

Premises and H&S Tracker

Overdue or imminent				
Task	Category	Supplier Name	Statutory / Non-Statutory	Service/ Inspection Due
Bungalow Cold Water Tank	Health & Safety	Fred (Premises Manager)	Non-Statutory	21 March 2025
Service of Kitchen Ventilation System	Health & Safety	PW Industrial Services	Statutory	08 April 2025
Display Energy Certificate (DEC)	Premises	Surrey Education Services for Schools (Buy Back) -	Statutory	16 January 2025
Fixed Playground and Gym Equipment	Health & Safety	Surrey Education Services for Schools (Buy Back) -	Non-Statutory	14 April 2025

Next month				
Task	Category	Supplier Name	Statutory / Non-Statutory	Service/ Inspection Due

Within Next 6 months				
Task	Category	Supplier Name	Statutory / Non-Statutory	Service/ Inspection Due
Maintenance/Monitoring of Intruder Alarm - Visit 1 of	Premises	Admiral Security	Non-Statutory	29 July 2025
Deep Clean - Carpets, Windows, Roof Lights,	Premises	ASF Cleaning Services Ltd	Non-Statutory	29 July 2025
Tree Inspection	Premises	Connick Tree Care	Non-Statutory	30 July 2025
Emergency Lighting Discharge Test	Health & Safety	RJ Fire	Statutory	23 July 2025
Inspection and Maintenance of Fire	Health & Safety	RJ Fire	Statutory	23 July 2025
Service of Fire Alarm System - Visit 1 of 2	Health & Safety	RJ Fire	Statutory	23 July 2025
Service of SICO dining tables (x10)	Health & Safety	SICO Europe Ltd	Statutory	26 August 2025
Legionella Risk Assessment	Health & Safety	Surrey Education Services for Schools (Buy Back) -	Statutory	23 July 2025
Asbestos Re-Inspection of Risk Assessment	Health & Safety	Surrey Education Services for Schools (Buy Back) -	Statutory	30 August 2025
School Boiler Major Service - Visit 1 of 2	Health & Safety	True Heating Solutions	Statutory	24 July 2025
Service Burner Management System	Health & Safety	True Heating Solutions	Statutory	25 July 2025

Policy & Risk Assessment Tracker

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Next 2 months				
Document Name	Document Type	Statutory / Non-Statutory	School Owner	Next Review Date
Anti-Bullying Policy	Policy	Non-Statutory	Imogen Woods	14 May 2025
Assessment	Policy	Non-Statutory	Imogen Woods	14 May 2025
Behaviour In Schools	Policy	Statutory	Imogen Woods	14 May 2025
Charging and Remissions	Policy	Statutory	SBM	14 May 2025
Children with Health Needs who Cannot	Policy	Statutory	Serena Fowler	14 May 2025
Children's Anti-Bullying Policy	Policy	Non-Statutory	Imogen Woods	14 May 2025
Data Protection	Policy	Statutory	SBM	14 May 2025
Designated Teacher for Looked-After and	Policy	Non-Statutory	Imogen Woods	14 May 2025
Early Years Foundation Stage (EYFS)	Policy	Statutory	Katharine Brooks	14 May 2025
Equality Policy	Policy	Statutory	Imogen Woods	14 May 2025
Governors' Allowances (Schemes for Paying)	Policy	Statutory	SBM	14 May 2025
Home School Agreement	Policy	Non-Statutory	Imogen Woods	14 May 2025
Homework	Policy	Non-Statutory	Imogen Woods	14 May 2025
Intimate Care Policy	Policy	Non-Statutory	Katharine Brooks	14 May 2025
Lettings Policy	Policy	Non-Statutory	SBM	14 May 2025
Marking	Policy	Non-Statutory	Imogen Woods	14 May 2025
Outdoor Education and Off-Site Education	Policy	Non-Statutory	Charlotte Cordey	14 May 2025
Protection of Biometric Information of Children	Policy	Statutory	SBM	14 May 2025
Quality of Education Policy	Policy	Non-Statutory	Imogen Woods	14 May 2025
Redundancy and Restructuring	Policy	Non-Statutory	SBM	14 May 2025
School Exclusion	Policy	Statutory	Imogen Woods	14 May 2025
Supporting Pupils with Medical Conditions	Policy	Statutory	Serena Fowler	15 May 2025
Equality Information and Objectives (Public	Statement	Statutory	Imogen Woods	14 May 2025

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Staff CPD Tracker Date: 19/03/2025

Date: 19/03/2025

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Within Next 6 months			
Course Name	Category	Staff Member	Renewal Date
Cyber Security Training for School Staff	Data Protection	Baber, Joanna	27 June 2025
Prevent Refresher Awareness	Safeguarding	Baber, Joanna	27 June 2025
Prevent Awareness	Safeguarding	Boon, Maryanne	15 September 2025
Cyber Security Training for School Staff	Data Protection	Bowen, David	19 June 2025
Prevent Refresher Awareness	Safeguarding	Bowen, David	19 June 2025
Cyber Security Training for School Staff	Data Protection	Brooks, Katharine	22 June 2025
Prevent Refresher Awareness	Safeguarding	Brooks, Katharine	22 June 2025
Cyber Security Training for School Staff	Data Protection	Cordey, Charlotte	27 June 2025
Prevent Refresher Awareness	Safeguarding	Cordey, Charlotte	27 June 2025
Cyber Security Training for School Staff	Data Protection	Corlett, John	25 July 2025
Prevent Awareness	Safeguarding	Corlett, John	24 July 2025
Cyber Security Training for School Staff	Data Protection	Fowler, Michelle	26 June 2025
Cyber Security Training for School Staff	Data Protection	Fowler, Serena	21 July 2025
Cyber Security Training for School Staff	Data Protection	Gearing, Debbie	16 July 2025
Cyber Security Training for School Staff	Data Protection	Hargreaves-McCallum, Lynn	22 June 2025
Prevent Refresher Awareness	Safeguarding	Hargreaves-McCallum, Lynn	21 June 2025
Cyber Security Training for School Staff	Data Protection	Kendall, Sarah	20 June 2025
Cyber Security Training for School Staff	Data Protection	Kolndreu, Fred	27 June 2025
Cyber Security Training for School Staff	Data Protection	Lindsay, Helen	22 June 2025
Cyber Security Training for School Staff	Data Protection	Mitchell, Daisy	19 June 2025
Prevent Refresher Awareness	Safeguarding	Mitchell, Daisy	19 June 2025
Cyber Security Training for School Staff	Data Protection	Murray, Katharine	27 June 2025
Cyber Security Training for School Staff	Data Protection	Oastler, Victoria	26 June 2025
Prevent Refresher Awareness	Safeguarding	Oastler, Victoria	26 June 2025
Prevent Refresher Awareness	Safeguarding	O'Hanlon, Alice	27 June 2025

After 6 months			
Course Name	Category	Staff Member	Renewal Date
Level 2 Food Hygiene and Safety for Catering	Food Hygiene	Baber, Joanna	20 February 2027
Safeguarding KCSiE (INSET Training)	Safeguarding	Baber, Joanna	02 September 2027
Asthma and anaphylaxis awareness	First Aid	Baber, Joanna	02 September 2027
Safeguarding KCSiE (INSET Training)	Safeguarding	Boon, Maryanne	03 September 2027
Asthma and anaphylaxis awareness	First Aid	Boon, Maryanne	03 September 2027
Cyber Security Training for School Staff	Data Protection	Boon, Maryanne	23 September 2025
Safeguarding KCSiE (INSET Training)	Safeguarding	Bowen, David	04 September 2027
Schools First Aid (Half Day INSET Training)	First Aid	Bowen, David	25 October 2027
Whole School Restorative Practice	Safeguarding	Bowen, David	25 October 2027
Working Together to Safeguard Children	Safeguarding	Bowen, David	25 October 2027
Asthma and anaphylaxis awareness	First Aid	Bowen, David	25 October 2027
Cyber Security Training for School Staff	Data Protection	Boyle, Angela	25 October 2027
Cyber Security Training for School Staff	Data Protection	Boyle, Angela	25 October 2027
Prevent Awareness	Safeguarding	Boyle, Angela	25 October 2027
Prevent Channel or Prevent Multi-Agency	Safeguarding	Boyle, Angela	25 October 2027
Prevent Referrals	Safeguarding	Boyle, Angela	25 October 2027
Prevent Refresher Awareness	Safeguarding	Boyle, Angela	25 October 2027
Safeguarding Awareness - Case	Safeguarding	Boyle, Angela	25 October 2027
Safeguarding KCSiE (INSET Training)	Safeguarding	Boyle, Angela	25 October 2027
Safeguarding KCSiE (INSET Training)	Safeguarding	Boyle, Angela	25 October 2027
Safeguarding KCSiE (INSET Training)	Safeguarding	Boyle, Angela	25 October 2027
SAPER Level 1 - Philosophy for Children	Academic	Boyle, Angela	25 October 2027
Schools First Aid (Half Day INSET Training)	First Aid	Boyle, Angela	25 October 2027
Level 2 Food Hygiene and Safety for Catering	Food Hygiene	Boys, Laura	01 June 2027
Safeguarding KCSiE (INSET Training)	Safeguarding	Boys, Laura	05 September 2027

Spring Term Maintenance Schedule

Item	Category	Activity	Description	Priority	Schedule	Status
1	Electrical and Appliances	Statutory	Complete the term's allocation of PAT testing	1	Half Term	In Progress
2	Interior	Painting	Touch up the brown door in the library with a view to doing a full repaint in Summer	3	Easter	Not Started
3	Exterior	Climbing Wall light	Check to make sure that the sensor is clean and that the controls allow for the correct sensitivity\duration. Reports that it doesn't	2	Half Term	Not Started
4	Exterior	Repair the benches	2 benches, by feed room and in playground	2	Half Term	Complete
5	Interior	Painting	Paint the Yr3 classroom	2	Easter	Not Started
6	Exterior	Groundworks	Dig out the metalwork from the playground that is protruding	2	Half Term	Complete
7	Exterior	Groundworks and drainage	Dig out and clear the Aco drain behind the library and clear gutter below. Clear associated drain	3	Half Term	Complete
8	Exterior	Clean & Tidy	dispose of the broken wellie box	2	Half Term	Complete
9	Exterior	Clean & Tidy	Clean sweep and reset the covered area	2	Half Term	Complete
10	Interior	Painting	paint year 5 cloak room area	3	Easter	Not Started
11	Interior	Painting	paint boys toilet using washable paint	2	Half Term	Complete
12	Exterior	Clean & Tidy	clear away rubbish and store the postcrete in an appropriate area	2	Half Term	Complete
13	Exterior	Rapairs	Replace the slat in the gate in the front playground	2	Half Term	Complete
14	Exterior	Clean & Tidy	sweep and clean the front area of the building	1	Half Term	Complete
15	Interior	Clean & Tidy	Wipe down the UPVC in the front porch	1	Half Term	Complete
16	Exterior	Door Replacement	2x Double doors have rotten frames which need to be replaced. JC to Arrange	3	Summer	Not Started
17						