

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Wednesday 5th October 2016

Clerk to Health & Safety Committee – Kerry Dash

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HEALTH AND SAFETY COMMITTEE MEETING MINUTES

School:	Nanpean County Primary School
Quorum:	3 - (4 Governors in Committee)
Chair:	Mrs Kizzy Udy
Clerk:	Miss Kerry Dash
Date of meeting:	Wednesday 5th October, 2016 at 5.00 pm
Venue:	Nanpean School – The Staff Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr John Sibley – Local Authority	Yes			P
Miss Kerry Dash – Clerk/ Co-opted (Ring Fenced-Staff: Non Teacher)	Yes			P
Mrs Carly Wicks – Headteacher	Yes			P
Mrs Kizzy Udy – Co-opted – Committee Chair and Chair of Governing Board	Yes			P

1.0	<u>Welcome and consideration of consent for absence</u> The Chair welcomed governors to the meeting. There were no apologies as everyone was in attendance.	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None.	
3.0	<u>Minutes of previous committee meeting – Tuesday 12th April 2016</u>	
3.1	<u>Approval</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.	
3.2	<u>Matters Arising – not already on the agenda</u>	
3.2.1	<u>3.2.1 Accessibility Plan</u> The Accessibility Plan is now ready for Governor review. The school secretary undertook a thorough internal audit in February 2016 concerning Accessibility, which included detailed questions under 18 separate topic headings. The response to these questions has fed into our new Accessibility Plan. This was not emailed to Governors for this committee meeting but will be added to the agenda of the next Health and Safety Committee meeting.	Clerk
3.2.2	<u>The Near Miss Policy</u> As decided in the previous committee meeting, a section concerning near miss reporting procedures for parents was added to the newsletter on 15/04/2016. It tied in nicely with a section in the same newsletter regarding the outcome of the external Health and Safety Audit. The Headteacher highlighted key points of this section on the newsletter.	



<p>3.2.3</p> <p>3.2.4</p> <p>3.2.5</p>	<p>Governors asked if there had been any response to this. Governors were informed that a parent had emailed the Headteacher in response to this section regarding some loose drain covers that needed to be fixed back into place. They were put right in the same day.</p> <p><u>No Smoking Policy</u> The inclusion of e-cigarettes has been added to the policy and published on the website.</p> <p><u>Section 175 Return</u> The Chair of Governors met with the Headteacher to complete the school's section 175 return. It was explained for new Governors what the section 175 is, its purpose and the information required as part of the return. It was explained to Governors that the Chair of Governors had increased input in this year's return as recommended in feedback from the previous year's s175 return. It was noted that the return requires evidence for all measures claimed to be in place. Further information regarding this return will be provided under section 9.0. Governors asked if the return includes measures in place for data protection. It was confirmed that the return does include data protection measures.</p> <p><u>Fingerguards</u> The Headteacher confirmed that finger guards were not required on the specified door.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>Policies Review and Update</u></p> <p><u>Health and Safety Policy</u> As recommended by the Health and Safety Auditor during his visit on 14/03/2016, the Health and Safety Policy has been amended to include health and safety in the curriculum, working at height and manual handling. It was noted that the Governor listed as Health and Safety Governor was no longer a member of the Board. Another Governor volunteered to take over this role and the policy will be amended to reflect this. <u>Governors challenged whether staff have had working at height and manual handling training.</u> <u>Yes, the Health and Safety Compliance Officer did whole staff training in January 2016 regarding working at height and manual handling. This will be repeated annually.</u> This policy was approved pending the aforementioned amendments being made.</p> <p><u>Health and Safety Action Plan</u> Governors were provided with an update of the action plan implemented following the Health and Safety audit. Governors approved of the actions that have taken place to date.</p> <p><u>Supporting Children with Medical Conditions Policy</u> Governors were provided with an updated policy.</p>	<p>Headteacher</p>



<p>4.4</p>	<p><u>Governors challenged whether this policy links effectively with other policies in practise, citing specifically the note that states that children's attendance shouldn't be penalised due to their illness.</u></p> <p>Governors were informed that absence due to illness and medical procedures does need to be reported. Within the school, if a child has to be absent due to a medical appointment, it is not counted against their attendance for the purposes of rewarding high attendance. Parents are encouraged to make appointments outside of school time and parents are now in the habit of providing evidence of a medical appointment. Illness does count against attendance. It was agreed that it is difficult to manage the attendance of those with long term illness, especially where the family has to travel long distances to attend medical appointments and where there are siblings, but the school has worked with parents to apply the attendance policy and this policy fairly.</p> <p>This policy was approved.</p> <p><u>Intimate Care Policy</u></p> <p>As part of the update for this policy, some of the terminology has changed to reflect the new names of roles but no other changes had been made to this policy. Governors were informed that there are currently no children attending Nanpean School with intimate care needs.</p> <p>This policy was approved.</p>	
<p>5.0</p>	<p><u>Governor Monitoring</u></p> <p>Governors were informed that this early in the academic year, no formal Governor Monitoring has taken place. A Governor on the Health and Safety Committee agreed to take over the role of doing weekly Health and Safety checks at the school. The Headteacher will meet with all pairs of Governors to arrange a schedule of monitoring visits next half term.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p><u>COSHH and Risk Assessment Update</u></p> <p><u>COSHH Update</u></p> <p>There have been no new COSHH assessments made on specific items, but we have been provided with a generic COSHH assessment that covers the use of low-risk substances, such as glue, paint and glitter, for which a COSHH assessment isn't required, but Safety Data Sheets must be retained.</p> <p>Governors were informed that Cormac provide all COSHH assessments for cleaning chemicals used on site as part of their cleaning contract. These chemicals are kept in a separate locked cupboard.</p> <p><u>Risk Assessment</u></p> <p>All risk assessments are done through EEClive: a County online system. Putting an effective review schedule in place and updating all risk assessments is an ongoing project to ensure they are kept up-to-date; there are about 100 Risk Assessments on there. Key members of staff are trained to complete Risk Assessments and all teaching staff are now encouraged to take more of an active role in assisting in the completion of risk assessments before events. Visitors to the school provide their own risk assessments if required which the schools signs before events take place. Trips and residentials also provide their</p>	



	<p>own specialist risk assessments, and the school also updates their own assessments for that visit. Specific risk assessments are done for a one-off event and generic risk assessments are updated annually.</p> <p>The school is currently working on a system to more effectively evidence that relevant members of staff have read and understood risk assessments.</p>	
7.0	<u>Property Compliance</u>	
7.1	<p><u>Compliance Audit Checklist</u></p> <p>The checklist was circulated prior to the meeting. Anything pending or out of date is followed up by our Health and Safety Compliance Officer. Governors were informed that one of the outstanding actions: to have the gym equipment inspected has now been completed and the report sent through on 5/10/16 with some minor recommendations.</p> <p><u>Governors challenged whether these checks include checks on fire extinguishers and smoke alarms.</u></p> <p><u>It was confirmed that it does include both of them.</u></p> <p><u>Governors challenged what measures were in place between Health and Safety visits to ensure that any defects between visits were reported quickly.</u></p> <p><u>Governors were informed that there were daily, weekly and monthly checks carried out regularly and any defects or notes are reported and actioned expediently.</u></p>	
7.2	<p><u>Quarterly Checklist</u></p> <p>Governors were informed that the Fire Plan has been mapped out and is awaiting completion into one document.</p> <p><u>Governors asked if the school had considered asking a fire officer to visit the site.</u></p> <p><u>Governors were informed that someone visited the site when the new build was completed.</u></p>	
7.3	<p><u>Annual Checklist</u></p> <p>It was noted that this checklist was completed in September and looks at different aspects to the quarterly checklist.</p> <p><u>Governors challenged whether the checklist includes the building rented to Nanpean Nippers</u></p> <p><u>It was confirmed that it does.</u></p> <p><u>Governors asked whether the school provides documentation for Nanpean Nippers.</u></p> <p><u>It was explained that Nanpean Nippers pay our school's Health and Safety Compliance Officer to undertake their Health and Safety compliance as this allows consistency with Health and Safety for the building.</u></p> <p><u>Governors challenged whether a review of site security, to be reviewed in 2015, has been done.</u></p> <p><u>It was confirmed that it has been and, following this review, security gates and fencing have been installed.</u></p>	
8.0	<u>New Build</u>	



	<p>Governors were informed that this agenda item will be removed for the next Health and Safety committee meeting. The works were finished in February 2016. External works were completed over the Summer: primarily on the school field which was de-stoned and seeded. It is now beginning to grow back. Governors were informed that there is still a snagging list in place that is being worked through and another check of the site will be completed by the Headteacher before the final build will be signed off. Snagging will continue to take place throughout the year.</p> <p><u>Governors asked whether the school is still having problems with the storm pumps.</u></p> <p>Governors were informed that a quote has been provided to replace the damaged part of the storm pump but it is not clear who will pay for this work. The quote is approximately £600. The damaged culvert in the road had resulted in water flooding the road outside the school, which couldn't be repaired due to the amount of water and no one taking responsibility for the damaged culverts. It has been noted that we have had some heavy rain recently but no flooding so this will be monitored.</p>	
9.0	<p><u>Safeguarding</u></p> <p>Governors were given feedback from the quality assurance of our section 175 return. Governor's attention was drawn to the following quote from the report: <i>'The level of detail is exceptional with very strong evidence and examples of best practice throughout. There are 3 new sections this year and you have clearly demonstrated your understanding of the requirements in each of these sections... this demonstrates the ethos of the school in terms of safeguarding best practice.'</i></p> <p>The feedback overall was extremely positive. Areas for improvement include not relying on Letters of Assurance too much and school was provided with key web links.</p>	
10.0	<p><u>Chair's Report</u></p> <p>The Chair of the Health and Safety Committee is no longer able to continue as Chair of the Committee. KD was proposed, seconded and voted as new Chair.</p>	Clerk
11.0	<p><u>Dates for next Health and Safety Committee meeting</u></p> <ul style="list-style-type: none"> • Tuesday 17th January, 2017 at 4.30 pm • Tuesday 25th April, 2017 at 4.30 pm <p>The meeting closed at 5.58pm</p>	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 17th January 2017.

Signed: **Committee Chair**
Miss Kerry Dash

Dated: **Tuesday 17th January 2017**