

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	18/06/2018
Purpose of Visit	Health and Safety Link Governor visit		

Further to my last visit in January 2018, Duncan reported the following progress against actions identified at that meeting:

1. The access road to the rear car park was repaired during February half term at a cost of c£800. The condition of the road is reviewed regularly, as full improvements remain beyond the school's budget at this stage.
2. Following the tree survey, the report was received, and all remediation works undertaken at a cost of c£4000. This included the removal of one beech tree, for which planning permission was obtained.
3. With regard to LED lighting, staff education about turning off lights is ongoing! The school is working with a company called Luminos to investigate whole school installation of LED lighting. Leasing remains an option, but an announcement is expected shortly about the release of Salix funding for academies, which would see pay back in 3.5 years as opposed to 7. Luminos would be able to work overnight, thereby avoiding disruption to lessons.
4. ADT have now replaced the fire alarm sensors in science, food technology and DT practical classrooms, and Duncan is content that the system is now working as it should.

The advertisement for Duncan's replacement is now out, and the school is hopeful for a good field of candidates. There will be a period of handover with Duncan for the new appointee, to start on 1st September, and Duncan is compiling a comprehensive handover manual. In the past there had been some issues with paperwork in the department being kept up to date; this is now rectified.

Waste management costs for mixed recycling have increased by 23% without notice. This reported to be due to increases from the disposal point due to the drop in value of recycled commodity. The school is tied into a contract with Veolia until December 2018, with a notice period of three months being required under the terms of the contract. Duncan is sourcing quotations for alternative contractors, but this will not be actioned until the new facilities manager is in post. The increased costs would be c£4000 over 12 months, which is more than the cost of re-carpeting four classrooms this summer. The facilities budget is tight, and has been carefully managed to seek reduced costs where possible. The ability of a supplier to suddenly increase costs to such an extent puts immense pressure on an already stripped-back budget.

Summer works this year will be relatively minor; four carpets will be replaced, and some slabbed areas require minor relaying to avoid trip hazards. It had been recommended that the school upgrade its lightning protection. These works will cost £16,500 and will be undertaken as soon as the budget permits.

All mandatory checks and risk assessments are up to date.

There was an action in the SDP for 2017/18 to apply for grant funding to improve site security. As noted at the Standards Committee last week, the school has been unable to pursue this action. Having costed works to electrify the gates and extend safety barriers at c£40,000, this brought the school into the difficult position of not qualifying for grant funding, but being unable to fund this work from its own budget. The intention remains to improve site security in phase one,

and move reception in phase two, and this will be reviewed in 2018/19.

During period 2, I observed Duncan undertaking a risk assessment with a member of staff who has just notified the school that she is pregnant. Risk assessments are carried out for pregnant employees so that they and their line manager are aware of hazards and how to mitigate against them, and to ensure they know how to report any concerns they may have. I would like to thank the member of staff and their line manager for allowing me to observe this process.

Duncan and I undertook an inspection of the external areas of the school and the 6th form centre. The site looks tidy, welcoming and well cared for, and I feel it is a testament to staff and pupils that it remains so.

The school field may now be used as a landing site for the Lincolnshire Air Ambulance. PE staff have been briefed as part of the risk assessment process; if the air ambulance is overhead, activity on the field will be moved to one end of the field to leave a clear landing area. The lock on the gate has been replaced with a combination padlock so that ambulance crew have access outside of school hours. I am pleased that the school is able to support this important community resource.

I look forward to my next visit in September, at which point I will be reviewing the annual health and safety audit report, and hopefully meeting the new facilities manager.

Signed _____ Jo Green _____

Date _____ 18/06/18 _____