

Legionella

SG has begun an audit of all Legionella reports across the bases, including temp checks, flushing and remedial works. (This is part of a review of all paperwork across the three terms to also include fire and safety and asbestos management in the winter and spring terms.) SG will highlight any mistakes or omissions not rectified by site staff or CP. It is hoped this will eliminate any errors.

Thus far SG has audited Pott Row and Rosebery and has enquired all remedial works have been completed which CP is investigating. SG highlighted missing records for Pott Row.

SG recommends further paperwork is inserted into each folder as and when remedial works are done as evidence/support in the monitoring and managing process.

Listed below are dates of when last risk assessments were carried out at the sites (these will now remain in the report so the committee are clear on survey dates to determine reviews)

	Locksley	DBS	Compass Lingwood	Brooklands	Earthsea	Compass Belton	Rosebery	Pott Row
Survey	13/9/11	18/9/12	CP to obtain	July 2010	?	19/10/12	8/1/13	4/9/14
Review Date recommended	13/9/13	18/9/14	CP to obtain	Sept 2012	?	19/09/14	8/1/15	4/9/16
Risk Factor	?	Med-High	CP to Obtain	?	?	High	Medium	Med-High

Please note that CP has investigated that Legionella surveys are not statutory. However, the committee are strongly urged to contemplate review dates dependent on risk factor ratings.

DEC

New reports for Pott Row are being sought and we are awaiting the return report for DBS. Locksley will require a new report as of December.

Listed below are dates for DEC's and renewal information (these will now remain in the report so the committee are clear on review dates)

	Locksley	DBS	Compass Lingwood	Brooklands	Earthsea	Compass Belton	Rosebery	Pott Row
Certificate date	13/12/14	25/7/14	28/5/14	30/4/14	18/5/14	9/2/15	30/6/13	N/A
Renewal date	13/12/15	24/7/15	27/5/24	29/4/24	17/5/24	8/2/16	29/6/23	1/9/15
Advisory Report renewal date	13/12/17	26/7/20	31/3/24	19/3/24	25/11/25	17/5/19	25/7/20	N/A
Notes								Exempt for first year of occupancy

Asbestos

Asbestos has recently had to be removed from Pott Row following the disturbance of some cladding around the old internal fireplace. This has now been removed and replaced with MDF board by West Norfolk Asbestos. The annual inspection is booked into Pott Row on September 30th, Locksley, Earthsea and DBS are all due in December and appointments will be made within the next month.

Listed below are dates of inspections/reviews (these will now remain in the report so the committee are clear on review dates)

	Locksley	DBS	Compass Lingwood	Brooklands	Earthsea	Compass Belton	Rosebery	Pott Row
Date of last inspection	6/11/14	10/12/14	?	9/7/14	10/12/14	30/9/14	6/10/09	9/9/14
Date of next inspection	6/11/15	10/12/15	?	N/A	10/12/15	30/9/15	N/A	30/9/15
Date of management review	6/5/15	10/6/15	?	N/A – identified as no asbestos on site	10/6/15	30/3/15	6/4/15	9/3/15

Management reviews will be updated by CP.

Statutory Maintenance

Annual Boiler inspections are due for DBS, Locksley and Rosebery in October and these are being booked in with Imtech. The five year electrical testing is due at Brooklands in December and prices will be in by October half term.

Pott Row boilers have been serviced in July as have Earthsea.

The five year testing has been completed at Locksley with a number of minor repairs being needed, costing £357.23.

Repairs for Rosebery have been costed at £4207 from the initial contractor with more quotes being sought.

Risk Assessments

RA's will be completed across all sites by the end of October, regardless of review date, to ensure all SSSfN bases are uniform. In line with this all Fire RA's will be completed by the end of November, again, regardless of review date, to ensure uniformity. Currently we are reviewing all COP's across the bases with a view to getting these all updated by the end of September.

Capital Bid Works

All roofing works are complete. Some money still remains however after recent heavy rains two areas have been identified at Locksley as needing attention for repair. It is suggested the money be diverted to these areas.

The appeal for the window and door repair has been successful and in conjunction with Ingleton Wood we are trying to formulate a plan of works to ensure the least disruption but the quickest turn around so we can benefit from energy usage reductions as soon as possible.

The Primary Spaces area at DBS has been started and is looking very good.

Unfortunately at this stage the final item, (the actual playing surface), has been postponed as it has come to light that during the initial bidding process planning permission was never sought nor gained.

Currently CP is dealing with the area planning officer to remedy this as soon as possible.

Smartlog

Whilst Smartlog was used successfully last year it appears that people have been slow to pick it up again this year as they settle into the new term. Hopefully by Half-term this will have rectified itself as staff are reminded of its importance in the procedure of getting tasks logged and completed.

Buildings

Belton

New doors have been fitted on site and currently the final touches are being completed for the additional Salto handles to restrict access around the building.

Brooklands

New fencing has been erected either side of the entrance at Brooklands.

Earthsea

The entrance area, toilet and quiet room were all repainted during the summer whilst the exit doors from the mobiles were refitted.

During a recent site survey it has become apparent one of the jacks has lowered and we are chasing for costs to remedy this.

The Boiler in the mobile is also still a problem and costs are being sought to change to electric heating as an alternative as the cost to re-pipe under the mobile was approx £2080.

Douglas Bader

The old DT room has had a partition wall added to make it into two rooms. One being a textiles room and the other a new staff base. The old staff base has now been converted into an extra primary classroom to allow for expansion of the primary unit.

Locksley

Minor maintenance and repairs were carried out at Locksley over the summer break.

Pott Row

Minor maintenance and repairs were carried out at Pott Row over the summer break.

Rosebery

The science room has had a new floor and new benching and is fully operational.

Lingwood

Lingwood has undergone extensive refurbishment over the summer holidays including new doors and Salto locks, and repainting across the site. The LA are still to complete works on external windows and doors but these are programmed in to be completed as soon as possible.