



SSSfN Premises, H&S Committee Report November 2014

Pott Row;

Since the last report the IT has been set up on site, the phone line is now installed and functional and the SALTO locks are working on site, the heating is now also operational. The cleaning is in place and working well.

Locksley;

NPS have finally committed to righting the section of roofing in the primary which is prone to leaking and causing damage within the building. The proposed solution is to extend the guttering around the sides of the building and run it into soakaways rather than all of the fall being into the central roof area which cannot cope. They will also be redecorating the damaged areas internally.

The heating in the Primary section is better however further investigation is required to enable a permanent resolution.

Fuse spurs have been installed to allow for the installation of the additional Salto Locks in the Primary section. It is hoped this will be completed prior to Christmas.

Unfortunately Andrew has left the position of Caretaker at Locksley and we are still awaiting a permanent replacement, and notification has recently been received that one of the long term cleaners has handed in his notice.

Douglas Bader;

The fixed electrical testing has been completed and has unfortunately come back as unsatisfactory.

The remedials are currently being quoted for.

There has been a leak appear in the roof light above the corridor which leads to the staff base. It has been temporarily repaired but will be permanently repaired when the roof works commence in January.

Rosebery;

There have been no new problems with the floor in the science area however the Gas proofing unit has failed and is currently under investigation for repair.

Belton;

The works arising from the FRA have finally been completed by T and P fire. We are still waiting to hear if the boiler will be replaced.

Earthsea;

There have been problems with the new boiler in the mobile at Earthsea. This has been investigated and it was found that the pipework under the mobile was leaking. This has been fixed and the boiler is working as it should be now.

The new DEC has been completed and returned to site. Recommendations for energy saving range from low to medium return on works completed. Most of these works would be completed at site level, (user training etc.). Items such as BIOmass boilers would perhaps be another bid project should the criteria allow.

Spinney;

The windows and doors are due to be replaced in March, however we have asked for temporary repairs to be made to enable the windows to be closed.

The works to the toilet drains have proved to be unsuccessful and have highlighted a new problem in the connection of the drains which is under consideration for repair.

We have employed a cleaner for the Spinney through our Norse contract and the site has stated that they are very happy with her work.

Statutory Maintenance;

PAT Certs were carried out across all SSSfN sites and only two items failed.

Boilers have been serviced at Locksley, DBS and Rosebery. Brooklands is due in the New Year.

The Alarm Company will continue with their servicing across all sites in the New Year.

Asbestos surveys have been carried out at Locksley, Belton (under BMF) and DBS is due to be carried out on the 10th December along with Earthsea.

Capital Bid;

The tenders have been received for both the roofing works and the Primary Spaces project and we will be notified of the winning contractors in due course.

The trustees have been consulted at both Pott Row and Earthsea and neither have raised any objections to the roofing works proceeding.

The next bid is due in on the 19th December and having met and discussed with Ingleton Wood the criteria we will be submitting a bid for window replacements at Pott Row, Earthsea and DBS which we will know the outcome of in March 2015.

Health & Safety;

DSE Risk Assessments – still waiting for decision about how we proceed with staff requests.

Training Matrix – please see updated grid with Pott Row site now added in

Maintenance and Testing of Plant and Equipment

Please find attached updated grid which also incorporates Pott Row.

Earthsea and Compass to be added in.

SmartLog – Premises Log System

We are now in the process of implementing new software (SmartLog) for all the bases across the Short Stay School. This software allows all our staff to log calls and replaces the paper based premises log books in the bases. This tool will provide us with an effective premises management system and help us keep track of outstanding repair and maintenance works across the sites.

Caretakers will be able to log in, track and update all works, which will then inform staff immediately of the progress of outstanding jobs.

SmartLog also will store all our legislative maintenance work schedules and alert us to when we need to refresh.

The software also comes with Health and Safety online training (including Food Hygiene) which we can direct all our staff to from appointment to refresher stage.

SmartLog also will hold all our health and safety documentation, from risk assessments to training, as well as alerting us to when updated training is due.

Staff will be given log in details this half term (username and password) and access to a demo site.

The software will be live from January 2015.

Attached is a list of outstanding works in the bases up to October half term which will be worked on in paper format.

Jobs from January 2015 onwards will be logged via the new system.

This is an annual subscription and the software is a web based programme.

We recommend a Governor on the H&S Committee has access to this system.

We envisage generation of reports to the committee with the aid of SmartLog.