

Mersey Park Primary School
SCHOOL VISIT RECORD

Name: Martyn Foster	Date and Time: 08/02/2024 10.00 am
<p>Purpose of planned visit Review of all supporting documentation to assure Statutory Compliance where applicable. Update relating to outstanding issues detailed on report received from Jeanne Fairbrother. Update relating to outstanding issues detailed on previous Water Risk Assessments and Emergency Lighting documentation.</p>	
<p>Links with the School Development Plan (SDP) No direct link so supporting SDP as required.</p>	
<p>Governor observations and comments</p> <p>Medical tracker appears to be working very effectively and all staff are now trained as required.</p> <p>H and S Policy documentation reviewed and updated September 2023 and it is recommended and accepted that this needs be completed Yearly instead of 2 Yearly.</p> <p>Fire Risk Assessment confirms Fire Alarm system upgraded November 2023 and following a visit from the Mersey Fire Brigade a report identified 2 upgrades required to Fire Doors in F1 and F2 serving existing Kitchen area's. Following site visits actions are now in place to resolve these issues and it must be commented that Nardia be complimented on identifying effective corrective actions.</p> <p>Asbestos register reviewed and checked with record sheet in place when works are being completed.</p> <p>Water Risk Assessment outstanding actions have been completed and there were discussions relating to Low Usage flushing, Sentinel Tap monitoring and Percussion tap timings. H.S.L to be asked for Guidance information relating to Work activities and testing protocols of C.W.Systems.</p> <p>Emergency Lighting - Discussion and agreement ref no further requirement to complete 6M 1 hour drop test. Agreed Monthly Flick checks acceptable and 3 Hour Drain check completed against programme. Failed units to be rectified by end February so no further action. Maintained units fitted.</p> <p>Site awareness indicates no Fire Dampers fitted within any Fire walls so no further action.</p> <p>There was discussion around Staff and Caretaker training and Governor attendance and involvement in further Health and Safety training would be helpful which was agreed for 2024.</p> <p>Whilst at the school there were Contractors visiting the site to discuss quoting for the Roof replacement as part of the Local Authority Capital expenditure programme and remedial tile damage in a toilet area. We walked around inside noting the requirement to decorate associated classrooms on completion of the Roof and gutter works. It is noted that the Signing in process and control of these persons on site was effective and very well managed at all times which once again is a compliment to all staff involved.</p> <p>Documentation reviewed and issued were the following :- External Audit report issued from Jeanne Fairbrother which is concise and an accurate reflection of the high standard of Health and Safety Management at the school.</p>	

External report relating to the school receiving a Gold award which again is reflective of the high standard being maintained at all times.

The upgrade and changes to the Signing In procedure and software has improved visitor and contractor management in the event of an alarm leading to an evacuation of the school. The changes allow for photographs of non staff being issued to allow easier identification and accountability when a roll call is required at the Musterpoint. An excellent action in place.

Any key issues arising for the governing body

Management of the Roof Works will be a major logistic issue which I am comfortable will be controlled effectively at all times.

Relationships with Jeanne Fairbrother and the Local Authority are very good as it is noted that any Legislative changes or updates are communicated effectively to the school and actions taken as necessary.

A Spreadsheet was viewed indicating Inspection times and proposed programmes which were supported by Hard copies as necessary.

Action following governing body meeting

None at present as the Visit report will need be reviewed at the next Governors meeting.

Any additional comments

The visit lasted approximately 1.5 hours and I was made very welcome.

Nardia as always was enthusiastic and informative at all times and it was obvious she was proud of the school and enjoyed her role.

Nardia is currently completing a Business Management course and it was excellent that the school were very supportive in assisting her.

During the walkabout I was impressed by the quality door protecting Finger guards which prevent any entrapment occurring. Well fitted and maintained.

It was accepted that the lighting units have been changed for LED units and would request documentation to confirm LUX levels are still as per standard before the changes were completed.

H and S Policy and Emergency plan to be reviewed on an Annual Basis as recommended.

Is the full electrical system to be checked as part of the 5 year programme and I would like to see the level of documentation issued on completion of the works which I suppose will be completed during the summer holidays.

Can I have a copy of the Contractor Health and Safety leaflet as mentioned in the Audit report ??

There is an awareness that Emergency Lighting battery units need to be checked and changed every 4 years so could this be actioned as a request to K.D.E to confirm if any remedial works are required.

In conclusion I am able to confirm that all outstanding issues are progressed and managed effectively at all times and all records held reflect a high level of Statutory Compliance

Regards.

Martyn Foster, Governor.
08/02/2024.