

# Health & Safety Committee Minutes

Monday 5<sup>th</sup> February 2018 at 17:00

**Welcome:** K.H. welcomed all present

**Appointment of minute taker.** KB appointed

**Present:** Kirsty Harland (KH), Kate Brown (KB), Julie Evans (JE),

**Apologies for absence.** Dave Spencer (DS), Jenny Lawrence (JL)

**Declaration of Business & Pecuniary Interests.** Nothing new

## 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

## Internal tour of the school.

A tour did not take place as there were no issues to be investigated.

## Minutes of the last meeting.

Read and agreed

## Matters arising.

- One cubical in the male staff toilet is still out of use.
- Discussion on the round seating areas in the atrium (showing signs of wear). KB has approached the original supplier and is awaiting news from them.
- Some ceiling tiles showing signs of leaks from the roof – recently meeting with Wates re leaks. Still awaiting a decision.
- CCTV – quotes have been sought. This still needs to be addressed.
- PAS system – this is the lockdown system and is being installed at half term.
- KB updated the committee that she has met the new chair of Stanley and he is very keen to meet. Therefore the joint committee will be reestablished and it is proposed that JL will go on that. KB to forward the date to the appropriate governors.
- NEICC test - KB updated the committee – this is to be done in the summer term.

## Discussion points in this meeting

- KB updated the committee on an online safeguarding package, that also records accident statistics ('My Concern'). The package costs £770 per year and is totally secure.
- GDPR – KB updated the committee – there are different offers for SLAs and services. KB updated the committee on what has been done so far – locking down of data, moving of the emergency fire switch from the main entrance, new reception window etc. We are fortunate that most of our online systems already protect us and come under GDPR. A discussion was held on what is being planned. KB has written a new Data Protection and Data Security policy. This was shared and it was suggested it will be developed with school procedures.

- The committee noted the grit spreading that had happened that day. Ambius are doing an effective job with this.
- Sprinkler system – there are serious concerns with this and KB read emails over the last 2 years seeking to resolve this. Nothing has been resolved. KB will be emailing the school insurers about this.
- School field and sensory gardens – the sensory garden is almost ready to use – some minor snags need to be addressed. The development of the school field is imminent but KB does not have a date for this. JE explained the problems with the access to the field. The local authority is adopting the road.
- Car park issues – KB explained about the use of the drop off area and how she is managing this. Parking enforcement has been requested for the parking on the single yellow lines. KB explained other new measures – barrier to remain down, new ramp etc. KB explained about a resident complaint that has led to these additional measures.
- Lightning conductor – Mr Doffman has got a quote of £1200 to put this right. Both Headteachers have agreed to proceed with this so the system is fully operational. The invoice will be sent to the Local Authority.
- Contractors Management policy is being developed and the admin team are collecting documents required.
- Rainwater Harvesters – Kingspan have been out. WE await their response.
- Emergency lightning – all the batteries have been replaced and are about to be replaced in Stanley.
- Biomass – say no more! No movement on this at all!!
- JE asked about measles. A discussion was held on other contagious illnesses. The school follows the guidance of the medical services for any illnesses.

**A.O.B.**

K.H. thanked all for attending

Meeting closed @ 6.10pm