

**Meeting of the SSSFN Premises and Health & Safety Committee
Friday 6thth March 2015 – 4.30pm – The Earthsea School**

Attendees

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

1. Apologies

Sue Grant

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. Resources and Premises Managers Report

The committee welcomed a detailed and comprehensive report.

The committee conducted a scrutiny exercise on the H&S documentation at Earthsea and found the majority to be in good order.

The committee noted that the Asbestos register indicated low risk only.

Committee questioned whether Academy still has access to the Connect2 system CP indicated that we do – but this is no longer updated by NPS and therefore will eventually become out of date.

The committee noted that the practice of putting individual childrens risk assessments into the EVC file should be reviewed.

The committee asked for an update on the legionella risk assessment which has now been commissioned and is awaiting completion from Clearwater (the provider)

TC explained to the committee that he had logged into the Smartlog system and reviewed it. He was surprised how good it is.

5. Rosebery Fire

DR gave the committee an account of the small fire at Rosebery school and the consequent investigation and remedial actions.

The committee noted the positive comments from the fire service and that no fault was found with the staff member or the school.

6. Approved provider list

CP had investigated creating an approved provider list for contractors. However after consideration it has proven more worthwhile to utilise an existing scheme.

CP provided details of the CHAS scheme which the committee approved as our official supplier list.

7. VDU user programme

DR to produce a policy for approval by Governors to determine who is a VDU user

8. 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
2. The replacement of computers at DBS

The committee approved both schemes.

9. Health and Safety Policy

The Committee scrutinized the revised health and safety policy and paid particular attention to the amendments.

After scrutiny the committee approved the amended policy

Date of next meeting : 15th May 2015 – 4.30pm at the Douglas Bader School.