

Site Team Activity June – November 2024

During the Spring Term the Site Team concentrated its efforts in refurbishing the swimming pool changing rooms, this work was funded by the Parents Association (PA). After the swimming pool changing room project was completed, the team switched its focus to creating a solution for a long-term storage issue for the Drama Department.

Drama Studio storage solution.

The Drama Department had an issue where there just wasn't enough storage for the type of resources that they own. Often costumes and kit was stacked box upon box in cramped and poorly lit spaces and much of their resource was inaccessible for lessons. I submitted a bid to the PA for funding to convert the redundant shower area into a secure, well-lit storage facility. The PA gave me £1800 towards this project. The existing storage space was further constricted by the old shower cubicles and the area was also used to store sanitary products and out-of-date PPE from 2020.



Work began to sort through and recycle the out-of-date covid equipment and relocate the sanitary products to another location. Plans were drawn up for storage and agreed by the department head, proper consultation is as critical when tackling the smaller projects as it is for major rebuilds, on small projects we do not have a contingency fund to fall back on, so lots of input from the end user is very important.

Work started to create a new door and frame, once complete this was fitted with a code lock at this point the room was made secure.



A consignment of industrial racking was delivered from our supplier and the racking constructed in situ by the Site Team. In addition to the racking a significant investment was made for polyurethane storage containers, with these storage containers the department would be able to store and identify their resources more quickly as the curriculum evolves through the academic year.



Additional storage racking was constructed in another cupboard at the side of the drama studio. Again, this helped to make the departments resources more readily accessible.

N.B The cubicles and the shower pipes from the old redundant shower room were carefully removed and have been put in storage for future use as spare parts. There may even be scope to use these parts to upgrade the swimming pool showers in the future. All pipes were disconnected and drained as required by L8 compliance for the control of legionella.

Minor Works

Due to budget constraints, we have continued to focus on decorating tasks over the summer months. Areas redecorated are the ramp corridor, V5 and V6 classrooms and its corridors, and V11 and its corridor. Also, the Year 12 Common Room has been painted. The Team has also been very busy supporting two main projects for LED lighting and the curtain walling for the art building. The LED lighting works needed some close supervision, the functionality of the new lighting had to remain flexible to support the curriculum and some key changes were made to the provision as the work progressed.

Support for the curtain wall/window replacement project on the art building has been significant. During the early stages of the project a considerable amount of time was dedicated to ensuring safety was not compromised for our site users and that sufficient access was granted to facilitate the work. Daily contact, sometimes taking dozens of calls and deliveries, from the builders and their suppliers helped to promote a close working relationship with the various teams working on site.

During the summer months the Site Team have undertaken multiple front-line repairs, many of these are reported through our premises helpdesk and many more through the team's own vigilance, the buildings seem to be suffering from wear and tear at a higher rate than ever. On several occasions since September the Team have used weekend working to catch up with multiple repairs that require classroom, corridor or toilet access. This appears to be a new way of working for the Team, previously we found time before or after school to tackle this type of work.

Other challenges over the last couple of years include set up and take down on a large scale for events such as the ICGS Conference, the Year 11 Leadership Conference and the entrance test. Each of these events take a lot of hours in planning, liaison, preparation set up and take down, the Sports Hall provides us with a new challenge as it is generally the central hub for many of these events. The Sports Hall is also a key asset for lettings revenue so efficiency in setting up and taking down is very important.

Health and Safety.

All the CCHS premises risk assessments are fully up to date and are available for audit. During the summer I have completed the site's fire risk assessment, and the asbestos management plan and its periodic condition checks have been completed. The asbestos risk assessment has been amended to reflect the changes to our 'asbestos on site' with the removal of asbestos containing material from the curtain walling project.

The Site Team and the way it is managed, promotes a strong culture of health and safety for everyone who visits CCHS, this means that every member of the Site Team have an interest in always keeping everybody safe, and the team will challenge poor practice when it appears. My risk assessments alone are not sufficient in managing risk, the team also believe that what they are doing to control risks makes a difference, this is where elements such as security management, budgetary management and HR support feed into our strong H&S culture. Every member of the Site Team is encouraged to support and speak up on matters that relate to H&S.

Pre-planned maintenance is a more obvious element of health and safety management. During the October half term alone, the team managed 27 separate appointments with multiple workers from multiple trades performing some high risk works at the site, as soon as half term ended the H&S spreadsheets were updated, remedial works arranged, and the very next set of periodic appointments were arranged. H&S is an element of our work that is often repetitive, but not always predictable.

Future works.

The Team have now entered the Autumn Term and are already considering its upcoming commitments and we are looking forward as far as post-Christmas and the challenges presented by the Spring Term and perhaps even from the weather. During the next period of reporting the team will be very busy supporting school events that include the winter fair, Christmas concert, dance show and several parent evenings. External hirers will be scheduling award evenings and Christmas shows. Each of these events will need close and extensive support from the team, events often overlap so the team will need to work proactively but also remain reactive to any additional challenges as they materialise.

Decorating works will continue through the next period when time allows. We have one classroom on the ground floor of the main building to decorate then the team will move its efforts to the languages building. I have purchased enough paint to redecorate most of the entire languages building. This area was last painted around 6 or 7 years ago and is now in need of a freshen up. We will also shampoo the classroom carpets one at this time, this was last completed 2 years ago, but it is important to keep on top of this type of work, especially when the students eat in their classrooms. No larger projects are planned for this period, that is unless some of my requests for PA funding are successful. Thank you.

Richard Free – Site Manager