



Mersey Park Primary School SCHOOL VISIT RECORD

Name: Martyn Foster	Date and Time: 23/01/2025 09.30 a.m
Purpose of planned visit Review with Nardia Alldis current 2025 Health and Safety Inspection checklist. Discussion with specific related review points as detailed below.	
Links with the School Development Plan (SDP) No direct links but supportive to SDP as per previous visits.	
Governor observations and comments <p>Discussion relating to current Health and Safety Policy document. Confirmed and checked as reviewed in May 2024 and agreed good practice to be completed as an Annual review.</p> <p>With respect to the formulated Emergency Plan and policy changes this document was reviewed on 14th January 2025. This is a large document and complicated by numerous update changes required including staff information and emergency contact details. Target completion accepted as 5th March 2025 when ratification by Governors will be completed.</p> <p>Discussed "Pools at Schools" and reviewed existing documentation relating to supplied Risk Assessment and Management by the Service Supplier.</p> <p>Confirmation that Playground Inspections check sheets are up to date including weekly inspections by the caretaker and Monthly Inspections by NA herself. Confirmed next Annual Inspection to be completed by Sportssafe in May 2025.</p> <p>The Fixed Wire testing was completed by KDE commencing 05/08/2024 over 7 working days with all remedials completed over a 3 day period over half term. All Distribution boards are recorded as Satisfactory. Documentation was reviewed and where possible all locked as per requirement.</p> <p>There was discussion relating to the Annual Property Return but an e.mail was shown that NA had requested an update from the Local Authority. A formal response stated that presently this document was not required to be completed.</p> <p>Confirmed that a sitespecific Evacuation plan is in place and is in the process of being updated following a site meeting on 14/01/2025. There are many issues and information to update and is ongoing with no timeline agreed at the moment.</p> <p>At present Fire Drills are completed 3 times per year and this requires completion each term. The record sheets were shown including any false alarms and all reports signed off by the Head teacher. It was accepted that Fire Marshall inspection checklist were completed and up to date.</p> <p>A visit to the school plant room was actioned and it was noted that the Services dates from Consortia were up to date on the front of the Boiler units and Combustion check print outs taped to the Boiler fronts as per required Legislation.</p> <p>At the time of visiting the Roof scaffold was being removed following completion of all works. There was discussion relating to servicing of the Gym Equipment located in the Main Playground as this was prevented due to location of the aforementioned scaffolding. The Service by Fresh Air Fitness is booked in for 24th February.</p>	

The Glazing requirements was ongoing to be completed in line with the age of the school.

Any key issues arising for the governing body

1. The Annual Health and Safety checklist is an excellent and well focused document covering all aspects of Health Safety relating to the Mersey Park.
2. Concerns had been raised from a number of parents relating to the Winter Plan as the snow and Ice raised access and egress issues with parents and pupils. This was discussed at this visit with NA and agreement that evacuation of the school in the event of a Fire alarm was a major concern in line with completion of an effective Risk assessment

Action following governing body meeting

None at present as the Visit report and Inspection checklist to be reviewed at the next Governors meeting in March 2025.

Any additional comments

1. Following a visit to the Boiler house plant room it is recommended that housekeeping was below standard and a full tidy up and clean up was required at the earliest opportunity.
2. It is also recommended that new locks be purchased and fitted to the access gate and entrance door.
3. It was noticed the fencing at the entrance gate required urgent repair as well to secure it the frame.
4. The next Audit visit date will be agreed to be completed in May 2025.
5. It was agreed that the bottom headers on the checklist needed updating and changing as agreed with NA.
6. NA had good understanding of her role and responsibilities within the school and showed a well detailed Service programme Management spreadsheet.
7. There was an interesting discussion relating to the Local Authority Concerto system and specific issues relating to Archive policies.
8. It is understood that there are potentially external visits to be completed this year from both Jeanne Fairbrother and the Local Authority and updates will be given following any visit.
9. The school has an effective Open Door policy and Communication at a high standard amongst all staff relating to any concerns or issues relating to Health and Safety

Regards and thanks again for an informative and enjoyable visit

Martyn Foster. Link Governor Health and Safety.