

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	22/1/18
Purpose of Visit	Health and Safety Link Governor visit		

Further to my visit in September 2017, I arranged to meet with Duncan to review progress on the recommendations made in the 2017 Annual Health and Safety Report. Firstly, it is pleasing to note that there are fewer recommendations in 2017 than in 2016, and that there were fewer recommendations in 2016 than in 2015. This shows continual improvement in policies and procedures in school, and the SMT and site team should be proud to have achieved this level of improvement, particularly in the current financial climate.

Again, the report identified the use of extension leads within school as a risk, but in far fewer separate locations within school than last year. Staff have largely been educated about the risks of the multi-socket 'blocks' and none were found this year. They will be actively removed by the site team whenever they are seen. Additional cabling has been installed in some areas to relieve the use of extension leads, and this work is ongoing, subject to budget. Having sought the advice of the school's electrician, Duncan is happy that low power devices plugged into an extension lead with a fuse present a very low risk. School appliances are routinely PAT tested and staff are aware of the policies relating to their own devices/appliances being brought into school.

Flammable materials were found being stored alongside other chemicals in the technology storage cupboard. Staff have been reminded of their responsibilities in this area, and an appropriate storage locker has been provided. There are several first aid kits in school and some were found to contain out of dates items. Procedures have been clarified with departments so that a named person takes responsibility for checking, ordering replacement kit, and disposing of out of date items. A new flammable storage cupboard has been installed for the site team for the storage of petrol for a strimmer and leaf blower. The quantities stored on site are very small, but nevertheless, they are now kept within a safe storage area. The Health and Safety advisor noted that the access road to the rear car park is in need of repair. This access road is maintained as well as it can be at present within the site maintenance budget. It would cost in excess of £100,000 to tarmac the road, which is not affordable. Staff can exercise choice as to whether to use this parking area or not, as Duncan notes it may not be suitable for all kinds of vehicles.

All routine and mandatory checks are up to date. Following the audit report and a subsequent meeting of the Health and Safety Committee, Risk Assessment records are being centralised. All departments have responsibility for their own Risk Assessments, to the level that subject areas such as science will have a risk assessment for every practical lesson, as part of that lesson plan. It is unrealistic to centralise every single one of these assessments; Duncan liaises with the subject leaders and knows where the departmental risk assessments are kept, and they are regularly reviewed and discussed through the Health and Safety Committee and through Duncan's work with individual faculty areas.

Legionella Training has now been undertaken by Duncan and by David Scott. It was recommended that the Health and Safety Link Governor should also undertake this training. As my term of office ends this year, I do not feel that my attending an expensive training course is a good use of school funds. Duncan has kindly provided me with the slides that accompanied the training course, which I have read in detail. Whilst there is no doubt that the school knows how to respond to a suspected legionella incident, this should be formally recorded in the Critical

Incident Plan, which is an action for SMT. The Fire Risk Assessment is almost complete and will be presented to Resources Committee in due course.

Since my last visit, a tree survey has been carried out. Duncan has not yet received the report but has been advised that one tree will need to be felled. Fortunately, there was no damage to the buildings or grounds in the recent storm.

A recommendation will be made to Resources Committee in due course to apply for funding to introduce LED lighting into all areas of the school, which could offer a significant cost saving. Whilst walking around the site with Duncan, we noted that the lights had been left on in the gym. Staff and pupils should be reminded of their responsibilities; it has been estimated that the annual cost of lighting at KGGS is £26,500, and the school cannot afford to have the lights on in empty rooms!

ADT have agreed to change 14 alarm sensors in science, which are over-sensitive and giving rise to false alarms. The new sensors will be more intelligent and better suited to the activity expected within a lab setting, as they can be programmed to operate under different parameters during the school day and overnight. This work will be undertaken at ADT's expense, as Duncan has successfully managed to argue that the original specification recommended by ADT was not fit for purpose in respect of the science classrooms.

I asked Duncan about the school's waste management and was pleased to be advised that the school has been 'nil to landfill' for over four years. Dry mixed recycling is processed locally by Mountains at Caythorpe, and any waste that cannot be recycled is taken to a waste for energy facility.

Duncan still plans to retire at the end of this calendar year and it is hoped that a replacement Site Manager will be in post in September.

I visit the school each term to prepare a report for submission to each meeting of the Resources Committee. The governors who sit on Resources Committee will be aware, more so than any others, I believe, that the school is facing an incredibly challenging period in terms of funding. As link governor for Health and Safety, I feel that I am able to have an open and frank dialogue with Duncan, and I routinely ask him whether the site budget is sufficient to enable the site team and SMT to discharge their responsibilities in terms of Health and Safety. Cost savings continue to be made in the site budget, but governors should be reassured that statutory requirements are being met, and that Health and Safety is a priority at SMT level. It is always a pleasure to come into school and see that is an environment that is well-cared for and respected by staff and students alike.

Signed _____ Jo Green _____

Date _____ 31/1/18 _____