

Buildings Committee incorporating Health & Safety

Minutes from meeting Monday 3rd July 2017, 1.00pm

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

Matters arising from minutes: 7th March 2017

- **Finger guards** – Mick Lord has given an approximate quote of £40 per door for installing finger guards (these would have a 1 year guarantee) The committee thought it would be a good idea to go ahead with the finger guards.
Action – KL to speak to Mrs Coleman about the possibility of installation over the Summer.
- **Lightning protection** – F&S committee need to make a decision on this.
- **Quotes for electrical sockets** – ongoing – wait to see how classrooms are arranged and if there is need for more sockets for computers.
- **Quotes for tree work** – ongoing – nothing urgent
- **Fire extinguishers** - These are now back in the correct positions following child with EHCP moving schools.
- **Risk assessment and policy** - These have been circulated to staff, no feedback received so no alterations have been made.

Training

Wendy Wood attended Fire Warden training on 29th June 2017. Wendy and Kim will discuss if there is anything we need to implement following the training. Food hygiene training still to be arranged.

Accident Analysis

The number of accidents recorded during the Spring term is 35. This is an increase from the Autumn (only 20) this could be due to staff not having to fill in extra forms. The number is not significantly different from previous terms. No accidents requiring follow up treatment. Most accidents took place outside and were due to trips, slips, falls. Some accidents on and around climbing frame and tarmac path but not a huge amount and nothing serious. Wendy has put a note in the accident book stating Kym Allen's advice.

Monitoring health and safety concerns/ incident book

The committee went through entries in the book. These related to EY classroom faulty door handle, finger guards and KS2 classroom chairs. All issues reported had been dealt with.

Monitoring School Building Register

Kim will go through the file to see if checks are up to date. Record findings and chase up any outstanding checks.

Action – Kim to go through file.

Annual Monitoring of Systems and Review of Procedures

The committee discussed policy, documents and procedures and how we think they are working in school. See review document.

Actions – As recorded on review document

Health and Safety policy

Policy has been circulated and no feedback received. The committee agreed the policy but discussed the size of the policy and policy statement as part of Annual Monitoring of Systems and Review of Procedures.

Review of COSHH and Cooking risk assessments

Actions – Kim will review these before the end of term

School House

The upstairs classrooms in the School House have been painted along with the hallway and some external doors and windows. The window will be replaced in the Summer holidays. Paul asked which checks we are responsible for at the School House with regards to PAT testing, Boiler checks, alarm testing etc. Kim will ask Wendy if we arrange these checks and if not whether we should since we are responsible for the building.

Action – KL to speak to WW

Date of next meeting: To be arranged at AGM in Autumn