



NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

HEALTH AND SAFETY AND PREMISES MANAGEMENT OVERVIEW 2024-25

MONITORING VISIT 1 OF 3 – 13TH NOVEMBER 2024

1. ACTIONS SINCE THE PREVIOUS MEETING HELD ON THURSDAY 16TH MAY 2024:

SAFEGUARDING	
06/06/2024	HL collapsed whilst in Ark and sustained injury to her face. She was confused and collapsed a second time so an ambulance was called and she was taken to hospital. Following the SCC guidance DWC reported the incident using Oshens which is SCC online incident reporting tool. Appendix 1 - OSHENS Incident Notification Form IN080689 – 10/06/2024

STATUTORY CHECKS / INSPECTIONS		
Fire	24/06/2024 03/07/2024 05/07/2024 10/09/2024 17/09/2024 01/10/2024 14/10/2024 15/10/2024 24/10/2024 29/10/2024 07/11/2024	Unplanned Fire Drills Appendix 2 – Record of Fire Drill – 24.06.2024 Appendix 3 – Record of Fire Drill – 03.07.2024 Appendix 4 – Record of Fire Drill – 05.07.2024 Appendix 5 – Record of Fire Drill – 10.09.2024 Appendix 6 – Record of Fire Drill – 17.09.2024 Appendix 7 – Record of Fire Drill – 01.10.2024 Appendix 8 – Record of Fire Drill – 14.10.2024 Appendix 9 – Record of Fire Drill – 15.10.2024 Appendix 10 – Record of Fire Drill – 24.10.2024 Appendix 11 – Record of Fire Drill – 29.10.2024 Appendix 12 – Record of Fire Drill – 07.11.2024
	24/07/2024	RJ Fire – Completed service and inspection of fire alarm, inspection of firefighting equipment, and annual discharge test and inspection of emergency lighting. 3 of the fire extinguishers required replacement so these have been ordered and will be delivered in the next couple of weeks/ Appendix 13 - Firefighting equipment report Appendix 14 - Fire alarm system and emergency lighting report
Environmental Health	04/07/2024	Environmental Health came to inspect the Ark kitchen. No recommendations made. Appendix 15 – FHRS Letter 05.07.24
Trees	31/07/2024	Connick Tree Care – The annual tree inspection was completed and there was one recommendation. The recommendation was to remove major deadwood over the Quiet Area. This can be factored into the 2025/26 draft budget and booked in for early 2025. Appendix 16 - Tree Condition Assessment
Boiler and Associated Controls	25/07/2024	True Heating Solutions - Carried out the major boiler service and check of the water heater, boiler. Everything was okay, however Gary recommended the flue on the water heater is replaced as it is very rusty. Appendix 17 - Plant Commissioning and Servicing Record (Non-Domestic)

	26/07/2024	True Heating Solutions - Attended site to carry out the annual maintenance of the Boiler Management System (BMS) and associated controls. Appendix 18 - CP15 Gas Safe Certificate for NCPS The remedial work mentioned in the report was to install a fire alarm system in the boiler room. This work was already planned, and was completed after the BMS service took place, in the summer holiday. Appendix 19 – BMS Record
Intruder Alarm	30/07/2024	Admiral Security – Onsite to complete the bi-annual service of the intruder alarm system. Appendix 20 - Alarm Maintenance Certificate
Dining Tables	27/08/2024	The 10 x new folding dining tables need to be serviced each year. We have entered a three-year Preventive Maintenance Agreement with the manufacturer, SICO Europe Ltd. This was their first service. Appendix 21 – SICO Engineers Job Sheet
Asbestos	25/09/2024	Tetra Tech – Were due to attend to complete the Asbestos Re-Inspection of Risk Assessment, however they did not attend. Tetra Tech cancelled their visit last minute as Surrey had not sent them the purchase order. This is being followed up and new date has been arranged for the 25th September.
	25/09/2024	Tetra Tech – Attended site to complete the Asbestos Re-Inspection of Risk Assessment, however despite multiple chases have not submitted an inspection report Appendix 22 - Asbestos re-inspection survey report (Not Available)
Legionella	24/07/2024	Rock Compliance – Conducted the legionella risk assessment Appendix 23 - Legionella Risk Assessment (Not Available)

BUILDING PREMISES WORKS (EXTERNAL CONTRACTORS)		
Kitchen	05/06/2024	PW Industrial Services attended on the 5 th June to install a new pleated panel filter following their service and inspection of the school kitchen ventilation system on the 9 th April.
Doors	02/07/2024	Coltlight Ltd – Attending site to conduct a site survey before replacing the Year 3 external door, scheduled for the Summer holidays.
	30/07/2024	Coltlight Ltd – Onsite to replace Year 3 external door.
Cleaning	29/07/2024	Solo Service Group (contract cleaners) provided a deep clean service during the Summer holidays.
	30/07/2024 – 31/07/2024	ASF – Onsite to deep clean all carpets, clean windows inside and out, clean roof lights, skylights and upper school outdoor covered area. This year, they also cleaned the green metal structure of the KS2 canopy and all outside UPVC frames and ledges.
Windows	24/07/2024	Orbital Construction – Onsite to repair Year 5 classroom window.
Fire	24/07/2024	RJ Fire – Installed a new fire detection and interface unit in the boiler house.
	24/07/2024	RJ Fire – Installed a replacement smoke detector and base in the Year 5 classroom.
Trees	24/07/2024	Connick Tree Care – Completed tree remedial works following last inspection in August 2023 as per quotation: 202494.
Electrical	24/07/2024	JTD Electrical – Onsite to carry out electrical works as directed: replacement plug socket in Year 4 classroom and replacement extractor fan in visitor/disabled toilet.
	05/10/2024	JTD Electrical attended site to inspect the playground floodlight which had failed. The fault was due to water ingress and as was less than 12 months old was replaced FOC
Plumbing & Heating		True Heating Solutions attended site to replace a broken toilet bowl and cistern in the KS2 corridor following a mishap by a pupil.

UNPLANNED EVENTS		
Alleged Noise Nuisance	24/06/2024	Received a letter from Tandridge District Council informing us they had received a noise complaint. Appendix 24 – Alleged Noise Nuisance letter
	26/06/2024	DWC contacted the council to thank them for the letter.
	01/07/2024	Tandridge District Council responded to my email and informed me that the complaint related to loud music playing on Friday the 21 st of June at around 11pm.
	01/07/2024	DWC explained that this couldn't have been the school as there were no events that evening. The council apologised for sending the letter.
Intruder Alarm	02/08/2024	The intruder alarm was triggered and Knight Security attended site. A signal/communication fault was the reason for the alarm. Appendix 25 – Intruder Alarm Activation – 02.08.2024
	03/08/2024	The intruder alarm was triggered and Knight Security attended site. A signal/communication fault was the reason for the alarm. Appendix 26 – Intruder Alarm Activation – 03.08.2024

CPD	
DATE	TRAINING
24/09/2024	JC has completed his Asbestos Awareness training.
27/09/2024	JC has completed Legionella Awareness training.

OTHER		
VA-SCA Plant Room Works / ASHP	03/06/2024	Vickery Electrical – Onsite, following instructions from Wilby and Burnett to install load monitoring devices to our incoming electrical supplies.
	07/06/2024	Vickery Electrical – Onsite, following instructions from Wilby and Burnett to remove load monitoring devices to our incoming electrical supplies.
	03/07/2024	Carrier - Onsite for a pre-meeting in advance of the structural survey scheduled for later in the week.
	05/07/2024	Asset+ - Onsite to complete a structural survey for the location of the ASHPs.
	05/09/2024	Sean from Wilby & Burnett attended site with a surveyor from UKPN to assess the electrical intake and the feasibility of moving to a fully electric boiler system.

2. HEALTH AND SAFETY POLICIES:

POLICY NAME	STATUTORY / NON-STATUTORY	REVIEW FREQUENCY	OWNER	APPROVER	PUBLISH ON WEBSITE?	DATE LAST REVIEWED	NEXT REVIEW DATE
First Aid in Schools	Statutory	Annually	SF	FGB	No	17/10/2024	16/10/2025
Supporting Pupils with Medical Conditions	Statutory	Annually	SF	FGB	No	15/05/24	14/05/2025
Health, Safety and Welfare	Statutory	Annually	JC	IW on behalf of FGB	No	31/01/2024	30/01/2025
Emergency Plan	Non-Statutory	Annually	JC / IW	FGB	No	27/02/2024	26/02/2025
Children with Health Needs who Cannot Attend School	Statutory	Annually	SF	FGB	No	15/05/2024	14/05/2025
Infection Control	Non-Statutory	Annually	JC	FGB	No	15/09/2024	14/09/2025
Snow Plan	Non-Statutory	Every 3 Years	JC	IW on behalf of FGB	No	15/09/2024	14/09/2025
Sun Safety Plan	Non-Statutory	Every 3 Years	JC	IW on behalf of FGB	No	15/09/2024	14/09/2025
Child Protection Policy and Procedures (Safeguarding)	Statutory	Annually	IW	FGB	Yes	15/10/2024	14/10/2025

3. RISK ASSESSMENTS:

RISK ASSESSMENT NAME	STATUTORY / NON-STATUTORY	REVIEW FREQUENCY	DATE LAST REVIEWED	NEXT REVIEW DATE
Fire Risk Assessment	Statutory	Annually	18/11/2024	17/11/2025
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
COSHH Inspection	Fred and John	Non-Statutory	Annually	15/11/2024	15/11/2025
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
Maintenance/Monitoring of Intruder Alarm - Visit 1 of 2	Admiral Security	Non-Statutory	2 Visits Annually	24/07/2024	23/07/2025
Service of Fire Alarm System - Visit 1 of 2	RJ Fire	Statutory	2 Visits Annually	24/07/2024	23/07/2025
Inspection and Maintenance of Fire Fighting Equipment	RJ Fire	Statutory	Annually	24/07/2024	23/07/2025
Emergency Lighting Discharge Test	RJ Fire	Statutory	Annually	24/07/2024	23/07/2025

Legionella Risk Assessment	Surrey Education Services for Schools (Buy Back) - Rock Compliance	Statutory	Every 2 Years	24/07/2024	23/07/2025
School Boiler Major Service - Visit 1 of 2	Advanced Control Solutions	Statutory	Annually	25/07/2024	24/07/2025
Service Burner Management System (BMS) and Associated Controls	Advanced Control Solutions	Statutory	Annually	26/07/2024	25/07/2025
Service of folding dining tables	SICO Europe Ltd	Statutory	Annually	27/08/2024	26/08/2025
Deep Clean - Carpets, Windows, Roof Lights and KS2 Covered Area	ASF	Non-Statutory	Annually	30/07/2024	29/07/2025
Tree Inspection	Connick Tree Care	Non-Statutory	Annually	31/07/2024	30/07/2025
Asbestos Re-Inspection of Risk Assessment	Surrey Education Services for Schools (Buy Back) - Tetra Tech	Statutory	Annually	25/09/2024	30/08/2025
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 2024 by DWC	June 2025