

KGGS Governors visit form. Please complete and return to the clerk to governors

Link Governor	Jo Green		
Faculty / Member of staff Visited	Ian Birchenough, Facilities Manager	Date	14 th February 2022
Purpose of Visit	Health and Safety Link Governor visit		

Further to my last visit in September 2021, Ian reported the following progress against actions identified at that meeting:

1. The site team is now fully staffed, following the appointment of a full-time senior caretaker who will deputise for the facilities manager when absent and a full time caretaker both on a 52 week contract. Ian reports that the new structure is working well.
2. The boiler and fire door replacement projects continue to overrun, as detailed in the body of the report.
3. The Fire Risk Assessment has been updated, as detailed in the body of the report.
4. The cleaning team is fully staffed but it has been necessary to employ some agency staff on a short-term basis to cover two long-term sickness absences. This will be reviewed at the end of February. It was felt by Ian and James that given the difficulties in recruiting and retaining cleaning staff during covid, and the importance of the role they perform, employing agency staff was necessary to avoid an unacceptable workload for staff trying to cover absences.

The annual audit, conducted by the school's Health and Safety Advisor, has been completed at the time of writing this report, but written feedback has not yet been received. Ian has updated me since our meeting to note that the visit and feedback given on the day were very positive. We will review the report and recommended actions during my next visit in the summer term.

The boiler replacement is nearing completion, with some further delays caused by a lintel needing to be replaced, which has had a knock-on effect with asbestos works as old paintwork and pipes have been exposed during these works. Whilst the heating has been operational during this time, it has not been possible to balance the heating correctly until the works are completed. Ian and Jackie are currently reviewing costs and options for energy providers going forward, but we must note that 2020 and 2021 do not offer like-for-like comparisons in terms of energy use, with long periods of closure and mothballing parts of the building, and the need to keep windows open to ensure good air flow in the buildings.

The fire door project is also nearing completion, with snagging works ongoing. The school is not satisfied with the finish in Old Hall, and Ian has arranged a site meeting with the owner of the company managing the installation. Under the terms of the contract, some funds are being retained pending satisfactory completion of the project. Ian reviewed the Fire Risk Assessment in November and has forwarded me a copy of this document, which must be reviewed annually. Completing the annual review during two major building projects, which both have an impact on fire risk, has identified a number of actions in the report which will be closed once Ian is able to review the document again after these works are complete.

Ian and James are now starting to review potential future plans for projects including upgrading the pavilion on the school field, and noted that the spend against site budget is on track, despite the increases in costs. Plans are in place to replace false ceilings and carpets in the maths classrooms before September.

Thank you once again to Ian for inviting me into school.

Signed _____ Jo Green _____ Date _____ 23/02/2022 _____