

# **Buildings Committee incorporating Health & Safety**

## **Minutes from meeting Wednesday 15<sup>th</sup> 2016, 2.00pm**

**Present:** Kim Law, Jo Turner, Paul Bond

**Matters arising from minutes:** 29<sup>th</sup> January 2016

- COSHH file has been reviewed
- EYFS gate is securely padlocked and will only be opened by staff if necessary.
- Signs for playground – young children not to use climbing equipment have not been put up yet.
- EY/KS1 cloakroom doorstop has been fitted to prevent wind blowing it shut when out at break time.
- Security light for car park.
- Inspection of slide and climbing equipment – is done annually along with all other PE equipment. Last inspected 17<sup>th</sup> December 2015.
- Inspection of kitchen equipment, in particular the extractor fan. There is no specific requirement as far as we can tell for inspections. PB has suggested asking cleaning staff to clean it annually, during the Summer holiday.
- Emergency procedures discussed with Sarah and teaching staff so all are aware of when they might be responsible and the procedures to follow.
- H&S Law poster has been replaced.
- Circulation of all relevant H&S documents to staff – still outstanding.

### **Accident Analysis**

Spring term accidents have been analysed, showing 31 accidents with no serious injuries (no P25 forms)

Accidents were generally in the playground and in the form of slips/trips, child on child accident or involving PE equipment.

No unusual trends.

There had been one incident with a table knife involving a child and member of staff.

**Action** – Reminder to staff not to have knives anywhere other than dining room and kitchen, unless in use by an adult.

### **Training**

KL has completed Paediatric First Aid, SC and KP due to go on the next course.

The committee discussed the need for Food Hygiene training for anyone who serves at lunchtimes, currently Susan and Claire are the only staff who have level 1 certificates. Also for teachers who do food technology as part of the curriculum.

**Action** - KL/WW to look into costs and providers.

### **Monitoring School Buildings Register**

Checks up to date other than fire extinguisher monthly check.

### **Security**

The committee discussed whether a gate at bottom of slope from sunshine room/library is needed now that the room is being used as a full time nurture room for a child. The child is using the slope as an outdoor area for sand and water play. The committee decide that as the exit is officially a fire exit a physical barrier should not be present. However adults working 1:1 with the child should be fully aware that they watch the child at all times, since there is no barrier between school grounds and the public footpath and pavement.

**Action** – KL to ask WW to alter secondary fire escape route from KS2 classroom, currently going through the Sunshine room.

### **Review APL fire risk assessment**

The last Fire Risk Assessment was completed by Allan Lamb in 2013. Other than lightning protection advice all actions have been carried out.

#### **Actions**

KL to ask WW to contact lightning protection providers for advice on whether it is required for school.

Organise Fire Warden training for Kim Poel and possibly Susan Lishman.

### **Review legionella risk assessment**

Ian Blair carried out the last Risk Assessment in February 2015 with no further actions for school to take. Paul suggested possibly asking him to come and check the system at the end of the Summer holidays as this is when water will have been standing in the system for longest.

**Action** – To arrange the next water system review.

### **Annual review of cooking equipment risk assessment**

**Action** - KL will review with staff.

## **Review of procedures and systems**

The committee briefly discussed Review of Procedures and Systems in place, which is completed annually.

**Action** - KL to complete the form

## **AOB**

Paul queried whether we need finger guards on doors in school. Is this necessary?

Maybe just on fire doors which will close automatically?

Look into whether other schools have them and the costs.

Health and Safety staff meeting in September to review certain things e.g. purpose of COSSH file, emergency procedures and to discuss H&S scenarios.

**Date of next meeting:** Autumn term, date to be set once full governor meeting dates are in place.