



Health and Safety Support Visit Report

Nether Kellet Community Primary School, Bridge Road, Carnforth,
LA6 1HH

Headteacher: N Bradbury

H & S Support Officer: R Hills

Date: 30/03/2023



Report Summary

This support visit under the 2022/23 Health and Safety SLA was scheduled to assist and support the School in developing and maintaining suitable systems of effective health and safety management.

Pages 2 and 3 contains a summary of the meeting.

Thank you for your warm welcome and hospitality.

If you have any queries about the content of this report please email

Richard.hills@lancashire.gov.uk or the Team mailbox
health.safety@lancashire.gov.uk



Nether Kellet Community Primary School continues to identify and develop robust health and safety management under the leadership of Headteacher, Nicki Bradbury.

Discussions and Recommendations

The following areas were discussed and recommended to be taken forward where appropriate:-

Asbestos:

The school have recently had a visit from LCC Scientific Services and have also received a letter in relation to some asbestos which is in need of removal.

The support officer has made contact with LCC Scientific Services to find out more information.

The Asbestos Survey on the PAMS system at time of visit is the previous survey. The new survey is in the process of being updated which should include the recommendation that the Asbestos is removed.

During the support visit the Asbestos inspections which the school carry out on Low and Very Low risk has been carried out. Photos and the completed information sheet have been sent direct to the school.

Fire:

The schools non-technical fire risk assessment has been reviewed and updated.

Display Screen Equipment (DSE): The Schools DSE users' self-assessments are due for reviewing. Reviews of DSE should be completed every 3 years.

- [Display Screen Equipment \(DSE\)](#)

Medical Records:

The school have enquired how long medical forms should be kept for.

A lot of research into this has taken place and a lot of the guidance refers the reader to the [Medicines in Schools/Early Years settings](#) (DfE Guidance). However the support officers research into this area found little information on retention periods.

A search of the internet produced this:-

[Record Keeping \(solgrid.org.uk\)](#)

Paragraph 4: All early years settings must keep written records of all medicines administered to children and make sure that parents are informed on the same day or as soon as reasonably practicable. The statutory retention period for early years records is two years. For schools, the recommended retention for these records is the date of birth of the child being given/taking the medicine plus 25 years. This allows for records to be kept as evidence for litigation should the child on reaching 18 years old feel this is something they want to pursue.



Next meeting

The next meeting has been scheduled under the 2023/24 SLA for Wednesday 26 or Thursday 27th April subject to the school continuing to buy in. This support visit will be used to help the new site supervisor with their duties.

The school are aware that the Officer (see details on page 1) or the Health & Safety Business Support Team Tel 01772 538877 email health.safety@lancashire.gov.uk can be contacted by telephone or email for any additional H & S support throughout the SLA period.

