

Short Stay School for Norfolk
Premises and Health and Safety Committee
DRAFT Minutes
18 November 2015 @ 16.30
Compass, Belton

Attendees

Trevor Cockburn – Chair TC	Andy Lamb AL	Stefan Rider SR
Des Reynolds DR		

Invited / Observers

Sue Grant SG		
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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	
	Minutes of 21 October - agreed as a true record.	
3.0	Matters Arising.	
	Classroom at Lingwood – not been moved as situation improving and behaviour has settled	Gov Challenge
	Earthsea discussion re the parking had not started. DR and AL to take forward.	Gov challenge
	There were discussions around the governor Hub and the benefits of using it. Andriana to investigate.	AS
	Fire Marshals – Further investigation and guidance has now informed Governors to make the decision not to have fire marshals throughout the bases. All existing evacuation procedures in all bases are rigorous enough without extra enforcement of fire marshal roles.	Gov Decision
4.0	Resources and Premises Managers Report	
	<u>Legionella</u> High priority sites have orders assigned to them, awaiting survey dates.	CP
	<u>Asbestos</u> Earthsea inspected today – NPS (Surveyor) has taken away piece of floor tile for closer inspection. SG to follow up.	SG
	Compass Belton – new report issued this week, for info – items coloured red on	

	<p>asbestos location site plan indicate different levels of licence required for removal.</p> <p><u>DECS</u> TC has arranged to visit Drayton later on this week to inspect DEC Reports and will update at next meeting.</p> <p><u>General</u> SR had met with SG to schedule in visits to all bases throughout the coming year to carry out audit of fire risk assessments and general risk assessments and feedback areas for improvement.</p> <p>DR informed all Governors present of C Page leaving end Jan 2016.</p> <p>Capital Bid Works (EFA) – Next round closes Dec 16th. CP working on bid at moment to incorporate expansion/refurbishment works and various heating works.</p> <p>Accessibility – template produced and Governors agreed to walk the site at end of meeting to carry out this piece of work as well as general H&S audit.</p> <p>Works at SSSfN Bases – Locksley – update – PE Cupboard has now been altered to incorporate corridor and creation of external door. Pott Row – quotes being sought for various building works (small office conversion, outhouse conversion for therapy team) NSFT will fund but we will do work Rosebery – Primary space is now being looked at as more room required</p>	<p>TC</p> <p>Gov Scrutiny</p> <p>Gov Scrutiny</p>
5.0	Capital Expenditure	
	Earthsea – ICT infrastructure currently being carried out involving hardware, server, Wi-Fi. Rosebery will be next (funds permitting).	
6.0	Health and Safety Policy	
	The Policy was last updated on March 15.	
7.0	Scrutiny of Folders	Gov Challenge
Queries	<p><u>TC – Fire Log Book</u> Fire Risk Assessment – red shading indicated staff work alone in building – no control measure noted Weekly Test Section – no headings and sometimes YES/NO both ticked Fire Extinguisher – noted damaged in October – what is happening about it?</p>	<p>SG</p> <p>SG</p>
Queries	<p><u>AL – Code of Practice Folder</u> Science Code of Practice not signed (not doing science at Belton so a note needs to be inserted to reflect this)</p>	SG
Queries	<p><u>SG – Legionella</u> New survey required – awaiting survey date</p>	SG
Queries	<p><u>SR – Risk Assessment Folder</u> Therapy Office – extension lead not overloaded. Checked whilst on site and this was confirmed. Therapy Art Room – fan heater to be unplugged when not in use. Again checked whilst on site and control measure has been adhered to.</p>	

	DT Room – clear of rubbish – still outstanding, skip is required	CP
8.0	AOB	
	<p>Addition made from last time which was omitted in previous minutes:- Pott Row is leased; Douglas Bader is include in a 25 year lease, Earthsea building owned by the diocese. <u>Mobile – unsure of lease arrangements.</u></p> <p>Draft leases have been received for Belton and Lingwood.</p>	DR
9.0	<p>Date of next meetings:- 20th January 2016 – Earthsea – 4.30pm 16th March 2016 – Pinetree – 4.30pm 20th April 2016 – Rosebery – 4.30pm 18th May 2016 – Douglas Bader – 4.30pm 22nd June 2016 – Pott Row – 4.30pm 13th July 2016 – Brooklands – 4.30pm</p>	

Signed by

Date

Note other than the last page all other pages need to be initialed