

**Meeting of the SSSFN Premises and Health & Safety Committee**  
**Friday 15 May 2015 – 4.30pm – The Locksley School**

Attendees

Trevor Cockburn (Chair), Des Reynolds, Craig Page, Andy Lamb, Phil Harris, Sue Grant

1. Apologies

None

2. Minutes of the last meeting

Minutes of last meeting were agreed as an accurate record

3. Matters arising –

VDU User programme – DR Propose, PH seconded. Approved 15.5.15.

Any matters arising also covered by the agenda

4. Resources and Premises Managers Report

The committee welcomed a detailed and comprehensive report.

Updates to report as follows:-

Locksley fixed electrical testing likely to be in July.

CDM folders to be added to scrutiny list.

Discussions re Security checklist and **Premises manager to action:-**

- Quote to be obtained for alarm at Brooklands to sound off site
- Feasibility study on blind spots at various bases – e.g. risk versus cost

Risk Assessment grid – **CP to add rename column ‘Date for Completion’ to read ‘Date for completion of repair works’**

The committee conducted a scrutiny exercise on the H&S documentation at Locksley and found the majority to be in good order with following points **to be actioned by premises manager:-**

- Legionella – May reading missing, date of training for Caretaker?
- Fire Extinguisher Monthly checks – nothing recorded after March 2015
- Science COP – Training records – no date recorded, just ticks. Dates to be inserted.
- Primary Risk Assessment – not signed off

5. Capital Expenditure

The committee considered two proposals for the spending of the current capital allocation.

These were

1. The creation of further office space at Locksley- this has been approved and completed.
2. The replacement of computers at DBS – approved and scheduled for May half term holiday.

6. Health and Safety Policy

Not currently due for updating. No new items to discuss.

## 7. AOB

Terms of Reference for the committee – updates made. **Trevor to re-distribute.**

Compass Belton – DR meeting with local authority regarding funding for maintenance and repair works. Either is a maintenance pot held centrally or bid into it.

**DR and SG to meet to discuss Caretaking at Belton.**

Compass Lingwood – Local Authority has confirmed that Compass Norwich site will be moving to Lingwood (Lingwood Junior School). 5 year basis from Sept 2015. 48 capacity in total for Compass – so, 24 at Belton, 12 at Pott Row and 12 at Lingwood.

Des and Craig visiting Thu 21 May regarding process re move etc;

**Date of next meeting: 19 June 2015 – 4.30pm at Compass, Belton.**