

**PREMISES AND HEALTH AND SAFETY COMMITTEE MEETING
FRIDAY, 11 OCTOBER 2019 AT 8.30AM**

Membership

| Name | Type | Attendance |
|------------------|---|-------------------|
| Dianne Bluemink | Co-Opted Governor | Attended |
| Alison Vaughan | Co-opted Governor | Attended |
| Simon Green | Committee Chair Local Authority Governor | Apologies |
| Samantha Perkins | Co-opted Governor | Attended |
| Katy Jackson | Parent Governor | Attended |
| Helen Walsh | Parent Governor | Attended |
| Maria Panayiotou | Associate Member | Attended |
| Sally Eustance | Staff Governor | Attended |
| Adrian Hall | Headteacher | Attended |

Also in attendance:

Tracy Graham – School Business Manager

Andrew Satwick – Resident Facilities' Manager

Hannah Cleary - Clerk

Part I Minutes

(For the action log, see Appendix 1 attached to the minutes)

1. Apologies for Absence and Declarations of Interest

- 1.1. Dianne Bluemink took the Chair for the duration of the meeting.
- 1.2. Apologies for absence were received and accepted from Simon Green.
- 1.2. There were no new declarations of interest. Forms had been completed by Governors at the Full Governing Body meeting on 24 September 2019.

2. Notification of Urgent Business

- 2.1. There were no additional or urgent items of business raised.

3. Minutes of the last meeting and Matters Arising

- 3.1. The minutes of the meeting held on 12 July 2019 were **approved** as a true record and signed by the Chair.
- 3.2. The action log at Appendix 1 was **reviewed** and **updated** accordingly.

3.3. The annual health and safety checklist was on the agenda for the meeting.

4. Committee Terms of Reference 2019/20

4.1. The Committee **approved** the Terms of Reference 2019/20.

5. Resident Facilities' Manager Report

5.1. Andrew Satwick, Resident Facilities' Manager was in attendance to present a report setting out updates on first aid recording; health and safety matters; lettings and planned works.

5.2. Planned works were scheduled to be undertaken during the October half-term, including:

- Painting of an internal wall in the canteen area;
- Ready the salt bins and salt;
- Create a digging area in Woodpecker;
- Tidy the spinney;
- Concrete the bin store floor.

5.3. Governors **asked** if Santander staff would also be volunteering again and it was confirmed they were likely to do so; painting the locker tops

5.4. Consideration was being given to the current capacity of the site team and the potential to engage another member of staff through Fazt due to the additional evening lettings work. Details would be brought to a future meeting once arrangements were finalised.

5.5. The Residential Site Manager confirmed that there had not been any reportable accidents since the last meeting. There had been one accident that resulted in a fractured arm, but this was not RIDDOR reportable; all procedures had been robustly followed.

5.6. The Residential Site Manager advised that the new first aid recording system was now in place and being used by the majority of staff routinely to log first aid and accidents electronically. The system would be fitted in Key Stage 1 after the October half-term. Training had been provided although the system was simple and user-friendly. Tests were due to be undertaken on the communications facilities offered by the software in the form of letters and texts. An update including first aid/accident data would be brought to the next meeting in January 2020.

5.7. Lettings bookings continued to grow with new classes and clubs. A Zumba class and laser tag in the spinney were not taking place along with yoga; pilates; music and kickboxing. There were also 1-2 parties taking place each week.

5.8. Katy Jackson and Simon Green would arrange a health and safety walkaround before the end of the Autumn 2019 term with the Residential Site Manager.

5.9. The Committee asked a number of **questions** regarding the report:

Q: When was the last fire drill?

A: the last fire drill was unplanned and took place on 24 September 2019; the exit time was 2 minutes 22 seconds, which was satisfactory. There had not been any issues and assembly points had been used as instructed by all pupils, staff and visitors. The fire alarm had been triggered during some routine works.

Q: Are staff able to attend the clubs letting the school premises at a reduced or subsidised rate to support wellbeing?

A: Some of the clubs have already offered places, this would be followed up to ascertain if any discounts could be offered to staff.

Q: Is there any demand for letting the outdoor pitch area?

A: There is some demand but more so for letting pods.

- 5.10. The Committee **reviewed** the outcomes of the health and safety audit in detail. There were 14 items identified as high priority to resolve as follows:

| Item | Current status |
|---|---|
| Repairs in nursery required to cupboards and finger traps | Repairs resolved and logbook in place for staff to use for future repairs |
| Training to be provided to SLT on safety management in schools | Training provided at September 2019 inset day |
| Staff stress risk assessment to be undertaken | Staff wellbeing survey due to be undertaken including approaches/priorities already identified to be introduced via a previous consultation e.g. yoga |
| Lone working risks to be managed | Arrangements in place |
| Address concerns over bin store (fire/arson risk) | Changes made to bin store access and risk assessment undertaken |
| Staff to be reminded re fire doors | Complete |
| Storage of medicines in the nursery to be improved | Locked cupboards now in place |
| Working at height training to be provided to site team | Complete |
| Improve water testing arrangements | Complete- monthly schedule now in place |
| Risk assessment of powered security gates to be undertaken along with preventative maintenance schedule | Complete |
| Arrange lifting equipment service and preventative maintenance schedule | Complete |
| Inspection of external PE equipment due | Complete |
| Undertake risk assessment of pond area | Complete |
| Undertake screen users risk assessments | Complete |

- 5.11. The Committee **noted** that a medium risk item had been identified in respect of undertaking a test of the lockdown procedure. This was due to be discussed by SLT to ascertain the most appropriate approach after the October half-term. Parents would be advised once the test had been completed.
- 5.12. The Committee **noted** that one low risk recommendation related to the installation of a zonal sweeping system during emergency evacuations. This had not been

introduced as there were sweep zone arrangements already in place; however, this would be kept under review.

- 5.13. The Committee **thanked** Andrew and the Site Team for their ongoing efforts in maintaining the school to a high standard.

6. Headteacher's Items

- 6.1. The Headteacher advised that three roof leaks had been identified across the site. Contractors had attended to inspect the leaks and were due to resolve them quickly under the 10-year building warranty, of which there were five years remaining.

7. Policies for Approval

- 7.1. There were no policies presented for approval.

8. Any Other Business

- 8.1. There were no items of Any Other Business.

9. Dates of Future meetings 2019/20

- 9.1. The Committee **noted** the dates of future meetings:

| Meeting | Date |
|---|-------------------------------------|
| Resources/Premises and Health and Safety Committees | Friday, 11 October 2019 from 8.30am |
| Resources/Premises and Health and Safety Committees | Friday, 17 January 2020 from 8.30am |
| Resources/Premises and Health and Safety Committees | Friday, 20 March 2020 from 8.30am |
| Resources/Premises and Health and Safety Committees | Friday, 24 April 2020 from 8.30am |
| Resources/Premises and Health and Safety Committees | Friday, 10 July 2020 from 8.30am |

The meeting concluded at 9.10am.

Signed..... Date.....

Appendix 1 – Action Log

| Date added | Item | Owner | Date for next review |
|-------------------|---|------------------------------|-----------------------------|
| 11/10/2019 | Update on first/accident data and new system to be brought to the next meeting. | Andrew Satwick | 17 January 2020 |
| 11/10/2019 | Update on site team capacity to be brought to the next meeting. | Andrew Satwick | 17 January 2020 |
| 11/10/2019 | Health and safety walkaround to be arranged before the end of term. | Katy Jackson and Simon Green | 17 January 2020 |