

# Health & Safety Committee Minutes

Monday 30<sup>th</sup> Oct 2017 @ 17:30

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

**Appointment of minute taker.** KB appointed

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

**Apologies for absence.** Dave Spencer (DS)

**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.**

The committee toured the F1, F2 and spare classrooms. They focused on the possibilities if the F1/2 setting were to be changed to accommodate larger numbers. JE asked about toileting and the numbers of toilets that would be available to pupils. This would increase for F1 to 5 and decrease for F2 to 3. The committee judged this to be acceptable. KH questioned access to each classroom and how this would be managed to ensure safeguarding procedures were kept at the highest level. It was agreed that was an issue for staff and governors to explore fully.

## **Minutes of the last meeting.**

Read and agreed

## **Matters arising.**

- One cubical in the male staff toilet is out of use.
- Discussion on the round seating areas in the atrium (showing signs of wear). KB has approximate costs of £1200 per unit to repair.
- Some ceiling tiles showing signs of leaks from the roof – recently meeting with Wates re leaks. A decision is expected imminently.
- Overall, the school remains very clean and tidy, well done to all the staff, especially the site maintenance staff.
- Hawking costs for 2017/18 – KB has instructed the Premises Manager to go back to the current contact holder for a quote. If this is in line with last year it will still be the lowest quote.
- Kitchen cleaning – has been redone but the kitchen staff are still not fully satisfied.
- CCTV – quotes have been sought. KB is to explore the possibility of leasing a system.

## **A.O.B.**

- PAS system – this can be updated to incorporate lockdown and evacuation instructions. KB is exploring this with the site manager.

- KB updated the committee on a recent meeting with the Head of Stanley, chair of Stanley, her and the Chair of Pensby. It is anticipated that regular meetings will now take place.
- Contractors management policy – update on this and admin team are now working to implement new system of gathering relevant documents from contractors.
- NEICC test - KB updated the committee on the situation. She has insisted that the LA do this urgently.
- Sprinkler system – no development on this.
- Accident figures scrutinized. Questioned about current year 4 having higher amounts of accidents. Monitor this closely.

K.H. thanked all for attending

Meeting closed @ 6.35pm

## **Appendix 1.**

12<sup>th</sup> May 2017

Dear Stanley Governors,

I am the Governor that Pensby School have asked to support Pete Doffman and both schools, work through the premises issues that have remain unresolved since the buildings were completed.

I am looking forward to meeting with the Stanley governor who will be working with me. I have met with Pete on 3 occasions and had a site tour and have gained an initial overview of the issues.

To date, there are several issues that affect our schools that the 2 governors working with Pete, need to discuss prior to taking them to our full governing bodies with urgency.

1. The schools have a lightning safe system that is incomplete and does not protect either building. The Headteacher of Pensby has sought information on whether the LA insurance covers this. It is a grey area so we are probably not covered. An initial quote to correct the system stands at £3295. This issue has been well known to both schools since they were informed by Pete in 2014.
2. The fire sprinkler system cannot be serviced and maintained as this was not installed correctly. Therefore we cannot be sure that it works. Valves are missing so the system cannot be tested. A quote to correct the system was given at £1400. This issue has been well known to both schools since they were informed by Pete in 2015.
3. The emergency lighting system requires new batteries every 5 years. The cost of this to EACH school is £7000 for Pensby and for Stanley this will be significantly more as there are more emergency lights. However, on installing the new batteries in the first half of Pensby, it was discovered some devices were not installed correctly and could not be changed anyway. This is a latent defect. It remains to be seen once the rest of Pensby and Stanley batteries are replaced, if there are other issues.
4. Pete has put together a maintenance schedule for both schools and for joint maintenance. This is a very detailed document and gives costs and an idea of the huge undertaking the Premises Manager has in ensuring the correct maintenance is followed.
5. To future proof both schools, particularly with the anticipated increase in lettings/hires over evenings and weekends, a discussion on how the site team may develop is needed.
6. A discussion on how hires and lettings of joint areas is managed is required.
7. Fire safety training - this is a whole site issue - we need to discuss who is trained and ensure that the whole site is covered. This costs £35 per person.
8. Lone working - this is a whole site issue. We need a shared site policy on this.
9. There is new guidance on the use of Defibrillators. This needs to be discussed in view of this guidance as it affects both schools and community use.
10. Rainwater harvesters - there are many problems with these. They are costing £750 each to clean on top of maintenance costs. Things are starting to go wrong with them and that incurs additional costs. The annual maintenance charge is about £850 per tank.
11. The 2 schools have a mansafe system on the roof. It is important that the 2 schools have a joint policy on the use of this or non-use of this. We also need a joint policy of inducting workers on site and checking their insurance and liability.
12. NECIC electrical check - the LA will organize and fund this for both schools. Pensby is due and Stanley due in the future. The LA will do both schools to bring them in line.
13. Pete has been working on quotes for CCTV, access control and fire alarm maintenance. The price of these maintenance contracts is interesting and needs discussion.

14. The schools share a biomass boiler that has been switched off for several years as it was a fire hazard. This means the 6 gas boilers (designed as back up boilers) have extra strain put upon them. The heating system is falling very short of what we need and an urgent discussion is needed.

I have arranged to meet with Pete and Kate Brown on Friday 24<sup>th</sup> May at 2017 at 9.30am and we look forward to meeting with the Stanley governor and a senior leader, so that we can agree ways forward on the these issues,

Yours Faithfully,

Jennie Lawrence  
Pensby Site Governor

**Appendix 2.**

by as at 11/5/17

Systems	Co Name	Start Date	Renewal Date	Cost
	Sports Hall Ltd	Mar-16	Mar-17	£70.00
ol	Passivent	no contract		
nt	Kingspan	Sep-16	Sep-17	£683.25
	Clover Technical			£68.00
	Style (Gibson Architectural)	Oct-16	Sep-17	£600.00
s)	?			
ed	A-line			
	PAS Sound			
	Sure (LA)			
	ADC			
achines	Zip Heaters UK Ltd	no contract		£780.00
ement	Thorlux	Apr-16	Apr-17	
	Calbarrie	Apr-17	Apr-18	£284.70
	Initial	Mar-17	Mar-18	£40.80
	Initial			
	Sanitary Bins	on-going		£58.20

Joint Pensby/Stanley as of 11/5/17

Systems	Co Name	Start Date	Renewal Date	Cost (net)
	Strebel			
Heating Plant	Sure (LA)	Dec-16	Dec-17	
	Dante (LA)		Mar-17	400.00
	Atlas	01/09/2016	31/08/2017	220.00
Grounds Security	Atlas	01/04/2016	31/03/2017	2,000.00
	Hertel (LA)	LA	LA	
ink and pump	Besseges	Jul-14		570.00
	Atlas	04/04/2017	04/04/2018	164.00
/Harness Check	Heightsafe	26/07/2016	26/07/2017	350.00
ent (inc gas safety test)	RPJ3 (Hoults)	Aug-16	Aug-17	180.00
ent (inc PAT testing)	Calbarrie	07/04/2017	07/04/2018	284.70
ing/Scanlight batteries	Thorlux	01/04/2017	01/04/2022	3,139.20
ing/Scanlight maintenance	Thorlux	01/04/2016	01/04/2017	3,406.54
s	Calbarrie	Nov-17	Nov-18	188.30
	North West Bird Control	Feb-17	Feb-18	5,020.00
nance	PDQ	Apr-17	Mar-18	5,500.00
m	Sure (LA)	Dec-16	Dec-17	
	Sure (LA)	Dec-16	Dec-17	
eaning	Rentokil	Jul-17	Jul-17	1,400.00
	Atlas (Spectrum)	Apr-17	Apr-18	????
uctor System	Heightsafe	Oct-16	Oct-17	295.00
Testing	LA	May-12	May-17	
	Ambius	Dec-16	Dec-17	130.00 per visit