

**Meeting of the SSSFN Premises and Health & Safety Committee  
Friday 5 December 2014 – 4.30pm – Pott Row**

**Attendees**

Trevor Cockburn (Chair), Andy Lamb, Des Reynolds, Craig Page, Sue Grant, Karen McGee (Minutes)

**1. Apologies**

Phil Harris

**2. Minutes of the last meeting**

Minutes of last meeting were agreed as an accurate record

**3. Matters arising -**

Any matters arising covered by the agenda

**4. Health and Safety Governors Scrutiny – Pott Row**

4.1 **Legionella** - It was agreed that a Procedure was needed for when Craig is not there.

Hot and cold checks were being done from September; check sheets in place for deadlegs.

4.2 **Fire Risk Assessment** – Awaiting documents for Fire Risk Assessment (T&P visited site last week). Fire Evacuation plan completed and needs to be shared with all staff. No PEEPS or GEEPS needed. A planned evacuation to be scheduled and discuss any issues raised. The fire alarm panel to be explained to designated staff for when Craig is not available.

4.3 **Asbestos Plan** – Staff have seen the plan (via email from C Page). Asbestos on site is low risk, and monitored and managed.

4.4 **Code of Practice** – Standard template has been signed and staff aware.

**5. Resources and Premises Managers Report**

The committee welcomed another detailed and comprehensive report and accepted the content. Updates are as follows:-

**Pott Row** – Cooker needs ordering. 2 x windows need to be replaced, issue with door and Des requires a quote for fencing.

**Locksley** – Preparation and Decoration to be done prior to Christmas for Primary roof.

Andy Smith visited site 5/12/14 for quote. Cleaning to be carried out in-house

**Douglas Bader** – Quote received for fixed electrical testing (quoted £500) as report came back unsatisfactory. Other quotes needed, currently being sourced by Premises Manager.

**Rosebery** – Quote received for gas proofing unit and with Gill Wardlow for authorisation

**Belton** – Boiler will be replaced.

**Spinney** – Scandia to do temporary repair to windows and doors

**DSE Risk assessments** – findings now collated. Des has decided not a priority.

**Health & Safety – Training Matrix** – It was agreed that 2 members of staff need to have EVC training at Locksley. D Sperring from Rosebery is booked on this training for 26/2/15. **All gaps to be completed for next meeting.**

**List of outstanding works in bases:** Committee went through report so aware of what is to be done.

**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 on various bases. Work scheduled in for New Year.

New Bid being collated for windows now. Using Ingleton Wood as consultant. **Bid to be in by 19<sup>th</sup> December 2014.**

**7. Norse Contract** – Committee again noted that there were issues to be resolved with the Norse. Contract still not received. **SG and CP to do feasibility study on employing staff direct.**

## **8. AOB**

Compass Norwich – TOCA still not signed yet. Keys/access will still be via site. Waiting for quote on cleaning. Windows and doors – work been agreed and planning permission for higher fence. Ashfords will do grounds maintenance.

Bungalow at DBS – Solicitors working on Tenancy Agreement.

SSSfN Site Development Plan – Copy of plan to be taken to next meeting in Jan 15.

Smartlog – This is due to go live from January 15 – Review at next meeting (23/1/15)

**Dates of meetings:** 23 Jan 15 @ DBS  
6 Mar 15 @ Earthsea  
15 May 15 @ DBS  
19 June 15 @ Compass, Belton

Meeting closed at 5.50pm