

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 25th April, 2017

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:	Miss Kerry Dash
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 25th April, 2017 at 4.30 pm
Venue:	Nanpean School – Melbur classroom

Attendance:

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

1.0	<u>Welcome and consideration of consent for absence</u> The Committee Chair welcomed governors to the meeting. Apologies were received from Mr Sibley who was unwell.	
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 17th January, 2017</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 4.5 - School Accessibility Plan 2016/2019</u> It was agreed to be an agenda item for the Autumn meeting only.	Clerk
3.2.2	<u>Item 5.0 – Governor Monitoring</u> The Headteacher confirmed that the monitoring was scheduled but due to Mrs Udy's resignation was unable to take place. A new date has been arranged and booked in the diary for the new Chair.	Chair



4.0	<u>Policies Review and Update</u>	
4.1	<p><u>Health and Safety Action Plan – April 2017</u></p> <p>The plan is very comprehensive and the colour coding very clear and explanatory. The Headteacher suggested that once no further action was required it would be sensible for completed items to be removed for the 2017/18 plan, this was agreed. The first aid trolley was confirmed to be monitored on a monthly basis. Where individual actions have been completed but have resurfaced it was agreed to be moved to general actions to be monitored. Several items were agreed to be moved to the Premises Management Concerns. Governors reviewed the Action Plan in detail, once updated a 2017/18 Action Plan will be re-circulated after the meeting.</p> <p>A governor asked what happens if a member of staff is absent for the annual Health and Safety Awareness training. The Headteacher confirmed that they would read the minutes of the training, the school takes Health and Safety very seriously. Discussion followed regarding the DSE assessments. Miss Dash undertakes DSE Assessments on key staff annually but the ongoing monitoring of DSE requires all staff to be more proactive in continually assessing their own work station. It was asked whether there was a minimum requirement of the number of Fire Wardens at the school, the Headteacher confirmed that it was one but that Nanpean had more.</p> <p>The Headteacher explained that letters of assurance are always obtained however work permits will be developed with Mr Ellacott.</p> <p>It was agreed for the review to be the basis of the new Health and Safety Action Plan for 2017/2018.</p> <p><u>4.2 Premises Management Policy 2017</u></p> <p>The policy was circulated prior to the meeting, reviewed and APPROVED for adoption. It was agreed for the policy to be cross referenced with the annual check that the independent Health and Safety Officer undertakes.</p>	Clerk Secretary
5.0	<p><u>Governor Monitoring</u></p> <p>The Headteacher reported that the Site Supervisor undertakes daily checks, Mr Sibley (governor) undertakes weekly checks, the monthly checks are undertaken by the Headteacher, and the quarterly and annual checks are undertaken by Mr Ellacott.</p> <p>The monitoring of personal development, behaviour and welfare of pupils will be monitored this term by the new Chair and Mr Sibley.</p>	Chair Mr Sibley
6.0	<p><u>Premises and Compliance – Summer Term Committee Focus</u></p> <p>Covered under all documents tabled at this meeting.</p>	



7.0	<u>Property Compliance</u>	
7.1	<u>Compliance Audit Checklist</u> <p>The compliance audit checklist was circulated prior to the meeting. It was noted that there was a new fire plan in place and was complete and does not therefore require reviewing. The main reason the site keeps flooding is because of the storm pump, there has been ongoing issues with it failing due to too much water for it to handle. Another issue is that there is a damaged culvert on the road; they cannot fix the culvert with the flooding so it is a vicious circle. Governors were concerned that despite the dry weather, remedial work has still not been carried out. The Highways Department need to address the matter in order for the situation to be resolved. The Headteacher will raise the issue again but it seems ongoing and not being resolved. The Headteacher agreed to speak to Parish Councillors to try to rectify the situation.</p>	Headteacher
7.2	<u>Defects Log</u> <p>The defects log was circulated prior to the meeting. Everyone is invited to report defects if they see any around the school and Mr Ellacott completes his own. It was noted that some actions have already been completed, the Secretary will confirm with Fal Fire w.r.t. the stickers and the directional information required on them.</p>	Secretary
7.3	<u>Premises Quarterly Checklist</u> <p>The quarterly checklist was circulated prior to the meeting. The Fire Drill was noted to be overdue and will be completed this or next week. It was asked how often a fire drill should take place, it was agreed once a term but more often if new pupils/staff, therefore once a half term was agreed. It was agreed that different scenarios could be put in place if drills were more regular. Discussion followed regarding issues around fire drills at difficult times e.g. closure of registration.</p>	Secretary
7.4	<u>Premises Monthly Checklist</u> <p>The monthly checklist was circulated prior to the meeting. Monthly checks are now up-to-date.</p>	
7.5	<u>Premises Weekly Checklist</u> <p>The weekly checklist was circulated prior to the meeting, they were noted to be very thorough.</p>	
7.6	<u>Premises Daily Checklist</u> <p>The daily checklist was circulated prior to the meeting and accurately recorded. A governor asked whether external checks are carried out, the Headteacher confirmed that they did if time and the school's agreement with Cormac allowed. The Headteacher felt that all staff members could carry out a more proactive role at times regarding Health and Safety matters.</p>	



8.0	<p><u>Safeguarding</u></p> <p>It used to be that all staff should receive Level 2 Safeguarding training every 3 years, this has now been recommended to be every 2 years. The Headteacher has carried out refresher training at last week's staff meeting and will deliver the Level 2 training with all staff in September 2017. A governor asked how we know if the training is effective; the Headteacher regularly asks safeguarding questions in staff meetings and these are noted in the minutes.</p> <p>The Headteacher reported that Mrs Watts has taken over as Safeguarding Governor and is attending training with Helen Trelease this term. The Headteacher reported that there have been 2 ViSTs this term.</p>	Headteacher
9.0	<p><u>Chair's Report</u></p> <p>Nothing to report.</p>	
10.0	<p><u>Dates for next Health and Safety Committee meeting</u></p> <ul style="list-style-type: none"> To be arranged <p>The meeting closed at 5.38 pm</p>	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday _____, 2017.

Signed: **Committee Chair**
Miss Kerry Dash

Dated: **Tuesday** _____, 2017