

Engage Premises, Health and Safety Meeting

Minutes

Wednesday 20th January 2016 @ 1630

Earthsea School, Berry's Lane, Honingham NR9 5AX

Attendees

Des Reynolds (DR)	Phil Harris (PH)	Andy Lamb (AL)
Sue Grant- by invitation (SG)		Andriana Sneddon - TA/ Clerk

Meeting commenced at 1645

No	Item	Action
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1.0	Apologies and Absence	
	Apologies were received and accepted from Trevor Cockburn and Stefan Rider. As Chair was absent, AL took the chair for this meeting.	
2.0	Declarations of Interest	
	There were none	
3.0	Previous Minutes	
3.1	The Minutes of Trust Premises Health and Safety meeting 18/11/16 were accepted as a true and accurate record of the meeting and were signed off by the Chair.	
4.0	Matters arising	
	Update on previous actions as follows: 4) It was confirmed that TC had visited Drayton to inspect DECS Reports but that he had needed support to work out how to formulate bid for project. TC to revisit with support of Phil Palmer, new Premises Project Lead Advised that SR still needs to confirm schedule to carry out audit of fire risk assessments and general risk assessments.	TC SR

	<p>SG advised that PP has audited Fire Log Book and signage at Belton and revamp is in hand.</p> <p>SG advised that Legionella survey had taken place at Belton on 14/01 and was awaiting report.</p> <p>Governors discussed ongoing damage to Fire Extinguishers at Pinetree and Belton. Advised to adopt loose covers.</p>	<p>SG</p> <p>SG</p>
5.0	Terms of Reference	
	<p>Previously circulated and DR proposed for acceptance with no amendments but review at end academic year to accommodate any Trust developments if necessary.</p> <p>Seconded by AL and unanimously accepted.</p> <p>ToR will be filed in master PHS file.</p>	<p>TA</p>
6.0	Premises Manager's Report	
6.1	<p>Previously circulated and attached. Queries as follows:</p> <p>PH queried what impact new members of staff would have on existing contracts. DR advised that in light of appointment of new staff, there could be a reduction in NORSE coverage on sites.</p> <p>Legionella- SG advised missing data and advised that PP was now working through reintroducing surveys and risk assessments and actioning any remedial work required.</p> <p>DEC: TC to meet with PP as point 4 above.</p> <p>Asbestos risk assessments completion date queried; SG confirmed these will be complete by Easter.</p> <p>Capital Bid works:</p> <ul style="list-style-type: none"> Windows; SG advised that window replacement at DBS could not be achieved during school holidays and that some work would need to take place during school time; PP was currently compiling a list of locations and a schedule of work would be compiled based on this. DR advised that exam times should be avoided. Windows for Pott Row and Earthsea would be completed in holiday time. <p>Grounds Maintenance; DR requested that alternative contracts be sought due to dissatisfaction with current providers.</p> <p>Buildings:</p> <ul style="list-style-type: none"> DR asked why the gym equipment at Belton was not being used. DR to investigate. Clearance of storage area at Belton. DR to action SG advised that some repairs had been carried out at Earthsea on 'springy' floor to alleviate immediate risk SG advised that PP was chasing the new front door for Earthsea. AL stressed the need for this in light of recent pupil absconsion. DR confirmed that new doors for DBS Primary will have vision panels incorporated. SG advised that new quote for Lingwood Intruder alarm has been received. DR requested that the need for alarm be reviewed. 	<p>CHALLENGE</p> <p>TC CHALLENGE</p> <p>REQUEST</p> <p>REQUEST</p> <p>DR</p> <p>DR</p> <p>REQUEST</p>

	<p>Training:</p> <ul style="list-style-type: none"> PH queried the lack of staff H&S trained at Rosebery. SG advised that this was due to Admin lead leaving but that new appointee will complete training. DR advised that himself, SG and Vicki Setters were also trained. PH queried why Caretaker training appeared light. SG advised that new appointees are carrying out training and that PP has relevant NEBOSH training to enable him to deliver Premises Management training. DR requested that Pinetree staff training be included. 	<p>CHALLENGE</p> <p>CHALLENGE SG</p>
7.0	DDA and H&S Checklist	
	See attached report	
8.0	Capital Expenditure	
	None	
9.0	Policies	
	None	
10.0	Folder Scrutiny	
	<p>Statutory Maintenance of Plant and Equipment:</p> <ul style="list-style-type: none"> SG advised that all bases were currently compiling these folders as an Ofsted requirement, assisted by PP and Ian Flynn- Premises Maintenance Lead, for completion by February half term. PH queried why the mobile classroom boiler was not serviced. DR advised that this was still a new boiler and so didn't yet require annual service although there were still issues with this which would be addressed by successful EFA CIF bid. <p>Legionella:</p> <ul style="list-style-type: none"> Lines of communication need updating and to include AL Legionella Annual Monitoring Programme blank-PP to check Noncompliance report needs completing- SG advised that this in hand now staff are trained. To be completed by PP and Steve Ganson <p>Fire Log Book:</p> <ul style="list-style-type: none"> Emergency Lighting. SG advised that awaiting contract to be reinstated by TP Fire at Belton as had not been signed. PH queried why 2 different alarm companies were being used at Earthsea; AL and SG to clarify which company should be used at which site DR queried why Hose Reel Test and Repairs was blank and advised removal if not applicable <p>Asbestos:</p> <ul style="list-style-type: none"> PH queried the extent of building coverage of the report. DR confirmed that the report covered the whole site. 	<p>SG</p> <p>CHALLENGE</p> <p>SG SG SG</p> <p>SG</p> <p>SG/AL</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

11.0	Governor Training	
	No training had been undertaken	
12.0	AOB	
	<p>DR advised the following:</p> <ul style="list-style-type: none"> • Belton boiler now fixed but had resulted in 2 days closure of site to staff and pupils. Situation had been raised in emails to LA and will be raised again at Annual Conversation on 2/2. Possibility that LA will reimburse cost of replacement boiler. • Earthsea extension- no response as yet from LA to proposal • Locksley- DR advised that he had approached the council regarding the possible lease of Harford Community Centre building for additional office space/ CST. • Considering leasing Hunstanton Primary School- near Rosebery- for Primary team • DR advised that he had started process of searching and liaising with DfE for buildings in Bury St. Edmunds area for Free School bid. • Planned visit to The Pinetree School with PP and Caretaker to decide next stage of development. • Mosaic at Locksley suffered storm damage and should be removed. • Exterior lighting at Locksley around steps and path from Reception- SG to review with Ian Flynn. 	<p>DR</p> <p>DR</p> <p>DR</p> <p>DR</p> <p>SG</p> <p>SG</p> <p>SG</p>
	Next meeting: 16th March 2016, The Pinetree School at 16.30.	
	Meeting closed at 1800	

Signed.....

Position.....

Date.....