

Buildings Committee incorporating Health & Safety

Minutes from meeting Tuesday 8th January 2019, 9.15am

Present - Paul Bond, Becky Davies, Kim Law

Apologies - None

Re-election of committee members

The committee will remain the same - Paul Bond (chair), Becky Davies, Kim Law (clerk)

Matters arising from minutes: 4th July 2018

Ceiling voids work – This work was carried out during the Summer holidays. The work ran as scheduled and there was no cost to the school. New lights and fire alarm system were installed.

Legionella Risk Assessment – We have been advised by Barbara Ross (Kym Allen) that we should have a schematic drawing of the complete water system, as the one we have is out of date, prior to building work being carried out over the last 10 years.

Action – KL/ WW to organise

IOSHH – KL will attend this training when available through Kym Allen.

Action – Book training when available this term.

Alarm – CCC agreed to install an alarm which can be heard by children and staff on the field as their only way of exiting the field is past the building.

List of common allergens – Wendy has contacted Windermere School regarding a list of common allergens in their meals twice but a list has not been forthcoming. This is a much more important issue now as we are expecting a child with a number of food allergies to start school. Paul suggested that we should ask Windermere School for the allergen information by a certain date. Also look at how other school meal providers give allergen information.

Action – WW to contact Windermere School again regarding list of common allergens.

Kym Allen Health and Safety audit support

Barbara Ross came to school for two half days on 18th September and 21st November. We went through all items on the Kym Allen checklist covering everything to do with Health & Safety in school.

Overall Barbara was very happy that we had documents and procedures in place for the majority of areas although many of these need updating as they are based on old model documents from the Local Authority. Kym Allen can provide updated versions which we need to adapt to reflect Lindale School, so there is a lot of work to do on this.

The H&S policy has been updated by Kym Allan, to ensure it covers all that it should and KL has amended some to reflect our school. The committee have agreed the new policy, which will now be reviewed annually.

Barbara's main concern was regarding the school house because as landlords, letting out the building to pre-school, we should be ensuring that all the same checks are being carried out

there as here. For example annual boiler check, five yearly electrical survey, asbestos survey, checks of fire doors etc.

Paul suggested that KL creates an action plan based on the discussions with Barbara Ross and that this should be an agenda item each time we meet.

- Actions** – KL to begin going through all new model documents from Kym Allen.
- KL to organise the H&S folder on the computer network so all old documents are archived and new are easy to find for all staff.
- HC and SC to sign the new policy at the next governors meeting.
- KL to create action plan following meeting with Barbara Ross.

School House

The committee may need to organise an extra meeting to go over responsibilities for school and Pre-school to ensure that all H&S requirements are being covered/monitored. Sarah Coleman will meet with Claire Dawson to clarify what H&S monitoring the pre-school have got in place. Any thing not in place such as 5 year electrical survey, asbestos survey etc will be schools responsibility and will have a cost attached.

- Action** – KL to write a list of H&S monitoring which should be carried out at the school house.

Accident analysis

Not completed yet. Will review this at the next meeting.

- Action** - KL to complete accident analysis

Monitoring health and safety concerns/incidents book

Mainly maintenance issues are currently recorded in the book without actions completed – handrail at the bottom of the field, lino lifting in KS2 toilet, broken fence panel. More major issues have been actioned, e.g. fire alarm sounding on field.

H&S Inspection Checklist

KL has carried out the Inspection Checklist for school. Still to carry out for the school house.

- Action** – Complete Inspection Checklist for School House.

Review of Risk Assessments for School Site and Fire

KL has reviewed both of these risk assessments, no changes are needed at present.

A.O.B

Lease for school house - The paperwork regarding the school house has been found. The lease agreement is from December 2008 and is between school and the Diocese of Carlisle. The lease is for 21 years from September 2008, so there are ten years remaining. We are responsible for any taxes, charges or other outgoings relating to the property and are required to keep the building in good repair inside and out.

Date of next meeting: To be confirmed for after half term