

Pensby Primary Governors

Health and Safety Committee Meeting – Monday 10th June 5pm

Welcome: KB welcomed the committee

Present: Julie Evans (JE), Kate Brown (KB), Dave Spencer (DS)

Appointment of minute taker – Hayley Lloyd-Jones (HLJ)

Apologies for absence – None received

Declaration of Business & Pecuniary Interests – no updates

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

KB shared minutes from Shared premises meeting. Items discussed were –

- PDof has got outside speakers working. He will speak to PAS Lockdown Company to come in to access outdoor speaker system to have lockdown voice outside.
- JE mentioned the solar panels. KB discussed what options we had. KB mentioned that MW from the LA had previously mentioned that out school roof is not suitable for solar panels. KB suggested the loan amount was too much of a risk but we could pursue it with another provider. KB emailed the other solar panel company. All agreed.
- DS shared views on joining Governing body with Stanley Special School. Items discussed with group on how to proceed with this.
- KB raised the issue of hours of PDof, Stanley have signed an SLA to agree to pay for the extra time PDof spends in Stanley school. DS queried if PDof spends his whole 18 hours in Pensby. KB expressed that PDof spent much more time in Stanley. PDof estimating hours weekly. DS suggested PD use swipe system to sign/in out Pensby to back up his estimate.
- KB raised issue of the lack of appropriate site support staffing for PDof and that with developments on site it will be more prudent to have an assistant for PDof.
- Rest of minutes agreed.
- KB showed PDof new office/admin office with the committee.



Health & Safety
minutes 15th May 20:

Minutes of the last meeting – Discussed and agreed. -

Matters arising from the minutes -

- Governors/SLT annual Health & Safety Inspection Checklist KB went through the remaining sections. The committee were able to answer the questions. KB has colour coded the responses. Govs can now focus on the red sections and ensure they are updated. KB also shared the new whole site Risk Assessment completed by her and PDof. The documents are embedded in these minutes.



PENSBY SITE RISK
ASSESSMENT NOV 21



H&S inspection
checklist Govs June 2

- Wet floor signs to be available in all rooms - **Done**
- New stepladders to be purchased-**Done**
- Property return register to be completed and reviewed by governors – **HMc to do**
- C.B. to check on contractors policies e.g. risk assessments and registry documents. Also to look at the school's on-line Health & Safety training – **KB discussed at DHCG that can circulate the CHAS online subscription so all members have access to this.**
- J.E. to check COSHH and first aid including medication (use and storage) -
- K.H to check on accident reporting and communication – **KB shared that the staff member doing these reports no longer employed, accidents are still being reported however data I not currently being collected. How can we do this efficiently?**
- HLJ to locate a system to log data for accidents
- DS queried whether Govs need to be made aware of every accident. KB says that there have been 16 assaults on staff in the last term. KB says that Govs should be made aware of where accidents take place as risks can be assessed and made safe where necessary.

S.E.N.D. and Impact on H & S in school -

- KB discussed with group the impact of the current situation with children in Y1, F1 and new child entering Y2 in September
- It was discussed the impact of the behaviours of these children on staff and the implications around the wider school
- Members discussed the triggers surrounding incidents, staff have had support from another school
- 2:1 has been put in place to support this child during the morning sessions
- LA are supportive for funding should this be needed

Headteachers report -

KB shared Heads H&S report for Govs.



heads report to H&S
committee June 2019

A.O.B – JE mentioned the battery Bin located in the foyer. She had witnessed children putting their hands inside and touching the used batteries. JE was concerned about this and queried whether this could be emptied. KB mentioned that many attempts had been made to do this but not successful. HLJ will make another attempt on Friday 14/06/19.

The meeting closed at 6.30pm.