

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	4 th March 2021
Purpose of Visit	Health and Safety Link Governor visit		

Further to my last visit in September 2020, Ian reported the following progress against actions identified at that meeting:

1. The annual health questionnaire is ready to be sent to staff as soon as everyone is back in school.
2. It was reported in the autumn term that another Lincolnshire school had closed to all pupils for two weeks as a result of the entire site and catering team being contacted by NHS contact tracing after a positive Covid test within the team. With this in mind, Ian has provided keys for James and Tracey to be able to open up the front of the school and the main office areas. With Covid case numbers coming down and the roll out of the vaccination programme, we can be hopeful that we will not experience a similar problem at KGGS, but governors must be aware that without a site team, the school cannot operate safely. Mitigating steps have been taken to ensure that the building can be opened and all systems accessed, however.

Ian and his team are following the same procedures as previously undertaken in terms of making the school site ready for re-opening next week. During this closure, however, more staff have been in school, so most areas have been in use daily. All checks are up to date and legionella procedures have been stringently adhered to. All cleaners will be in school on Thursday 4th March to clean all areas, and the cleaning staff will be in daily as before from Tuesday 9th March.

The kitchen has been deep cleaned and all catering staff will return from furlough by 9th March. The catering manager will continue to work from home in line with government guidance as he is clinically extremely vulnerable, with a supervisor managing the catering operation on site. Governors have already received and approved the updated Covid risk assessment, and the new risk assessment for testing of all students. Rapid covid testing for all students commences on Monday 8th March and is being supported by staff and a number of volunteers who have been appropriately trained. Some additional screening has been installed in some of the smaller classrooms where it is difficult to site the teacher's desk 2m away from the students.

HR Solutions Ltd visited the school on 18th February to conduct the annual health and safety audit. The report commends Ian's sensible and proportionate approach to health and safety and notes how unusual it is for a site of the size of KGGS to have so few findings. Having been link governor for health and safety for almost five years, I have noted previously that we see continually better results year on year with each audit, and Ian and the team must be congratulated for their efforts over the last year to close all outstanding actions from the previous report, in addition to the huge amount of additional work they have done to make the school covid secure.

From a regulatory and documentation perspective, just one item is outstanding. Asbestos awareness training should be updated annually. There is a lack of face to face training at present, but our H&S advisor has agreed that because of the level of the previous training undertaken by Ian, an online update course will be acceptable. Both Ian and James will undertake this training as soon as possible. There was also just one finding during the school tour; a cleaning bucket had been stored on top of a cupboard in the MFL corridor. During the

school closure, fewer cleaners have been on site and therefore they have on occasion worked out of their usual areas.

A full asbestos survey was undertaken in 2018 and is required to be updated if there is a significant finding or if significant works are carried out. Both the fire door and boiler replacement projects have been risk assessed for asbestos, and Ian proposes to undertake another full survey towards the end of 2021 or early in 2022, after the completion of these two major projects. A Local Asbestos Management Plan is in place, with quarterly checks undertaken for all vulnerable areas.

Remedial work has been carried out for some of the new emergency lighting, at a cost of c£4,000. The company that carried out the work has now gone into liquidation. With an installation of this size, it is to be expected that some remedial works will be necessary, and this will be built into the budget going forward.

Work commences on the boiler replacement programme on 15th March and on the replacement fire doors on 1st April. Ian is working with James to plan these projects to cause limited disruption during the school day, and it is likely that work will go on into the evening. It will be more cost effective to bring a school cleaner in for an hour before school opens to students to perform a Covid clean for any areas that have been worked since the end of the previous school day. Logistically, the boiler replacement project is challenging as the main school and tower block will have new pipes and radiators. If Y11 and Y13 are off site from 18th June, as anticipated, leaving several classrooms unused during the day, then potentially lessons timetabled in the tower block could be moved elsewhere which would enable the work to continue through the school day. However, this depends not only on government guidance in relation to when students in Y11 and Y13 can leave school, but also on whether we will have to continue keeping year group bubbles together in one area of the school site.

Once again, thank you to Ian and the site team for their huge efforts over recent months.

Signed _____Jo Green_____

Date _____4/3/2020_____