



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES INSPECTION REPORT

THURSDAY 19th NOVEMBER 2024

STATUTORY RESPONSIBILITIES CHECKLIST			
SUBJECT	QUESTION/TASK	YES / NO	COMMENTS
H&S Policy	Does the school have a written H&S policy reviewed in the last 12 months?	Yes	Valid to 30/01/2025
	Has the policy been signed by the Chair of Governors & Headteacher?	Yes	Signed 08/02/2024
	Has the policy been approved by Surrey County Council (SCC)?	Yes	Used SCC model policy
	Has the policy been provided to or brought to the attention of all schools' staff?	Yes	Copy available to all staff under Admin shared\Policies
H&S Coordinator	Has the school appointed a H&S Coordinator?	Yes	John Corlett
H&S Training	Has the Headteacher completed the Headteacher H&S Management training?	No	
	Has the H&S Coordinator attended the H&S Management and Risk Assessment training?	No	
	Has lifting and handling training been undertaken by all relevant persons?	Yes	Fred Kolndreu induction. Manual Handling at work leaflet part of induction for all staff
	Has fire/emergency procedure training been undertaken by all relevant persons?	Yes	Termly fire drills conducted throughout the school
	Has working at heights training been undertaken by all relevant persons?	Yes	Fred Kolndreu induction. Working at Height leaflet part of induction for all staff
	Has environmental safety training been undertaken by all relevant persons?	Yes	Fred Kolndreu induction.
Risk Assessments	Has the school prepared the following risk assessments:	Yes	
	Access control	Yes	March 2024
	Administering medication	Yes	March 2024
	Contractors	Yes	March 2024
	Creative Arts	No	
	D&T	Yes	March 2024
	Electrical Safety	Yes	March 2024
	Hazardous Substances	Yes	March 2024
	Lone Working	Yes	March 2024
	Manual Handling	Yes	March 2024
	Off-Site Activities	Yes	March 2024
	Physical Education	Yes	March 2024
	Playground Safety	Yes	March 2024
	Pond Safety	Yes	March 2024

	Premises/Site Safety	Yes	March 2024
	Science	No	
	Working at Heights	Yes	March 2024
	Has a Fire Risk Assessment been provided either by an appointed SCC Consultant or by SCC trained schools' staff?	Yes	Current assessmsnt signed off October 2024
	Have risk assessments been completed by trained schools' staff?	Yes	JC
	Have School risk assessments been viewed as "suitable and sufficient" by SCC?	Yes	Following SCC standard templates for risk assessmsnt
	Are risk assessments findings brought to the attention of all staff that may be affected by the risk?	Yes	
Asbestos	Does the school have an asbestos register?	Yes	Last inspection August 2024
	Is the asbestos register consulted prior to any work that will damage or penetrate the fabric of the building?	Yes	
	Are there emergency plans in place to respond to any asbestos exposure?	Yes	
Water Treatment	Is there an arrangement for the annual inspection and servicing of the schools' water provision?	Yes	Last inspection August 2024
	Is there expertise and provision within the school for periodic testing of water temperatures?	Yes	FK
Heating	Is there an arrangement for the prescribed servicing of the schools' heating system?	Yes	2x services per year latest in July 2024
	Are temperatures adequate in all areas?	Yes	
Fire Precautions	Are fire appliances serviced and recorded as such every 12 months?	Yes	Last Serviced and recorded July 2024
	Is the fire alarm system serviced at the prescribed intervals in accordance with relevant British Standard?	Yes	Last Serviced and recorded July 2024
	Is emergency lighting serviced in accordance with the relevant British Standard?	Yes	Last Serviced and recorded July 2024
	Are individual fire alarm call points tested on a weekly cycle and recorded as such?	Yes	FK
	Is a practice fire drill carried out each term and recorded?	Yes	
Electricity	Has the schools' fixed wiring system been inspected & certificated by an electrical engineer with the last five years?	Yes	Yes – next test due on 16/12/2024
	Is there a register/inventory of all of the schools' portable electrical appliances?	Yes	
	Are all of the schools' portable electrical appliances inspected and tested in accordance with HSE guidance (PAT)?	Yes	FK testing all PAs on a rolling basis
	Are staff instructed not to bring personal electrical items in to school for use in school?	Yes	Part of Induction
Ladders & Steps	Are ladders and steps visually checked before use?	Yes	Ladders x1 boilerhouse Stepladders x 2 FK cupboard
Access/Security	Is there a system for identifying and managing visitors to the school, including contractors?	Yes	Booking in, ID checks & lanyard sytem

Lock Down	Is a Lock Down Practice carried out each term and recorded?	No	
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ARE THE CHILDLINE POSTERS IN A GOOD CONDITION				
NO.	LOCATION	YES	NO	COMMENTS
1	Year R toilets			Posters are in varying degrees of upkeep and
2	Year 1 toilets			Would benefit from being refreshed during the
3	Year 2 toilets			Autumn term.
4	KS2 boys' toilets			This action has been added to the Safeguarding
5	KS2 girls' toilets			Meeting agenda for November for an action to be
4	Year 3 toilets			Completed this term.
6	Year 5 toilets			
7	Year 6 toilets			

Actions for related to the upkeep and management of Grounds and Premises have been moved to a separate tracker.



Signed

18/11/2024

Date



Signed

18/11/2024

Date