

Health & Safety Committee minutes

Monday 30th January 2017 at 5.30pm

Present:

Kirsty Harland (KH), Julie Evans (JE), Dave Spencer (DS), Kate Brown (KB), Jenny Lawrence (JL), Chris Boynton (CB), Ian MacKenzie (IM)

Chair – K.H.

Minute taker – KB

Apologies for absence:

Prior to meeting – none.

Declaration of Business and Pecuniary interest: No new declarations.

Terms of reference:

- To ensure buildings and grounds are maintained and run safely
- To ensure health and safety of children, parents, staff and visitors
- Emergency repairs are carried out quickly
- Work closely with committee of Stanley Primary School and link in when necessary
- Report back to full governors

It was agreed that the terms of reference above stand, but that NGA recommended terms of reference are a more detailed interpretation/reflection of these terms and should be referred to.

Minutes of last meeting:

DS read through the minutes. Matters arising are detailed below. Approved and accepted.

Headteachers report:

This was read and discussed. Matters arising are detailed below

Tour of the school – internal :

Internal inspection of school:

KB explained that all external doors needed correcting and internal handles need to be added. An example door is to be done and if it meets requirements all doors will be updated.

Throughout the school several stained ceilings remain.

Governors viewed the repair/fault log book (yellow file). Noted jobs being attended to promptly.

The removal of the toilet and shower in the unused disabled toilet has happened. Shelving now needs to be fitted. This room can be converted back to a disabled toilet if required.

Accident statistics checked. KB to email Paul Caldwell regarding the 'mound of rubble' and the state of the levelling process that has been carried out.

Kitchen – all as expected. High window sill is a problem for cleaning. It was noted that the Kitchen Manager is about to do the highest kitchen H&S qualification – level 3 food safety course.

PMN – RPJ3 came into school on 31st January and met with kitchen staff to ensure all qualifications were up to date.

Emergency lighting system – the replacement of the batteries was discussed.

CCTV – a discussion was held on the system. DS to look at policy and ensure it has been updated.

Governors noticed plenty of wet floor signs in appropriate places after cleaning.

Year 5/6 – the committee viewed the toilet tiles. These are to be replaced.

The governors noted the passivent system was blocked off with paper. This is due to it blowing cold air. The system has never worked correctly.

KB informed governors that many taps in the toilet areas were in need of repair – this is in hand.

Sprinkler system – the problems around the maintenance of this equipment was discussed.

Facilities management SLA – this costs over £3700. KB questioned whether it was value for money. A discussion was held.

Heating system:

No change in regards to this. Discussion took place.

Other issues:

Rainwater Harvester – KB explained that the tanks needed cleaning again.

Run away on path – KB explained that this would be addressed with the digging of a small ditch filled with stone.

Hawking;

KB shared the 4 quotes the site manager had obtained. JE will analyse the cost of each one and take to finance to make a decision. Proposed by DS, seconded by KH.

Gritting:

The site manager has sought a service for gritting the entire site. This was explained to governors. The committee agreed it was a good scheme to try.

Governors were very impressed with the cleanliness of the school and that it looks very good 4.5 years after moving in.

Governors were delighted with our attendance at the National Schools H & S awards held in London.

A.O.B:

None.

Meeting closed @ 7.05pm

Date & time of next meeting:

Monday 15th May at 5.30pm