

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 12th April, 2016

Clerk to Health & Safety Committee - Linda Cackett

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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:	Mrs Linda Cackett
Date of meeting:	Tuesday 12th April, 2016 at 5.15 pm
Venue:	Nanpean School – The Staff Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Roy Allsopp – Local Authority	Yes			P
Miss Kerry Dash – Co-opted (Ring Fenced-Staff: Non Teacher)	Yes			P
Ms Carly Marsden – Headteacher	Yes			P
Mrs Kizzy Udy – Co-opted – Committee Chair and Chair of Governing Board	Yes			P
Mrs Linda Cackett			Clerk	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 – Thursday 14th January, 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>Item 3.2.3 – Accessibility Plan 2011/2015</u> The Accessibility Plan is still being worked on regarding the new build.	Headteacher
3.2.2	<u>Item 3.2.7 -Film for staff room window to hall</u> The film has been looked into however, due to the different lighting in each room impacting on the filtering, it would not be effective. Following discussion, it was agreed to no longer be required as the roller blind was satisfactory,	
3.2.3	<u>Item 4.4 – Use of Images in Schools Policy</u> Screen savers with passwords are now in place.	

Headteacher



4.4	<p><u>No Smoking Policy</u></p> <p>The policy was circulated prior to the meeting and APPROVED for adoption.</p>	
5.0	<p><u>Governor Monitoring</u></p> <p>The Chair reported that she is continuing her monthly attendance monitoring with the Student Welfare Officer. The Section 175 is being completed on the 27th April, 2016. The Chair monitors the Single Central Record on a termly basis.</p>	Chair
6.0	<p><u>Health and Safety</u></p> <p>6.1 <u>Health and Safety Audit Report</u></p> <p>The report was circulated prior to the meeting; the committee was very pleased with the result of the audit report. The school scored 83.81% which is one of the highest scores achieved by a school. Mr Ellacott had been very helpful and given excellent guidance before the audit. The whole audit was completed on EEC Live. The school has created its own action plan. There were minor amendments to the Health and Safety Policy required, some archiving of older COSH assessments and there will be amended agenda items for the Health and Safety committee meetings. The Chair offered to visit and monitor Miss Dash's Health and Safety work, the Headteacher explained there would not be a need as the new agenda items will facilitate increase evidence of governor Health and Safety monitoring. A governor asked why the auditor said the school should review 'likelihood ratings', the Headteacher could not recall the discussion and Miss Dash agreed to contact and ask for further guidance.</p> <p>6.2 <u>Action Plan</u></p> <p>The Action Plan was circulated prior to the meeting. The Chair asked whether specific COSHH training was required, it was confirmed that it would be covered on the Level 3 training, the Headteacher is attending this in October. The Headteacher thanked Miss Dash for her commitment to Health and Safety which has passed on to herself.</p> <p>Agenda Items for future meetings:</p> <ul style="list-style-type: none"> • COSHH and Risk Assessments - Autumn • Accidents, Near Misses, Defects, Display Screen Equipment, First Aid, and Fire and Emergency procedures – Spring • Premises and Compliance - Summer <p>The Annual Health and Safety update training will be ongoing, Mr Ellacott has facilitated staff training and will continue to do so.</p> <p>The Headteacher asked who the committee felt should be the Fire Warden, after discussion it was agreed for a full time member of staff to be appointed, Miss Dash was proposed and appointed. The existing 'part-time' member of staff will continue also in the role; responsibilities will be agreed. The hazards identified have all been addressed except for the wheelie bins. The distance away from the building needs to be agreed, possibly by the bike</p>	



	shed, following discussion this was agreed. A routine will be put in place to unlock the chain on collection day.	Miss Dash
7.0	<u>Property Compliance</u>	
7.1	<u>Compliance Audit Checklist – 26.02.2016</u> The checklist was circulated prior to the meeting.	
7.2	<u>Quarterly Checklist – February, 2016</u> The checklist was circulated prior to the meeting. The Chair asked who completes the evacuation time, the Headteacher confirmed that this is carried out by the Fire Warden. The Headteacher reported on outstanding work: <ul style="list-style-type: none"> • She confirmed that the blind clips have been put in place but she will query how two cords can be fitted in them. • The side door requiring repair will be replaced rather than repaired. Quotations have been obtained which are being checked before being actioned. • The metal sculpture in Reception has been fixed in place now. • The ceiling tiles have been replaced already. 	
8.0	<u>New Build</u> The Headteacher reported the new build has been completed. There are items to be actioned: <ul style="list-style-type: none"> • A path to be put in for access to the field, unable to be completed over Easter due to wet weather. • PE store requires prongs for hooks. • Finger guard needed for the half-door. The Headteacher has since been told that half-doors are fixed and therefore no finger guard is required, she will confirm. • Sink waste covered in Year 3. • Shabby workmanship in Year 3 room to be addressed. • The external door in the kitchen requires a closer, the door is old and stiff and might need to be replaced. • The wooden fence around the oil tank to be repaired. • Unpleasant smell due to pipework has been addressed but has now become apparent again and will be investigated further. The school is very pleased with the completed new build.	Headteacher
9.0	<u>Safeguarding</u> <i>See Confidential Minutes attached.</i>	



10.0	<u>Chair's Report</u> None.	
11.0	<u>Dates for next Health and Safety Committee meeting</u> <ul style="list-style-type: none"> • Tuesday 27th September, 2016 at 4.30 pm • Tuesday 17th January, 2017 at 4.30 pm • Tuesday 25th April, 2017 at 4.30 pm <p>The meeting closed at 6.14 pm.</p>	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 27th September, 2016.

Signed: **Chair**
Mrs Kizzy Udy

Dated: **Tuesday 27th September, 2016**