**Health & Safety Committee Minutes**

**Monday 4th February 2019 @ 17:30**

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

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

Chris Boynton (C.B.)

**Appointment of minute taker.** DS to take minutes

**Apologies for absence.** Helen McCauley, Jennie Lawrence

**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

**Minutes of the last meeting. Agreed**

**Governors/SLT annual Health & Safety Inspection Checklist**

D.S. finished induction and has the final sections on evacuation, will also complete fire logs & check on risk assessments (there are many risk assessments available).

Inspection monitoring with staff still ongoing.

Whole site risk assessments being completed by Pete Doffman & Kate Brown.

Wet floor signs to be available in all rooms.

New stepladders to be purchased.

Property return register to be completed and reviewed by governors.

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.

J.E. to check COSHH and first aid including medication (use and storage).

K.H . to check on accident reporting and communication

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

Discussions on impact of children with S.E.N.D. in F1, year 1 & year 2

Governors updated on pupil movement – possibility that a child from year 1 in Stanley may be joining our year 1 class. A F1 child from our nursery might be moving to Stanley.

**A.O.B.**

Discussion on the safe use of the hall’s folding doors. Only trained staff members to open the wall. Possibility of fingers being jammed in the door either opening or hinge side. Governors concerned and after discussion decided that hinge guards need to be fitted. Also, the school needs to look into the fitting of strong arm door closers on the doors to help prevent hands/fingers being trapped. It was suggested that until these measures have been implemented one of the doors was to remain locked and the other permanently left open.

Discussion took place on the children’s on-line safety, which included Instagram and the notion of IBF (Internet best friend) which is a so called best friend who you have never actually seen. The dangers as to who the IBF really is.

**Date and time of next meeting**

10th June @ 17:30