

# **Buildings Committee incorporating Health & Safety**

## **Minutes of meeting Wednesday 29<sup>th</sup> November 2017, 9.00am**

**Present** – Kim Law, Becky Davies, Paul Bond

**Apologies** - None

**Re-election** - Committee members were re-elected. Paul will continue as Chair and Kim as secretary. We did not have a copy of the committees Terms of Reference so Kim will find them and email around. The committee did agree that we needed another member now that Jo Turner is no longer a governor.

**Matters arising from minutes:** 3<sup>rd</sup> July 2017

- **Finger guards** were fitted to 9 doors 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** – WW has one quote and is waiting for others. This became more urgent after a large branch was blown off the oak tree in high winds one night.
- **School buildings register** – KL went through file in Summer, checks were up to date. Now PAT testing is overdue, WW is chasing this up.
- **Cooking risk assessment** has been reviewed
- **COSHH** to be reviewed

### **School House**

The upstairs window has been replaced.

Following Pauls query about our H&S responsibilities for the school house Kim and Wendy discussed various checks that should be done. The pre-school is responsible for their own PAT testing. At the moment they also organise boiler checks themselves, school will monitor that annual checks are done. If at any point pre school does not want to organise boiler checks, school will take on responsibility but may need to put up rent (which hasn't been increased in 10 years.)

School will ensure the school house is included in our 5 year electrical report which is due in June 2018.

Paul queried whether checks, such as alarm system and fire extinguisher checks, were carried out by pre school. Does the pre-school have a file of their H&S checks?

The committee is still unclear about responsibility of the school house, which belongs to church, and any major repairs that may need to be done in the future. Wendy agreed to look at the lease agreement and to contact somebody at the Carlisle Diocese to find out about insurance of the building.

It was decided that the school house should be a standing agenda item at each H&S committee meeting.

**Actions** - KL to discuss monitoring H&S checks with Claire Dawson  
WW to write an agreement with Pre-school about H&S responsibilities  
School House to become standing agenda item

## **Training**

Fiona Massey and Susan Lishman have attended 2 day Paediatric First Aid training. Level 1 online Food Hygiene training still to be arranged for EYFS staff, though not a requirement for food technology activities in school, the committee thought it would be good practise.

**Accident Analysis and monitoring – Summer term** - 37 accidents, none serious with follow up treatment needed. As usual mainly trips and falls and collisions outside or during PE.

## **Monitoring health and safety concerns/incidents book**

The committee looked at recent entries into the book and monitored that issues had been dealt with.

The procedures for reporting incidents, maintenance and safety concerns were discussed. At the moment staff speak to Wendy or Kim about any issues, these are recorded in either the H&S or maintenance book and followed up by Wendy and/or Kim. The committee thought it a good idea to combine the two books, as often H&S concerns require maintenance. Any issues with the School House should also be recorded in the same place. Wendy was included in this discussion.

**Action** – Kim will email staff to let them know that they should put all of their H&S or maintenance concerns into the H&S book in the office.

**School building risk assessments** - Kim has reviewed and updated the school environment risk assessments, these will be circulated to staff.

**Fire risk assessment** - Fire risk assessment has been reviewed and no alterations made.

**Annual inspection checklist** - Kim has completed the annual inspection checklist. The only issues it raised were lack of sockets in KS1 classroom for which a quote is being obtained from Arc Electrical.

## **AOB**

Although the committee agreed the H&S policy earlier this year and briefly discussed it at the last full governors meeting, Sarah and Helen did not sign a copy. The cover policy statement should be displayed in the main entrance.

**Action** – Kim to ensure a copy of the policy is signed by Head and Chair.

Since much of our documentation is based on model documents written by the LA years ago, Kim will begin to look at and modify new model documents from Kym Allen H&S Consultants. **Action**

**Action** - Check grit bins in advance of possible icy weather.

The committee went to look at the large oak tree which lost a branch in high winds a few weeks ago. It was decided that until a tree surgeon has removed any more dead wood and ensured the tree is safe, the children should not play beneath it.

**Action** – staff and children to be told not to play under the tree until told otherwise.

**Date of next meeting:** To be arranged in Spring term