

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	25/9/17
Purpose of Visit	Health and Safety Link Governor visit		

Annual Health and Safety Audit

I visited school to observe part of the annual health and safety audit. It is not a legal requirement for schools to have an independent audit on an annual basis, but it is considered good practice to do so. KGGS uses the services of Mick Purvis, a health and safety consultant, to undertake its annual audit.

Discussing actions from last year's report, the use of extension leads and blocks had been flagged as a concern. The blocks have all been removed and some additional sockets have been put in where possible and subject to budgets. The use of cheap mobile phone/tablet chargers and vape chargers has been flagged in the health and safety industry as one of the biggest potential fire hazards. Mick recommends staff should be reminded of the hazards these items present. Mick further recommended that a note on electrical equipment being brought into school be included in the staff handbook, so all members of staff are aware of and follow the policy. PAT testing is up to date. An external contractor undertakes PAT testing in all areas of the school other than the computer suites, which are done in-house.

DSE work station assessments are up to date, and all users will be reviewed this academic year. Staff are proactive in advising the site team of any changes in their personal circumstances which may require reassessment. Actions from assessments are up to date, but should be dated when signed off. Mick recommends that some DSE training in school would be advisable. A member of the school staff is qualified to deliver manual handling training. All support staff and site staff have been trained, and training is being rolled out to teaching staff. All staff training records are maintained centrally by Anna Knott.

The school's Energy Performance Certificate (EPC) rating has improved over the last three years. A figure of 100 would be typical for the nature and age of the school's buildings. All areas assessed achieved a result of under 100, which puts the school into band D. Duncan noted that the use of LED lighting has achieved much of this reduction. There is a target in the SDP to reduce energy use by 10%, and more cost-effective lighting could help to substantially achieve this target. Mick noted that there are funding streams available for this work and will assist Duncan in formulating a proposal for Resources Committee.

The trees along Sandon Road are all subject to Tree Preservation Orders. All trees on site are inspected twice yearly by a tree surgeon and after any strong winds, but Mick recommended that the school formalise this process with a regular inspection and written report by an arboriculturist.

The work to install the new fire alarm system was all completed during the summer holidays. A faulty sensor in the sports hall gave rise to a false alarm at around 4pm last Tuesday. Having discussed the process and the challenges faced by getting a fire engine onto site at a time when the road outside is so busy, Mick recommends that the school undertake a full fire risk assessment, and appoint fire marshalls and fire wardens. There is no concern that the staff and girls do not know what to do in the event of a fire, however, Mick noted that the time taken to evacuate all buildings and account for every person on site is higher than it could be. Mick and Duncan will look at this together and bring some recommendations to the Resources Committee.

It was noted that, during the last routine fire drill, it took 13 minutes to account for all people on site, as a sixth former had left site for a driving lessons without signing out. All staff and pupils must understand that health and safety is a collective responsibility; every single person on site has responsibility for their own safety and that of others. As a parent, I wondered whether my younger daughter in Y7 would have fully understood what to do, had she been in school still when the alarm sounded after the end of the school day. I would ask that the SLT consider whether the girls should have a session on reviewing this in form time to reinforce what the procedures are outside of normal teaching hours, as there will be a number of girls on site before and after normal teaching sessions. The fire log book was checked and was up to date in terms of all records kept. The emergency lighting will be checked during October half term. Visual inspections of fire doors are undertaken regularly but should be documented.

Duncan has input into the Critical Incident Plan, which was previously the responsibility of Ian Todd. The Critical Incident Plan covers any event which would close the entire school for a period of time, be that 20 minutes, a full day, or longer. This could include adverse weather, a gas leak, a legionella outbreak etc. This responsibility will be re-assigned to a member of the SLT, and the school will have to consider whether there is a training need for that member of staff to help them undertake this responsibility.

Asbestos surveys, machinery servicing and COSHH registers are all up to date.

Mick's written report will be sent to Duncan in 2-3 weeks' time, after which I will come into school to meet with Duncan again, and report back to Resources Committee on the recommendations contained in the Health and Safety Audit report. The Resources Committee should be aware that the site manager is coming up to retirement, and he and the Head have discussed the need to appoint a replacement, when the time comes, to allow for a lengthy handover period. Duncan is fully aware that there is a need to ensure that all processes, procedures, checks and staff training records are fully documented to enable a smooth transition.

With significant pressure on school budgets, I feel a duty as link governor for health and safety to ask Duncan to reassure me that his budget for the site is sufficient, and I do so every time I come into school. Duncan is very clear that there are savings to be made in the budget and he is very proactive in doing so wherever possible, which enabled him to request a lower budget in 2017/18 than in 2016/17. In particular, this has affected the funds available for redecoration and reflooring. At the moment, this is not a cause for concern, but Governors will be aware that funding in all areas remains one of our biggest concerns, and smaller jobs on site can be delayed whilst funding is so tight, but in the long run, this situation may not be sustainable.

I would like to thank Duncan and Mick for their time today and will report again on the findings of the audit, and the subsequent action plan in due course.

Signed _____ Jo Green _____

Date _____ 25/09/17 _____