Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 30th April, 2019

Clerk to Health & Safety Committee – Linda Cackett

Typed: 01.05.2019

Approved for circulation: 03.05.2019

$\begin{array}{c} Nanpean\ CP\ School-Health\ \&\ Safety\ Committee\ Meeting\\ Tuesday\ 22^{nd}\ January,\ 2019\ at\ 4.30\ pm \end{array}$



HEALTH AND SAFETY COMMITTEE MEETING MINUTES

School:	Nanpean County Primary School
Quorum:	3 - (4 Governors in Committee)
Chair:	Miss Kerry Dash
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 30 th April, 2019 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Miss Kerry Dash – Committee Chair - Co-opted	Yes			Р
Governor (Ring Fenced-Staff: Non-Teacher)				
Mr Brett Marsh – Parent Governor	Yes			Ap
Mr John Sibley – Local Authority Governor	Yes			Р
Mr Matt Nicholls – Headteacher	Yes			Р
Mrs Linda Cackett – Independent Clerk	No		Clerk	Р

1.0	Welcome and consideration of consent for absence	
	Apologies were received, considered and accepted from Mr Marsh who had staff training.	
2.0	An opportunity to declare any additional business or pecuniary interest/s	
	None.	
3.0	Minutes of previous committee meeting – Tuesday 22 nd January, 2019	
3.1	Approval	
	The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.	
3.2	Matters Arising – not already on the agenda	
3.2.1	<u>Item 4.3 – Health & Safety Policy</u>	
	The Clerk confirmed that the agenda had been revised for this and future meetings. The Headteacher confirmed that Mrs Wicks' name had been changed.	
3.2.2	<u>Item 6.0 - Health and Safety training, Accidents, Near Misses, Defects, Fire and Emergency procedures and Display Screen Equipment – Spring Term Committee Focus</u>	
	The Headteacher confirmed that dealing with head injuries had been added to the First Aid Policy to ensure a consistent approach.	
3.2.2	Changed. Item 6.0 - Health and Safety training, Accidents, Near Misses, Defects, Fire and Emergency procedures and Display Screen Equipment - Spring Term Committee Focus The Headteacher confirmed that dealing with head injuries had been added	

Dated: 00.00.2019

Nanpean CP School – Health & Safety Committee Meeting Tuesday 22nd January, 2019 at 4.30 pm



4.0 Health and Safety Walk undertaken prior to the committee meeting

The Health and Safety Walk was undertaken prior to the meeting, Mr Sibley agreed to submit a report after the meeting, it was noted that:

Mr Sibley

- A couple of possible trip hazards were identified.
- Electrical point close to sink in staff room.
- The items in front of the lift will be moved, they were left for a very short period of time only.
- The hanging rope was agreed an issue still in the hall, it was agreed that the guidance from DTGS Ltd will be clarified at their next inspection.
- The pathway needs to ideally have a different surface and funding will be sought if possible. It was agreed that wheelchair access to the field was paramount for Sports Day etc., funding might be available.
- The moles have returned to the school site, some stones appear loose on the stone wall. It was agreed that this will be addressed over time, it was felt rats were usually more of an issue to a Cornish wall rather than moles. A net could be considered as an action in the future.

Headteacher Mr Sibley

Page - 2 -

5.0 Policies Review and Update

- Adult Behaviour Policy 2019
- First Aid Policy
- Safeguarding and Child Protection Policy
- Disaster Recovery Plan

5.1 Adult Behaviour Policy 2019

The Headteacher explained the importance of the policy and the link to social media. There are very clear guidelines and steps in the policy if there is a breach of conduct by an adult. The policy had been circulated prior to the meeting, it was reviewed and **APPROVED** for adoption by the Committee.

5.2 First Aid Policy

At the last meeting it was agreed for a Head Injury section to be included in the policy, this has been incorporated. There have been numerous head injuries recently and the policy has been implemented. The policy had been circulated prior to the meeting, it was reviewed and **APPROVED** for adoption by the Committee.

5.3 Safeguarding and Child Protection Policy

The policy had been circulated prior to the meeting, it was reviewed to reflect the new members of staff and new Whistleblowing Governor and **APPROVED** for adoption by the Committee. The Section 175 return has been completed and submitted. The school is going to utilise SIMS for safeguarding reporting in the future. The acronyms at the beginning of the policy were agreed helpful.

$Nanpean\ CP\ School-Health\ \&\ Safety\ Committee\ Meeting\\ Tuesday\ 22^{nd}\ January,\ 2019\ at\ 4.30\ pm$



5.4	<u>Disaster Recovery Plan</u>	
	The Headteacher commented that the phone tree requires slight amendment and some company names changed. The plan had been circulated prior to the meeting, it was reviewed and APPROVED for adoption by the Committee. The Committee Chair reported that it had been recommended to look at the ICT Recovery Plan, this will be undertaken at half term.	Headteacher
6.0	Property Compliance – Summer Term	
6.1	Compliance Audit Checklist as at 09.10.2019	
	The compliance audit checklist was circulated prior to the meeting.	
6.2	Premises Quarterly Checklist – October 2018	
	The latest quarterly checklist was circulated at the last meeting.	
6.3	Premises Monthly Checklist	
	The Headteacher confirmed that the checklist is completed accurately.	
6.4	Premises Weekly Checklist	
	The Headteacher confirmed that the checklist is completed accurately.	
6.5	Premises Daily Checklist	
	The Headteacher confirmed that the checklist is completed accurately.	
6.6	Annual Check List	
	The Annual Check List was circulated at the last meeting, there had been no further updates.	
	Mr Sibley requested to be invited to attend the annual visit with Mr Ellacott, this was agreed.	Secretary
7.0	Health and Safety Action Plan	
	The Action Plan had not been updated since the last meeting. The Headteacher reported that the gravel path was completed as a favour, he will obtain quotations and Mr Sibley will investigate whether any funding is available. Discussion followed regarding wheelchair access; it was agreed that other issues might be able to be incorporated if funding is available.	Headteacher Mr Sibley
8.0	Safeguarding	
	The Headteacher reported that there has been one Operation Encompass call but no ViSTS received since the last meeting.	
<u> </u>	<u>I</u>	

$Nanpean\ CP\ School-Health\ \&\ Safety\ Committee\ Meeting\\ Tuesday\ 22^{nd}\ January,\ 2019\ at\ 4.30\ pm$



	The Clerk reported on her exchange of emails with Mr David Carney-Haworth, she will produce a report and circulate to all governors. The Clerk agreed to ask whether there were any notes available from the briefing meeting that had taken place in Exeter today.	Clerk
9.0	Committee Chair's Report	
	Nothing to report.	
10.0	Dates for next Health and Safety Committee meeting	
	To be confirmed for next year	
	The meeting closed at 5.48 pm.	

	vere passed as true and accurate at the Health and Safety eting on Tuesday 24 th September, 2019.
Signed:	Committee Chair Miss Kerry Dash
Dated:	Tuesday 24 th September, 2019