**HEALTH & SAFETY / BUILDINGS COMMITTEE MINUTES**

**Monday 29th October 2018**

WELCOME – K Harland welcomed everyone to the meeting.

APPOINTMENT OF MINUTE TAKER – Kate Brown

APOLOGIES FOR ABSENCE – C Boynton (CB), Helen McCawley (HM), Jennie Lawrence (JL)

ATTENDING - K Harland (KH), K Brown (KB), D Spencer (DS), J Evans (JE)

DECLARATION OF BUSINESS AND PECUNIARY INTERESTS

None that a new. KB advised she is in the process of setting up a business interest but that was not compete

HEALTH & SAFETY TOUR OF SCHOOL – not done

MINUTES OF LAST MEETING AND MATTERS ARISING

* Field problems – update given. Due to start in April.
* Water leak – has been repaired. Water Plus state the previous site was not repaired correctly by North Wet Construction. Picture evidence was given. KB and DS to take to meeting with David Armstrong.

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

(For full details of the Terms of Reference see the Model Terms of Reference)

The committee agreed the term of reference.

 GOVERNORS/SLT ANNUAL HEALTH & SAFETY INSPECTION CHECKLIST

This is an essential document that will make the 5 year LA H&S inspection much smoother, whilst at the same time ensuring the committee have a full and wide view of H&S in the school. It is a long document so it was suggested each meeting sections were looked at in detail;

***Section 1– policy***

* H&S policy – has been updated by KB. DS suggested this is forwarded to full governors with these minutes. The policy is updated annually.
* H&S policy is included induction process. KB explained that it was but recommended that the committee come and speak to KYJ and look at the induction process to confirm this and also test the induction process for rigour. All agreed.
* Emergency plan – this is reviewed annually. DS suggested this is forwarded to full governors with these minutes. The policy is updated annually.
* KB showed the committee she uses to share policy annually with staff and to record they have seen and understood key policy documents. This was approved by the committee. KB suggested the committee check on this annually. Agreed. Policies are on the staff share.

***Section 2 – Risk Assessment***

* KB explained the process for updating risk assessments and how she shares this annually with staff to record they have read and understood them. This was approved by the committee. KB suggested the committee check on this annually. Agreed. KB went through the list of RA the school has and who updates them.
* Substances – KB explained only cleaning substances are on site. Locked away. Suggested that the committee check this is the case. RA are on the staff share.
* Educational visits coordinator is KB. Has recent training. Evolve is used to record all visits. KB explained the system used for staff to request a trip visit. Suggested the committee come in to review this process.

***Section 3 – inspection/monitoring***

* H&S inspections of the site happen daily and weekly. Recorded by Premises staff. KB suggested the committee come in and review this process. Agreed.
* Annual property return – KB explained HLJ managed asset register, Suggested the committee come in to review this process.
* KB explained that the premises manager and she were to carry out a simple whole site review at some stage.

From this the committee agreed who would come into school to review which process from the sections discussed in this meeting.

ANY OTHER BUSINESS

The clerk had kindly forwarded the policy review document – DS will present this at full GB meeting.

DATE & TIME OF NEXT MEETING

TBC