

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	14.01.2019
Purpose of Visit	Health and Safety Link Governor visit		

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

1. Asbestos removal works were completed in October half term.
2. Ian is now using the 'Every' system to keep compliance records. When this is fully populated, other members of the site team will have view only access. This is a significant improvement in terms of information sharing, and should Ian ever be absent from school for a period of time, the school is protected by being alerted to which compliance checks are due.
3. Discussions are ongoing about the fire evacuation procedures and perimeter fencing. The fire risk assessment will be the focus of my next visit. Ian is in the process of updating the Risk Assessment and has the relevant qualification to enable him to take responsibility for this document going forward.
4. Legionella procedures have been signed off as part of the health and safety audit process.

Ian advised me that the fire alarm system had required some reprogramming as there were some discrepancies between the call points and the zones on the alarm panel. These have all been resolved. In the event of a fire or intruder alarm activation out of hours, Ian is the first contact, and four other members of the site team are on the contact list, so the school is well covered in this respect.

With regard to the Salix bid, Luminos have now visited the school again and as emergency lighting had not been included in the original quotation, the anticipated costs have now increased to c£116,000. The formal bid application has been submitted and the school should be notified in March whether this has been successful. Some additional information has been requested from the school, so the bid has not been rejected at this stage! If the bid is not successful, some upgrades to the emergency lighting will be required; there is none in the tower block, Old Hall and some areas of Harrowby House. This does need to be resolved, but governors should be assured that there is not an immediate risk to pupils, staff and visitors. These buildings are in use during the daytime when there is sufficient daylight should the lighting fail. Out of hours, staff using these areas would be familiar with the site in the unlikely event of lighting failing.

Risk Assessments are being addressed in conjunction with heads of faculty. I asked Ian how staff are trained and briefed to undertake Risk Assessments. Statutory guidance is in place for the delivery of practical lessons such as PE, sciences and DT. Faculty heads are not being requested to undertake risk assessments on these elements, but rather to risk assess the 'common sense' elements of their teaching areas, such as requesting hair to be tied back, bags to be stored away from the teaching area, and ensuring exit routes are not blocked.

The annual Health and Safety Audit was carried out in October 2018, and Ian and reviewed the audit report at our meeting. The report, along with Ian's action plan, will be submitted to the next meeting of the Resources Committee, so I will not cover this at length in my report. Having a new advisor this year, the report is in a slightly different format to previous reports and I would suggest it is more in depth than those received previously. Most of the identified actions are either already address or in the process of being addressed. One area governors should be

aware of is some of the older doors throughout the school are not closing flush. There is a significant cost to remedying all of this work, and Ian is prioritising this work as 17 sets of doors require attention. The highest risk areas in the science and DT block will be repaired during February half term.

I would like to thank Ian for welcoming me into school. Despite the extremely challenging funding situation the school continues to find itself in, Ian and the rest of the site team and SLT continue to apply a common sense approach to prioritising works and ensuring that the school and governors can meet their responsibilities for ensuring that health and safety responsibilities are discharged, and that the school environment remains a safe and welcoming environment in which to work and learn.

Signed _____Jo Green_____

Date _____01/02/2019_____