

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	3 rd February 2020
Purpose of Visit	Health and Safety Link Governor visit		

Further to my last visit in October 2019, Ian reported the following progress against actions identified at that meeting:

1. Fire safety training will take place during the non-contact day on 14th February. This will include all teaching staff and all support staff who are contracted to be in school on that date. It will not include catering staff but their fire safety training is undertaken separately.
2. The keyholder service with A1 Security is being progressed.
3. Following heavy rain throughout the autumn, it was reported that a number of paving slabs need to be relaid. Single slabs are being repaired by the site team. Larger areas at the back of the new block and next to Roberts Hall will require more extensive work. Robinsons will be visiting the site in the next couple of weeks to prepare a quote.

The five year fixed electrical installation test is due this year, and Ian is currently sourcing quotations. With over 1000 circuits to test, this is a huge undertaking and will last 5-6 weeks and must therefore be undertaken during the summer break. This mandatory inspection will cost in the region of £6,500 plus VAT, and is likely to give rise to a number of recommendations for remedial works. Ian has discussed the budgetary implications of this already with Jackie, and they are likely to propose that, in order to make costs more manageable going forward, the school moves to a system of inspecting 20% of the circuits each year, therefore covering all the fixed installations within the five year mandatory inspection period. Governors should be aware that the site budget will take a triple hit within the next 12-18 months with the 100% inspection, remedial work, and the 20% check next academic year.

Planning work is ongoing for improving the security of the school site. Ian is at the pre-application advice stage with SKDC and will need to seek listed building consent as the work affects the curtilage of the original school building which is grade II listed. Once the application is ready for submission, it is likely that it will take SKDC 8-12 weeks to issue planning consent, so it would be unrealistic to expect these works to be undertaken before the summer break. The doors from main reception into Old Hall will also need to be replaced. A magnetic lock system will be installed so that visitors have to be 'buzzed in' the main building, but the existing doors are too warped for the equipment to be installed.

Some minor roof repairs need to be carried out above HU4 following heavy rainfall, and a dehumidifier has been supplied for this classroom for the time being, because of some issues with damp and mould.

At the time of writing my previous report, I had just received the annual Health and Safety Audit, which is undertaken by our external advisors HR Solutions. Ian and I had the opportunity to go through the report in detail during my visit. I have been link governor for health and safety since 2015, and during this time, the number of recommendations made in the audit report has continued to decline, which is incredibly positive. This year the report identified just a small number of recommendations, and I would like to draw governors' attention to the following items:

1. It is considered best practice for staff exposed to higher risk activities to undertake annual health questionnaire. The science department follows its own procedures according to the CLEAPS regulations, and Ian undertakes a similar process as part of his line

management responsibility for the site team. Ian will discuss with the school's HR co-ordinator how they can formalise the process for all affected staff across the school.

2. Because of Ian's qualifications and experience, it was agreed that there was no need to appoint an external contractor to undertake an annual asbestos survey. Ian conducts quarterly inspections and these are documented. An external advisor will now undertake a survey every four years, with that survey being brought forward in the event of deterioration or a major building project being undertaken. As recommended, Ian is going to undertake another asbestos awareness training course.
3. The auditor identified a number of chemical solutions which had been stored in bottles and labelled A-F rather than by the name of the chemical they contained, and noted that this was not compliant. In fact, these bottles had been prepared by the lab technicians for a practical lesson in which pupils had to work out what these substances were. The chemicals were stored in a locked preparation area, and prepared just before the lesson, for the sole purpose of enabling the pupils to undertake that particular piece of practical work. This is not a routine method of storing chemicals in the science department.
4. The scaffold tower currently stored in the gym is to be fitted with ladder locks and tethered to the wall.

Overall, the report is extremely positive and reassuring. Over the past 18 months, record keeping has improved significantly, and the school's investment in the 'Every' site maintenance package is extremely valuable in terms of ensuring all checks are up to date and documented.

Signed _____ Jo Green _____

Date _____ 03/02/2020 _____