/07/2024 Booked for: 30/07/2024
Deep Clean - Carpets, Windows, Roof Lights and KS2 Covered Area	ASF	Non-Statutory	Annually	02/08/2023	01/08/2024 Booked for: 30/07/2024 & 31/07/2024
Service of Fire Alarm System - Visit 1 of 2	RJ Fire	Statutory	2 Visits Annually	15/08/2023	14/08/2024 Awaiting Date for Summer
Inspection and Maintenance of Fire Fighting Equipment	RJ Fire	Statutory	Annually	15/08/2023	14/08/2024 Awaiting Date for Summer
Emergency Lighting Discharge Test	RJ Fire	Statutory	Annually	15/08/2023	14/08/2024 Awaiting Date for Summer
Legionella Risk Assessment	Surrey Education Services for Schools (Buy Back) - Rock Compliance	Statutory	Every 2 Years	16/08/2022	15/08/2024 Awaiting Date for Summer
Service Burner Management System (BMS) and Associated Controls	Advanced Control Solutions	Statutory	Annually	29/08/2023	28/08/2024 Booked for: 26/07/2024
Tree Inspection	Connick Tree Care	Non-Statutory	Annually	29/08/2023	28/08/2024 Booked for: 31/07/2024
Asbestos Re-Inspection of Risk Assessment	Surrey Education Services for Schools (Buy Back) - Tetra Tech	Statutory	Annually	31/08/2023	30/08/2024 Awaiting Date for Summer

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
Maintenance/Monitoring of Intruder Alarm - Visit 2 of 2	Admiral Security	Non-Statutory	2 Visits Annually	14/02/2024	13/02/2025
Service of Fire Alarm System - Visit 2 of 2	RJ Fire	Statutory	2 Visits Annually	14/02/2024	13/02/2025
School Boiler Minor Service - Visit 2 of 2	Advanced Control Solutions	Statutory	Annually	15/02/2024	14/02/2025
Bungalow Boiler Annual Service	Advanced Control Solutions	Statutory	Annually	23/02/2024	14/02/2025
Thermostatic Mixer Valves (TMV)	True Heating Solutions	Statutory	Annually	16/02/2024	15/02/2025
PAT Tester Calibration and New Pass Labels	ParkerBell	Non-Statutory	Annually	15/03/2024	14/03/2025
Bungalow Cold Water Tank	Fred	Non-Statutory	Annually	22/03/2024	21/03/2025
Fixed Playground and Gym Equipment Inspection and Testing	Surrey Education Services for Schools (Buy Back) - Twelve15 Gym/Sport Maintenance	Non-Statutory	Annually	15/04/2024	14/04/2025
Service of Kitchen Ventilation System	PW Industrial Services	Statutory	Annually	09/04/2024	08/04/2025
Service of Air Source Heat Pumps	Advanced Control Solutions	Non-Statutory	Annually	N/A	TBC

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	17/01/2024 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