

**Meeting of the SSSFN Premises and Health & Safety Committee
Friday 23 January 2015 – 4.30pm – Douglas Bader**

Attendees

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

1. Apologies

Des Reynolds

2. Minutes of the last meeting

Minutes of last meeting were agreed as an accurate record

3. Matters arising -

Pott Row - Legionella - It was agreed that a Procedure was needed for when Craig is not there. All agreed it was lack of caretaker attendance in general, not just for Legionella. Craig spoke to Brian at Rosebery but Brian does not want to do this.

Pott Row - Fire Risk Assessment – Documents for Fire Risk Assessment (T&P visited site last week) have been received. Craig working on Action plan produced from Risk Assessment– copy attached. Craig has completed Fire Evacuation plan and shared with all staff. No PEEPS or GEEPS needed. A planned evacuation to be scheduled and discuss any issues raised – this has been scheduled for Wed 4/2/15. The fire alarm panel to be explained to designated staff for when Craig is not available, Craig has shown 1 member of staff but all present felt more staff to be aware.

Items b/forward from AOB at last meeting:-

Compass Norwich – no updates – TOCA/Quotes – Des not at meeting so could not update Governors

Bungalow at DBS – passed to R&P Committee due to finance implications

SSSFN Development Plan – copy submitted to all present (see attached), agreed timelines could jump about dependent on EFA bid criteria. Paving at DBS – *Craig to do risk assessment asap and obtain quotes to make good and quotes for long term solution. This also needs to be added to risk register. Craig to inform Clive Evans.*

Smartlog – Now live and working across bases. *Craig to update outstanding items along with Caretakers. Trevor to be given log in.*

4. Health and Safety Governors Scrutiny – Not required at this time

5. Resources and Premises Managers Report

Verbal Updates as follows:-

Pott Row – Cooker has now been installed and working fine. Glazing in 2 x windows replaced. Issue with door and Des requires a quote for fencing which is still outstanding. Oil and gas ran out before Christmas. Sue worked with Craig on process to ensure none of the bases were in this situation again. Luckily no damage was done to heating.

Locksley – Leak in Primary has been done. Craig has done decorating. Primary now have mag locks on doors. Phil raised issue about no lighting at front of Reception and the need for lighting – *Craig to investigate/source and resolve by Feb half term.*

Douglas Bader – Quote received for fixed electrical testing (quoted £500) as report came back unsatisfactory. *Other quotes needed*, currently being sourced by Premises Manager. Roof works start Mon 26 Jan 2015. Phil raised concerns regarding parking on grass verge by lay by and how unsteady cars seem. *Craig will email staff to give basic advice/risk controls when parking on the lay by.*

Rosebery – Quote received for gas proofing unit has been approved.

Belton – Boiler needs replacing – still ongoing disputes with NPS.

Spinney – Scandia to do temporary repair to windows and doors – emails flying around from NCC and the school, no dates given as yet and no work done.

DSE Risk assessments – findings now collated. Governors agreed that guidance/policy needs reviewing – *Craig to bring to next meeting and email the blank risk assessment for review in the meantime. Sue to check H&S Policy date and inform governors.*

Health & Safety – Training Matrix – *All gaps to be completed for next meeting.*
List of outstanding works in bases: No report given at this meeting.

Maintenance of Plant and Equipment: Agreed that non-statutory items will be taken to budget meeting in January for decisions. Premises Manager can do Air Conditioning services and fan services bi-annually. Also agreed that costs for impending statutory items needed to be obtained in preparation for budget meetings so contracts did not expire. *Premises Manager to obtain quotes.*

6. Capital and Maintenance Works

6.1 Capital Funding Pot

EFA Bid approved/successful £ 276K – area of focus – flat roofs – Work starts January 2015.

New Bid being collated for windows now. Using Ingleton Wood as consultant. Bid submitted on time and awaiting outcome.

7. Norse Contract – Proposal has been drawn up and will be taken to R&P committee. Looking at Caretakers being directly employed with cleaners remaining with Norse.

8. AOB

Contractors – Sue and Craig wished to use local contractors (that maybe not NPS approved) to save money. They are finding that the bigger contractors are getting very expensive for minor repairs. Craig has already investigated that small companies/contractors now have to have certain accreditations to operate. Governors asked for full schedule for next meeting to consider/agree in principle. *Craig to draw up list detailing local suppliers/contractors and checks required along with insurance criteria required of them to present at next meeting.*

Dates of meetings:

6 Mar 15 @ Earthsea
15 May 15 @ DBS
19 June 15 @ Compass, Belton

Meeting closed at 5.50pm