

Health & Safety Committee minutes

Monday 19th October 2015 at 5.00pm

Present:

Kate Brown (KB), Kirsty Harland (KH), Julie Evans (JE), Dave Spencer (DS), Ian McKenzie (IM) (arrived late)

Chair – K.H.

Minute taker – DS

Apologies for absent:

Kate Roberts, Steve Bibby

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

Minutes of last meeting:

Approved and accepted. There were no matters arising.

Tour of school:

KS1 playground:

Exit by dining area to playground, stain by wall, still ongoing. Stain is due to water leak, premises manager is aware.

Cobbles in playground now repaired.

After CCTV inspection of the drains that regularly block (outside staffroom), it appears that the drain run has a back fall. This has been raised with the authority as it's a possible build issue. To be repaired by Wates during half term. Also stained ceiling tiles and window seals will be repaired.

Bike stand in playground to be moved.

Lock required for gate on sprinkler tank and gate needs aligning.

Cycle stand in bike shed needs fastening down.

Field/grassed area:

Fencing to field (£15,000 quote) still ongoing. General discussion on condition of this area and how it has improved since the last inspection. **Still ongoing.**

Field will be used by contractors during Stanley's extension work.

Premises manager to tidy up around site – **ongoing.**

Recent backing up of toilets.

This was handled by the 2 assistant caretakers, 1 cleaner, 1 teacher and the HT, who attended and resolved this issue in their own time. This shows the professional dedication of those members of staff as it was not any of their responsibilities but they did this looking at the wider view of the school. Governors noted the absence of the Premises Manager and his advice to callout contractors to fix the problem.

KB noted the governor's comments for the forthcoming premises manager's appraisal.

Internal inspection of school to take place on next committee meeting.**Investigation of medical incident:**

Governors discussed document. Following was accepted as the recommendations.

1. That for all residential visits, families must bring in any medicines the day before
2. Acceptance of medicines the day before must be made with 2 members of staff present and staff and the family member must sign to understand the administration instructions
3. The group leader will then prepare a morning and evening checklist of medicines to be administered and 2 members of staff must sign when the medicines have been administered
4. On the morning of the visit, prior to departure, ALL staff on the visit, must meet with the group leader and be briefed on medical and medicine requirements of the visit

Policies: The following polices were reviewed by the committee.

CHILD PROTECTION, SAFEGUARDING AND PREVENT
CRITICAL INCIDENTS PLAN
HEALTH AND SAFETY
FIRST AID AND MEDICINES
MEDICAL NEEDS
MISSING CHILD
PARENT AND VISITOR CODE OF CONDUCT
PREVENT ACTION PLAN
PREVENT RISK ASSESSMENT
SECURITY
TOILETING AND CONTINENCE

Julie Merry Safeguarding audit:

After the school was audited by the authority the following points needed addressing.

DBS documents must not be kept (data protection).

One DBS entry in the register had the wrong date of birth of the staff member.

I.M. arrived and governors discussed the meetings main points plus the school accident record book. KB printed off a list of accident statistics for IM.

A.O.B:

None.

Meeting closed @ 18:05

Date & time of next meeting:

1st February 2016 @ 17:00hrs