

Buildings Committee incorporating Health & Safety

Minutes from meeting Tuesday 15th November 2016, 1.00pm

(Postponed from 8th Nov)

Present: Paul Bond, Kim Law, Jo Turner, Becky Davies

Selection of chair and clerk: Paul Bond and Kim Law

Terms of reference

These were agreed by the committee with the amendment of Becky Davies rather than Rob Metcalfe as fourth member of the committee.

Committee Responsibilities

Kim has updated the year plan of committee responsibilities changing it from a month by month plan to a term by term plan.

Matters arising from minutes: 15th July 2016

Fire escape. Secondary fire escape route from KS2 classroom, diagram has been updated to avoid sunshine room.

Action – Do a fire drill with KS2 using secondary fire escape route.

Water System. It has been 18 months since our last professional review and risk assessment. The committee discussed whether there was a need for another review if the water system/ building has not been altered in any way

Action – KL to look at last Risk Assessment to see if all actions are complete/ can be completed in school.

Review of procedures and systems - KL has completed the form based on discussion at last meeting.

Finger guards on doors. The committee decided that it would be a good idea to have guards installed, at least on the doors children use most.

Action - KL to create list of doors which we would prioritise for finger guards. Find out about costs and providers.

Lightning protection – we have received a report from a lightning protection company recommending that we have a lightning protection system installed. They will provide the system at the cost of £4000+.

Action – Paul has taken the report to read. He will take it to the staffing and finance committee and also look into other quotes/costings.

Training

KP has completed Paediatric First Aid, SC booked to go on the next general first aid course. Minibus driver training has been successfully completed by Wendy, Sarah and Susan. General school health & safety induction for Ellie Nicholson, Sam Dixon and Morgan Allen. Paul mentioned that Castle Head Field Centre has some relevant training coming up – COSHH, Fire Warden, Basic food safety, Manual handling. He will check availability and let school know if they have places for staff.

Paul suggested keeping induction records for staff/students in school which includes general info, paperwork seen and H&S information, which would be signed and dated by the new member of staff.

Action - Fire warden training and food hygiene training still to be arranged. KL to speak to SC and WW about induction document.

Accident Analysis and monitoring – Summer term – Most accidents following the usual pattern of child/child accidents, trips and falls, generally outdoors. No major injuries.

Monitoring health and safety concerns/incidents book

The committee went through all H&S concerns recorded. Some issues have been dealt with already, concerns regarding how slippery outdoor areas get requires monitoring.

Health and Safety Inspection checklist

Checklist completed. Areas of concern were to do with electrical items - the use of extension cables in classes 1 and 2, for computer equipment and about electrical equipment being switched off and unplugged when not in use.

Also fire extinguishers have been moved from the sunshine room into the small kitchen for safety reasons with the child working in there.

Actions – Get quotes for extra electrical sockets.
Check with fire extinguisher contractor if moving the position is a problem.

Review site/building risk assessments

Kim is underway with reviewing these. Becky offered to help with reviewing the school building and school house risk assessments.

Review fire risk assessments

Kim has completed a new risk assessment for fire safety which details day to day fire safety. PB suggested that it should contain the use of cooking equipment as well, rather than just being on a separate risk assessment.

Action – Kim will circulate to staff.

Tree survey

A tree survey was carried out on 18th October 2016. The report records the condition of all trees on site and makes recommendations about what needs to be done to keep them healthy and safe. No urgent work needs to be carried out. The committee decided it would be best to get professional quotes for the work which needs to be carried out.

Action – Get quotes for tree work.

Date of next meeting: Spring term - Tuesday 14th February 2017