



## SSSFN Premises, H&S Committee Report – May 2015

### **Legionella;**

The R/A is due for Earthsea – this has been booked for this half term (Summer 2015).

Checks are being carried out across all sites and monitoring is good. Costs are being obtained for Ian Flynn (Locksley Caretaker), to attend a Legionella awareness course. Currently this is being done by the Premises Manager.

### **DEC;**

The premises manager is currently in the process of trying to arrange a company to come out and give a feasibility study towards the conversion of our current oil burners to biomass boilers.

### **Asbestos;**

The asbestos management checks have been carried out at Pott Row, Belton and Rosebery and report no problems.

Management checks are due at Locksley, DBS and Earthsea in June.

### **Statutory Maintenance & Inspection**

The boiler at Earthsea School is due for service in June at a cost of £631.

Quotes are coming in for the fixed electrical testing (due June 2015) at Locksley and will be confirmed in due course.

The fixed electrical testing was carried out at Rosebery and we are awaiting the report.

Locksley; 2no Air Conditioning units due a service at £55 per cassette – still outstanding.

1no Instantaneous Hot Water Outlet service due at £27 – still outstanding.

Five Year Fixed electrical testing is due in October.

Rosebery: 2no Ac units are booked in for a service in August.

Legionella R/A due and has been booked this term.

The Short Stay School recently changed insurers; this has triggered inspections across the sites with regards to checks on our equipment being correctly maintained.

### **Client Design Management (CDM)**

New Construction (Design and Management) Regulations 2015 (CDM 2015) have come into force since 6 April 2015. There will be a transitional period that will run for six months from 6 April 2015 to 6 October 2015.

The Resources Manager has met with The Premises Manager to ensure the SSSFN are adhering to the new regulations and are ensuring appropriate measures in place to support this.

### **Risk Assessments;**

Risk Assessments have been carried out across all sites, (apart from Locklsey which Ian Flynn is currently undertaking), the main finding was the need to tidy the DT room at Belton as at present it is unorganised and is a last resort for items unused across site.

The security risk assessments have highlighted the need for some fencing across site and that some flat roofs are easily accessible however there is little that can be done about this without significant works.

Tree Inspections will be carried out across all the bases within the Summer Term 2015 by the Premises Manager.

### **Capital Bid Works;**

The roof works have been completed at Earthsea and Rosebery with additional works at Pott Row due to be complete by 15/5/2015.

At present Douglas Bader roof works have over run and it is anticipated that they should be complete at the end of May. This may have been sooner but the need to keep disruption to a minimum meant the decision was taken not to have the roofers on site on days when exams were taking place.

The bid for the windows came back unsuccessful however we are currently in discussion with Ingleton Wood about submitting an appeal. The problem that has arisen with this is that the process has been delayed by several weeks due to the appeal. If it was to come back successful. (likely to find out end of May, beginning of June), it could mean that we would be unable to complete the works during the summer' (probable 6-8 week lead time for windows).

If works were to take place during term time the impact on sites would be too great to deliver as rooms would need to be taken out of bounds to remove windows etc. I am currently exploring the deliverability issue with Ingleton Wood.

The Primary Spaces award for DBS has been re planned and has had to be resubmitted to Sport England for approval.

This is to include a hard standing for the playground area. This means the climbing wall and safety flooring has been sacrificed to accommodate the spend on hard standing.

We are still awaiting information from Sport England regarding this.

### **SmartLog;**

Whilst it is proving a useful monitoring tool teaching staff still seem, on the whole, to be reluctant to use it.

We have begun to issue fortnightly reports to show what is being logged and completed so that staff can be assured that what gets logged is being actioned.

### **Buildings;**

#### **Brooklands;**

The site has had a push to exit button fitted at high level to prevent children absconding through the front door however the site needs high level fencing at either side of the building to further secure it.

If the use of the Conway Building is likely to become a more permanent fixture then it is likely we will need to investigate the heating and additional internet access.

The Conway Room has been established for use by staff. There is a damp issue which needs to be monitored and as has been previously reported the render has blown on the far side of the building which could lead to further problems – we have identified spare funding from the current roofing works so we will look to use these funds to resolve this problem.

The fire alarms also sound in the community use building instead of the Brooklands building which will require redirecting. A Risk assessment is required and Craig will be doing this.

#### Compass Belton;

It is still unclear at present how much input NPS will have in to the upkeep of the building.

At present we are exploring additional Salto locks to deter pupil movement around the building. One class room has already had an additional lock added. There is also a programme of works forming for boarding of walls and replacing conduit at Belton to be undertaken by IF and CP.

The toilets are currently under investigation due to stagnant/stale smells in relation to there location and the make up air circulating around them. Costs are being obtained for remedial works.

#### Earthsea;

The Boiler in the mobile will require new pipework underneath the mobile and we are awaiting costs.

The new fencing and gate that was scheduled to run alongside the road would have required planning permission so we have moved it back slightly to negate this and the works should be completed in May half-term.

Further sockets have been placed in the school classroom to allow for the use of more computers.

#### DBS;

Costs have been approved for the remedials to the five year fixed testing and this will take place in May half-term.

Reeves were called in to inspect the floor in the mobile. It had been reported that the floor level was raised. Reeves stated that this was normal and there was no structural damage to the building.

#### Locksley;

The aluminium guttering at the front of the building adjacent to the playing field has been taken down and replaced with plastic guttering along its entire length. This has so far proved a successful resolution.

Quotes will be obtained for additional lighting outside the reception area along the pathway.

We are awaiting a cost to provide a boiler for the Primary Section exclusively as an option to resolve the problematic heating.

New fencing in the field area – quotes have been obtained.

The fume cupboard in Science Room requires a new pre-filter (this is required annually and we have not done this before due to the infrequent use of the fume cupboard, however it does now need replacing). A cost for this is being sought.

#### Pott Row;

Salto locks have been installed as requested on the doors required.

The disabled toilet has been stripped of pipework and is ready to be used as a new isolation room.

Quotes for new fencing have been obtained to secure the playground area.

#### Rosebery;

Following on from the incident in the science room dry sand has been ordered and is being distributed to the science rooms across the SSSfN.

The insurance money has been received and we are booking works in to complete the flooring and the benching.

#### **Contractors Checklist;**

It was discussed at the last meeting that we would investigate setting up our own approved contractors list.

The SSSfN have since gained membership of the CHAS register which is a process contractors sign up to which deals with the health and safety requirements of level one of the CDM regs.

We now have the ability to search for local contractors through this for our use confident in the knowledge they have passed the required levels of competency and health and safety.

Our next step is providing each base with local tradesmen details (e.g. plumber/electrician) that can be called upon in an emergency.

#### **Caretaking and Cleaning Hours**

We will have Caretaker cover for Pott Row from Monday 1<sup>st</sup> June – Brian (Caretaker) from Rosebery will now be doing 13 HPW at Rosebery and 2 HPW at Pott Row.

The Resources Manager and Premises Manager are drawing up a schedule of works for the summer holiday period with majority of works being planned for Rosebery site and Compass Belton.

#### **Framework for Cleaning**

We are currently investigating looking into a new cleaning framework via Espo contracts that are available.