

Nutfield Church (C of E) Primary School

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Deputy Headteacher: Miss Maryanne Boon

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 TUESDAY 19th NOVEMBER 2024

PRESENT:

Sam Nicholls (SN - Health and Safety Governor)
Imogen Woods (IW - Headteacher)
John Corlett (JC – 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 held on the 16th May were reviewed and agreed as being an accurate record of the mee

3. SAFEGUARDING UPDATE

One safeguarding issue to report on where a member of staff collapsed in the school playground in June 2024. The policy was followed, with a full report being issued to SCC via the OSHENS incident reporting portal.

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 in the intervening period between meetings

- Bi-annual maintenance and monitoring of the intruder alarm system;
- Bi-annual service for the fire alarm system;
- Environmental Health Inspection of the Kitchens
- A Major service of the School boiler & Water Heater
- Both Asbestos and Legionella inspections have been carried out in accordance with regulations but no certificate has been made available
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FK continues to carry out PAT testing on a rolling basis.

The meeting discussed that Tandridge District Council had communicated that a noise complaint was received which alledged that the school had been responsible for "Noise Nuisance". The allegation was turned out to be unfoundd and TDC issued an apology to the school to conclude the matter.

- ❖ **ACTION** - JC to draft a letter for IW to Tetra Tech & Rock Compliance requesting Asbestos and Legionella reports be made available.

5. HAS APPROPRIATE CPD TRAINING BEEN UNDERTAKEN THIS TERM?

JC Has completed Asbestos, Legionella, Cyber Security, GDPR and DSL Training since joining in September

6. HAS THE PREMISES BEEN INSPECTED THIS TERM BY THE PREMISES MANAGER AND SCHOOL BUSINESS MANAGER?

JC and FK carried out the termly premises inspection on the 18/11/2024

JC has removed the Premises Action List from the Health & Safety Premises Inspection Reprt word document to make it easier to track and manage activity. Both documents were presented separately at the meting as a *Statutory Responsibilities Checklist* which is signed by both IW & JC and a *Premises Actions Tracker* containing a record of works planned, scheduled, onhold and completed.

IW questioned if *Head teacher H&S Management Training* is a mandatory requirement

- ❖ **ACTION** - JC to check H&S bulletin to see if HT H&S training is required.
- ❖ **ACTION** - JC to attend H&S & Risk Assessmsnt Training as the nominated H&S Coordinator

A short review of required works was undertaken. Many of the “On Hold” items will continue to hold until funding becomes clear. These items predominantly relate to furniture, fixtures & fittings and flooring.

Many of the outstanding items listed as “Not Started” are cosmetic in nature and can only be completed during times of School closure. JC7 FK will schedule these in accordingly.

Discussion focussed on the codition of the PE Shed roof which is leaking resulting in the roof boards becoming waterlogged and in need of replacement to prevent damage to the building structure.

- ❖ **ACTION** – JC to contact roofer that did previous roofing work for school to obtain quote.
- ❖ **ACTION** – JC to make an assessmsnt of the cost of materials to complete the works.

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

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

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

JC 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 2025.

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

The Fire Alarm has been a significant issue since the May meeting with a total of eleven unplanned fire drills taking place over that period, five in October alone. This is being caused by sensor batteries running out and stations losing connectivity to the panel. JC will look to work with RJ fire in the Spring term to reduce the number of sensors in on the pemises.

Heat pumps – A further poroposal on the future of heat pumps has been put forward including drawrings of the same. Commitment has been made to provide a fence with a gate so that Farm Managers can access water for Trinity Farm whilst also maintaining the safety of the area. Whilst the plans initially showed that the pumps would be wall mounted, it was agreed that instead they would stand l a compartment on the ground under the Kitchen window.

10. A.O.B

Attendees agreed that whilst the current uncertainty around 2025/26 funding persists, no decision should be taken to complete any non-statutory works outside of low level cosmetic maintenance tasks and minor repairs.