|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Governor Type** | **End of Term** | **Responsibility** | **Attendance** |
| Kate Brown | Headteacher |  |  | √ |
| Chris Boynton | Co-opted Governor | 13/6/27 |  | √ |
| Dave Spencer | Co-opted Governor | 1/12/25 |  | √ |
| Barry Smalley | LA Governor | 26/5/25 |  | √ |
| Jennie Lawrence | Parent Governor | 26/5/25 | Chair | √ |
| Julie Evans | Co-opted Governor | 20/1/25 |  | Apologies |
| In attendance |  |  |  |  |
| Carolyn Totty | Clerk to Governors |  |  | √ |

**MINUTES OF A MEETING OF THE HEALTH AND SAFETY COMMITTEE OF PENSBY PRIMARY SCHOOL HELD AT SCHOOL ON 10 OCTOBER 2023**

Non Confidential Minutes

1. **APOLOGIES**

There were apologies for absence received from Ms Evans

1. **DECLARATION OF PECUINARY INTEREST**

Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed during the meeting.

RESOLVED: that no declarations of personal or pecuniary interest were made.

1. **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 4 May 2023 had been circulated prior to the meeting

Resolved: that the minutes be agreed and signed by the Chair

1. **MATTERS ARISING FROM THE MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | By Who | By When |  |
| To organise another H and S audit with Jean Fairbrother Associates | Headteacher | Summer term H and S meeting | TBA |
| To ask Jim Cookson for advice on the height safe system | Headteacher | Summer term H and S meeting | ✓ |
| to add shared governor’s meetings | Clerk | next two FGB meetings in June and September 2023. | ✓ |
| to ask Jim Cookson as to the best way forward with this the rain harvester system | Headteacher | Summer term H and S meeting | ✓ |
| to arrange for the Governors/SLT Annual Health And Safety Inspection/Checklist to be updated | Headteacher | Autumn term H and S Committee meeting | TBA |
| to email all staff asking them to check their outdoor areas and report any issues back to her | Headteacher | ASAP | ✓ |

Question: What is happening about the flooded area outside?

Answer: It’s barricaded off at the moment. It will be assessed later on in the year

**Action: Headteacher to organise an annual H and S audit with Jean Fairbrother Associates**

**Action: Headteacher and Mrs Lawrence to review the Annual Health And Safety Inspection/Checklist and then to Governor Hub for Governors to comment**

**Governors walked around the site assessing any issues**

**The SBM arrived at 6pm**

1. **UPDATE ON NEW PREMISES TEAM – SBM**

The SBM started in her role in September 2022

* H and S Audit at Stanley June 2023
  + Gold award received
  + Stanley had processes in place that the SBM wants to replicate at Pensby School
    - For example, Staff Portal that allows staff to adding any premises issues
      * GDPR issues around sharing information has stopped this from happening at the moment
      * Hopefully, there is a work around
* Site staff work across the whole site
* All contracts across the site are currently being brought into line with regard to renewal dates
* H and S reporting is different across the two schools
  + The SBM has introduced
    - Daily visual checklist
    - Weekly visual checklist
    - Monthly visual checklist
    - Termly visual checklist
    - Annual visual checklist
      * All cleaners will take responsibility for these visual checks
      * All cleaners have received H and S training to support this new role

Question: When did the cleaners start using the checklists?

Answer: It should have been from September, but I was of for 2 weeks and it didn’t happen. It is now and checklist have been back filled from the beginning of the new term. Cleaners have been using diaries to log any issues, they are now being photocopied and kept in the office. No longer to be used

Question: Is a specific route around school in place when carrying out the checks?

Answer: Yes, they start in the car park then work their way around the school

* + - The Premises Manager has toolbox talks with the staff
    - The Caretaker will receive training to allow her to cover when the Premises Manager is out of school
* Cleaning in the 2 schools is quite different
  + 2 Cleaners from Pensby supported the Cleaners at Stanley during the Summer holiday deep clean
  + A new system has been put in place by the Caretaker Helen Hull
    - Cleaners have 40 minutes to clean a classroom
      * 50 minutes if there is a side room or toilet
    - All areas have been colour coded
      * Cleaners have raised concerns around expectations and the changes
    - Helen Hull carries out Cleaning Audits
    - The Plan is to get Cleaners working together and comfortable working across both schools
    - Risk assessments and new walkie talkies are in place for lone working
      * All cleaners have signed the risk assessment
* IT will be shared across the site wef April 2024
* Fire Risk Assessment
  + FIRESEC came in and audited both schools
    - A number of non compliance issues were reported
      * A lot were around poor storage
      * There are 7 items still to be addressed including
        + Fire call points not signed

This won’t happen in Stanley as it encourages children to set off the alarm

* + - * + Signs on Fire Extinguishers

They had been there, but children had peeled them off the walls so need to be replaced

* + - * + Doors wedged open

This is a high risk as they are fire doors

It’s difficult because the design of the building means children are in all areas and Staff need the classroom door open to be able to watch the children

Open doorstops were suggested

These will cost £2,000 for Pensby

* + - * + Cavities in roof void

We need to identify where they are and if they need filling

* + - An action plan has been put in place to address all of the non compliance issues

Question: Do the Insurers visit school?

Answer: Yes, they visited in July during the holidays, and they were very happy with arrangements

The SBM left at 6:50pm

1. **GOVERNORS/SLT ANNUAL HEALTH AND SAFETY INSPECTION/CHECKLIST**

See above item

1. **GOVERNORS REPORT ON DROP IN INSPECTION**  
   Ther was nothing to discuss
2. **SEND AND IMPACT ON HEALTH AND SAFETY**

The number of EHCPs has risen this year but due to the compliance of the children, there impact on the H and S is minimal

A child with a broken arm and a child with a broken thumb both need risk assessments

A child with a lower limb impairment has a personal evacuation plan in place

1. **FINANCE IMPLICATIONS**

* The open doorstops will cost £2,000
* Repair work is need on the amphitheatre
* The flooding needs to be addressed
* A fence needs repairing at the back of the filed
* Repairs to compartmentation in roof void

**Action: Headteacher to ask Premises Mangere to try to ascertain if the flooding is being caused by a broken pipe**

1. **SHARED HEALTH AND SAFETY ISSUES WITH STANLEY SCHOOL**

There was nothing to report

1. **FALSE ALARM REPORT**

There was a Fire false alarm at Pensby following the official fire evacuation drill. It showed up as in Year 3 classroom, but staff can’t find out why

1. **AOB**

**Action: Clerk to add Accident Data Report to all H and S agendas**

1. **DATE AND TIME OF THE NEXT MEETING**

5 March 2024 at 5.30pm

.................................................... Chair ....................................................date

Agreed actions

|  |  |  |
| --- | --- | --- |
| Action | By Who | By When |
| To organise another H and S audit with Jean Fairbrother Associates | Headteacher | When convenient |
| to review the Annual Health And Safety Inspection/Checklist and add to Governor hub | Headteacher/Mrs Lawrence | Spring term H and S Committee meeting |
| to ask Premises Mangere to try to ascertain if the flooding is being caused by a broken pipe | Headteacher | ASAP |
| To add Accident Data Report t | Clerk | all H and S agendas |