

Health & Safety Committee minutes

Monday 16th May 2016 at 5.30pm

Present:

Kirsty Harland (KH), Julie Evans (JE), Ian McKenzie (IM), Kate Brown (KB)

Chair – K.H.

Minute taker – KB

Apologies for absent:

Dave Spencer (DS),

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. Matters were covered in this meeting.

Headteachers report:

This was read and discussed. The main part of the meeting was spent discussing 2 recent audit reports. The Fire Audit was seen and discussed. The recent H&S audit was seen. The action points in section 'Health & Safety Corrective Action Plan (Non Conformances)' were discussed. All points have been addressed and the point about tagging and inspecting ladders is being addressed jointly with Stanley – all in place. The action points in section 'Health & Safety Corrective Action Plan (Areas for Improvement)' were discussed – all have been addressed. All actions from the HT report in terms of site issues were updated – see report.

Tour of school:

Field/grassed area:

The compound fence on the field allows for a child to crawl under it and access the site. KB to address with contractors.

The planted areas in the centre of the school have nettles growing – this is to be addressed by Hultons.

Internal inspection of school:

This was not undertaken but an update is given below:

Extended services room, possible installation of wall corner guards.- not fitted

F1/2 quiet room cracked wall - this remains but is not structural

Yr2 ceiling tiles showing water stains – awaiting Wates

Yr3 ceiling tile loose, too high for governors to attempt repair – awaiting Wates

Governors noted two laser printers in the atrium. One was still switched on with the manual feed tray open. Governors closed tray and powered off the printer. Are these printers still used. Both printers are still used.

Governors viewed the repair/fault log. Noted jobs being attended to promptly. Log book up to date

Fire log was also inspected. Governors noted the weekly checks. Log up to date

A.O.B:

None.

Meeting closed @ 17.00

Date & time of next meeting:

Monday 10th October at 5.30pm – focus on building works outside initially.