

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

Link Governor	Jo Green		
Faculty / Member of staff Visited	Duncan McBoyle, Facilities Manager	Date	30/09/16
Purpose of Visit	Health and Safety Link Governor visit		
Question asked	What progress has been made on the required actions as identified in the Health and Safety report carried out on 1 st September 2016 by HR Solutions?		

Response

In a number of faculty areas, the inspection reported that extension leads and multi sockets were being used which could lead to overloading of sockets. Extension leads can also present a trip hazard. Heads of faculty were asked to feedback to the site team to identify all areas in their departments where extension leads and multi-sockets are being used. A list is being compiled by Duncan, and all these areas will be visited to assess the best course of action. The use of splitter cables to enable a monitor and computer to be plugged into the same socket will remedy a number of problems. Where further sockets are required, these will be installed. The use of a local contractor presents good value for money.

Legionella training has been booked for Duncan and the Headteacher on 4th November. A new water risk assessment has been carried out, and the school has a contract with Severn Trent Services. All documentation relating to mandatory checks was up to date at the time of the inspection on 01/09/16, but a Legionella breakout management plan has to be documented. This was in progress at the time of my visit and will be incorporated into the critical incident plan.

Training records are now being compiled by Duncan, in order to keep a central record as evidence of all staff training in the department. Tree inspections are carried out on a regular basis; the contractors will now be asked to complete a report of their visit to enable the site team to keep documented evidence of inspections.

PAT testing will be carried out in-house as noted in the H&S report. Duncan is currently investigating training providers as costs vary considerably. The work to bring the emergency lighting checks up to date is also ongoing.

The Health and Safety Policy has been updated to reflect current guidance. There are minor changes to the policy; the document was sent to HR Solutions for feedback and they were content that the revised policy takes account of all statutory changes and is up to date and fit for purpose.

All identified action points in the report have either been completed or are in progress, and it is expected that the majority will be complete by the Full Governors meeting on 18th October,

Question asked	Walk around of the new foyer, languages block and dining room
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Response

At the Y12 information evening when I was duty governor, I noted that several parents almost walked into the internal double doors of the new foyer as they opened. The doors still appeared to be opening too late and Duncan informed me that they have been inspected and are being

adjusted in the next couple of weeks.

The flooring in the corridor between DT and the Languages block is lifting in some areas. This is being kept under review and the condition has not deteriorated in the past few years. The lifting is not significant enough to cause a trip hazard, nor is there any cracking on the floor.

Replacement flooring will be required if there is further deterioration, but this is a large area and replacing the flooring will bring a significant cost. In terms of cost, it would be preferable to replace smaller sections rather than re-floor the entire area at once.

It has been noted that the lockers are not tethered to the walls and could potentially present a hazard. None have ever been knocked or pulled over, but it is good practice to secure them to the wall, and work on this will begin during the October half term.

As a former pupil of the school, having studies both French and German to A-level, I spent much of my time in the languages block and it is really pleasing to see this area looking as well maintained now as it did when it was first opened over 20 years ago to replace a number of temporary classrooms.

I noted that padlocks and chains were present on the fire doors of this block. This is an additional security measure; padlocks are removed by site staff first thing in the morning and are re-secured by site staff, once the area is clear in the evening. The main fire door into the car park area to the rear of the building is additionally controlled by a keypad from the outside to provide security during the day.

A member of housekeeping staff is present on site throughout the school day, to inspect and clean toilets, the Old Hall and other high-traffic areas.

How did the visit go? What did you learn? What were your impressions?

Please continue overleaf

As always, it is a pleasure to come into school during the working day; the behaviour of the girls was impeccable and the site looked clean, well maintained and well looked after. I arrived towards the end of morning break and left towards the end of the lunch hour. I had the opportunity to speak to Mr Scott before walking around part of the site with Duncan. The focus of this visit was the Health and Safety Inspection Report and subsequent follow-up actions, so there was not sufficient time for a full tour of the site.

This was the first time I had been in the dining hall during lunchtime. Again, the behaviour of the girls was excellent, even though Friday is a busy day in the dining hall and the queue was long!

Following the meeting, Duncan forwarded a draft of his report to Governors for 18th October, which outlines Health and Safety activity in school and documents which mandatory and routine inspections were carried out under buy-back, and are now carried out at the school's expense.

The school has a subscription to the 'Health and Safety for Schools and Colleges' publication, which is issued twice each month. Having seen the most recent copy of this publication, I feel this gives a useful summary of topical events and statutory changes, in a format which is concise and accessible for relevant staff.

As ever, all the staff and students I spoke to were friendly and welcoming. Although there are

actions from the Health and Safety report that the Governing Body will want to be updated on when they meet in October, overall, the situation in relation to health and safety at KGGS appears to be generally very positive. The need for a stronger emphasis on record keeping in some areas has been identified, which is of course essential in the event of any incident.

Signed _____Jo Green_____

Date _____30/09/16_____

