

**FROM: Gerard McMahon: Health and Safety Nominated Governor**

**Notes of inspection and meeting with Headteacher Julian Rakowski and Site Managers Danny Brophy and Jim O'Rourke 10.15 – 11.15; 5<sup>th</sup> March 2020**

1. I accompanied Julian, Danny and Jim on a Termly Site Inspection. We looked at some classrooms, corridors, halls, yards and exterior equipment. There was only one item brought forward from the Inspection of 7<sup>th</sup> March 2019. A separate report on items needing attention will be produced by Julian for the Resources and Compliance Committee (R&C) and GB.
2. An Audit by LBE is not due until May 2020. This will be referred to the R & C
3. The following random checks were done at my request, based on the LBE Checklist:
  - a. **Regular Testing.** Fire Alarms: The Site managers showed me the Log Books and explained how they worked which included being checked by the Head.
  - b. **Risk Assessments.** Two were explained: (1) to Hendon RAF Museum and (2) Girls Football Tournament. All Assessments are retained online.
  - c. **Accident Book:** Not looked at, but the system of on online reporting was explained.
  - d. **Chemicals:** Kept in locked areas and Data Sheets are available. Not looked at.
  - e. **Training:** I specifically asked how new entrants were made aware of safety related policies: I was shown online records which included Induction Checklist and Employee Handbook.
4. Other Items
  - a. Update provided on Corona Virus procedures. These are in line with advice from government agencies. Included are door notices; an adequate stock of handwash; better monitoring of soap dispensers to ensure that they are filled and working; additional sanitisers installed; parents briefed via newsletter; staff briefed.
  - b. I was shown the operation of the new entry system at Reception for Staff and Visitors (Governors Included)
  - c. The Lift doors are now locked by key preventing unauthorised access.
  - d. A defibrillator was noted and I was advised that all staff are briefed on the location of these.

Gerard McMahon H&S Governor. 05.03.2020