

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 16TH MAY 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

SN 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 8th February 2024 were noted.

3. SAFEGUARDING UPDATE

There have been no safeguarding issues.
KB attended DSL refresher training.

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

All statutory building checks have been made. A number of inspections/services took place during the February half term including:

- 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.

FK added that he had continued with the PAT testing which is now complete.

In addition, True Heating Solutions were onsite 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.

A number of inspections/services took place during the Easter holiday including:

- Service of school kitchen ventilation system
- Annual gym equipment inspection

James Dungate (Electrician) was also onsite carrying out some electrical works including: the removal of old metal conduit in the Library; installing a fused spur in the boiler room to feed the new fire detection system (to be installed over the Summer); replaced a double socket in Year R; and installed an earth bonding cable to the gas meter in the bungalow.

In October 2023 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 (December 2023) holiday. SES Water have been back to conduct a re-inspection and have confirmed we are fully compliant with the current water regulations.

5. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

FK has completed the Asbestos Awareness training.

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 30th April 2024.

The majority of actions from the last premises inspection have been completed with the exception of painting the KS2 corridor walls, painting the ark kitchen, painting the ceiling wells in the KS2 corridor and KS2 classrooms, painting the Year 4 classroom walls, painting the Year 5 door frame and painting the school kitchen changing room and toilet area. The reason for this is that Fred took some annual leave meaning he didn't have enough time to complete all tasks.

Actions from the Summer term inspection are all relatively minor include: washing the radiator in Year 6, replacing a missing screw from the Year 2 whiteboard, replacing the broken extractor fan in the disabled/visitor toilet, replacing the door handle on the SBM cupboard and replacing a missing gutter hook on the PE shed.

New classroom furniture has been purchased for Year 3. This is due to be delivered week commencing 3rd June 2024. The plan is to replace the furniture in all classrooms across the school, with the exception of EYFS, by the end of the summer holidays. This capital expenditure has been included in the 2024/25 Budget Plan approved by the FGB. DWC spoke with David Green, Senior Finance Business Partner at SCC, and as educational furniture is not the responsibility of Governors, VAT can be reclaimed.

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

DWC all Health & Safety policies are up to date including the Emergency Plan.

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 2025. The Fire risk assessment will be reviewed in October 2024.

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

Fire Alarm – There was a faulty fire sensor in the Year 5 classroom which has been removed on the advice of RJ Fire. Most of the recent unplanned fire alarms have been as a result of this sensor, two of which were on the same day. The sensor is going to be replaced over the Summer holidays.

UK Power Networks – One of the Heat pump installers noticed the bulk head in the electrical intake room was leaking bitumen. DWC called UK Power Networks who came to inspect it. 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.

Heat pumps – At the last meeting it was agreed that we would write a letter to Paul Forrest to reject the heat pumps. We did this; however, it was not possible to end the project as the SDBE have a contractual obligation to the grant provider to deliver the promised carbon savings.

IW met with Terry from Axiom to discuss proposed locations however work is currently on hold.

10. A.O.B

VA-SCA 2024 – DWC received an email from Paul Forrest to confirm we had been approved for a gas heating plant and controls replacement under VA-SCA. This will require a £5,000 DFC contribution. The surveyor, Sean Kelleher, from Wilby and Burnett is working with Paul on the details.

Doors – FK mentioned that the Year 3 external door became damaged following some strong winds. He has met with two separate contractors to see if the door can be repaired. Unfortunately, the door is beyond repair so he is awaiting quotations for a replacement door. Whilst on site they also looked at the Year R external door which is catching at the bottom of the frame.

IW asked if meeting dates could be added to the bottom of the agenda. DWC confirmed that this will be actioned and added to the agendas going forward.