

Short Stay School for Norfolk  
Premises and Health and Safety Committee  
DRAFT Minutes  
21 October 2015 @ 16.30  
Locksley School

**Attendees**

|                            |              |  |
|----------------------------|--------------|--|
| Trevor Cockburn – Chair TC | Andy Lamb LR |  |
| Des Reynolds DR            |              |  |

**Invited / Observers**

|              |                             |  |
|--------------|-----------------------------|--|
| Sue Grant SG | Julie Stimpson – Clerk (JS) |  |
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| No | Item | Action |
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| 1.0 | Welcome, Apologies and Absences  |                  |
|     | Apologies received from Phil Harris and Craig Page   |                  |
| 2.0 | Minutes of the Meeting   |                  |
|     | TC thanked JS for the minutes of 23 September and these were agreed as a true record.  |                  |
| 3.0 | Matters Arising.   |                  |
|     | TC asked whether the member of staff who had an incident was continuing to make good progress. DR reported there had been a further incident.<br>TC asked whether other members of staff had been affected and what action had been taken. DR said the situation had been evaluated and the child was now on another programme, and the classroom at Lingwood was being moved at half term.<br><br>There had been no visitors from the community since the Parish Magazine article.<br><br>Earthsea discussion re the parking had not started. TC asked if there is some scope for monitoring. This was agreed and then there will be discussions with AL. | Gov<br>Challenge |
|     | There were discussions around the governor Hub and the benefits of using it, JS to speak to Andriana re password, to get onto the hub, so we can have a look at it.  | JS               |
|     | To be taken to the FGB meeting.  | TC               |
| 4.0 | Resources and Premises Managers Report   |                  |
|     | Legionella<br>Costs had been taken to the budget mtg, these have been approved, and new surveys will take place and then be followed up, so at least we will know where we are.<br>TC queried whether the surveys were a structural survey, and if they were statutory.  | Gov<br>challenge |

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|     | <p>SG reiterated that the reason that they wanted the Legionella surveys completed was to make sure that old work that had been recommended had been completed. There would be a focus on the high risk work first.</p> <p>SG explained that the tables in the reports were to give a quick overview of where we are with Legionella, Asbestos and DEC.</p> <p>Asbestos</p> <p>The Asbestos surveys will be next term. SG will check what is statutory for this. Risk assessments for all sites are nearly complete; the caretakers are to do on a termly basis. A new form was submitted to the committee and agreed. TC asked if these were to supersede specific risk assessments. No these were the normal site risk assessments, undertaken by the caretakers.</p> <p>DECS</p> <p>The issues raised by DECS can go in bids to support. SG asked to if someone could look through them to ensure we access the correct funding. TC agreed to do this as a scrutiny exercise.</p> <p>Smart LOG is getting much better SG is to look at getting more reports generated at half term. TC asked if anyone could explain why there were two ways of getting in, one showed a positive outcome and one did not. SG to investigate.</p> <p>SG and DR ran through the progress on the school sites see attached report.</p> <p>TC asked about the lock that had been fitted at Pinetree, Ofsted had picked up that you could only get out of the building by using a badge. This has now been rectified with a push button exit.</p> <p>TC thanked SG for the report.</p> | <p>SG</p> <p>Gov challenge</p> <p>TC</p> <p>SG<br/>SG</p> |
| 5.0 | Capital Expenditure   |   |
|     | None at the moment, The bid for heating will be linked to DEC.  | DR/TC   |
| 6.0 | Health and Safety Policy  |   |
|     | The Policy was last updated on March 15.  |   |
| 7.0 | Scrutiny of Folders   |   |
|     | <p>Contractors and Asbestos – DR</p> <p>DR asked how the contracting sheets worked, s there were none in the file. SG explained they were given to the Contractors for their information, but did not have to be returned.</p> <p>Legionella – AL</p> <p>There is no evidence that work has been done. SG new surveys completed this term.</p> <p>AL All good, very recent checks this term.</p> <p>Fire – TC</p> <p>Spotted a typo on fire evac plan at DBS, and old NCS logo.</p> <p>RAG rated should be in colour.</p> <p>Wheelchair users – not explained how does this happen, is it DDA compliant.</p> <p>Emergency light test, not been done since July. SG looked, T&amp;P has done, but the paperwork is not in right place. – Craig to speak to Ian re emergency lighting monthly checks and the emergency lighting test LOG needs to be clarified.</p> <p>TC there is a fire drill next half term.</p> <p>SG to speak to admin re printing out T&amp;P reports for the file</p>  | <p>SG to do</p> <p>SG</p> <p>SG</p> <p>SG</p>             |
| 8.0 | AOB   |   |
|     | SG informed the committee that the training Grid had been greatly updated and was covering all requirements.  |   |

