

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 26th September, 2017

Clerk to Health & Safety Committee – Linda Cackett

Typed: 26.09.2017

Approved for circulation: 02.10.2017



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 26th September, 2017 at 4.30 pm
Venue:	Nanpean School – Headteacher’s Office

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Miss Kerry Dash – Committee Chair - Co-opted Governor (Ring Fenced-Staff: Non Teacher)	Yes			P
Mr Brett Marsh – Parent Governor	Yes			P
Mr John Sibley – Local Authority Governor	Yes			P
Mrs Carly Wicks – Headteacher	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, there were no apologies as everyone was in attendance.	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> The Committee Chair declared that she is related to the cleaning staff. The Headteacher reminded the committee that she had declared she is a governor at Brannel School and a temporary catering contract has been agreed with Brannel School due to the resignation of the cook. The Clerk will update the annual forms.	Clerk
3.0	<u>Minutes of previous committee meeting – Tuesday 24th April, 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 3.2.1 – School Accessibility Plan</u> The School Accessibility Plan is an agenda item for this meeting and will be at the Autumn Term committee meetings.	
3.2.2	<u>Item 3.2.2 – Governor Meeting</u> Following Mrs Udy's resignation, Ms Thornhill is now carrying out monthly attendance monitoring and Mrs Watts is the new Safeguarding Governing.	



	<p>Health and Safety monitoring is carried out by Mr Sibley and Miss Dash, other duties have also been disseminated to other governors also.</p> <p>3.2.3 Item 4.1 Health and Safety Action Plan</p> <p>The Headteacher and Clerk agreed to check that the updated Health and Safety Plan was circulated after the last committee meeting and if it has not been will circulate ASAP.</p> <p>3.2.4 Item 5.0 – Governor Monitoring</p> <p>All monitoring was carried out. The Level 2 Safeguarding training had been very well attended by a variety of staff (including catering and cleaning staff), governors, and pre-school staff.</p> <p>3.2.5 Item 7.1 - Compliance Audit Checklist</p> <p>The school site has flooded historically but the storm pump keeps tripping; Miss Dash turns it back on when it trips now. A governor was concerned about the tripping out, and felt it must be for a reason that it does. The Headteacher will continue to investigate, Amos Pumps are going to service the pump shortly.</p> <p>The damaged culvert is still unresolved at St Georges Road which caused the 15/16" of water flooding recently. The culvert is nothing to do with the school and is a Highways Department problem. It will be tabled at a future council meeting.</p> <p>The Headteacher confirmed that the 'no parking' road signs were now in place which means the council can enforce no parking on the zig zag lines.</p> <p>3.2.6 Item 7.2 – Defects Log</p> <p>The Committee Chair confirmed that the thumb lock direction stickers will be put in place shortly, Fal Fire ran out of time to action at their last visit.</p> <p>3.2.7 Item 7.5 – Premises Quarterly Checklist</p> <p>The Headteacher confirmed that there had been a fire drill recently, it took longer than anticipated. There are generic assembly places, filtering out of classes means that class specific areas would be difficult to implement safely. The secondary assembly point is the church if a fire engine is required to enter the grounds.</p> <p>3.2.8 Item 8.0 – Safeguarding</p> <p>The Headteacher confirmed that there had been a very successfully attended Level 2 safeguarding training recently.</p>	<p>Clerk/ Headteacher</p>
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<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>School Accessibility Plan</u></p> <p>The audit was completed after the completion of the new build, a governor asked whether there were any new staff requiring Makaton training, the Headteacher confirmed that Makaton was not in use at present. The committee reviewed the Accessibility Plan and updated it where appropriate. The Headteacher updated the committee how the limitation of only one disabled space for parking is overcome. A governor asked whether outdoor seating is required, it was agreed difficult to implement. After discussion it was agreed that the school will continue to facilitate help when required, e.g. allowing elderly to wait in reception.</p> <p>Discussion followed regarding the specifications required for a disabled parking space. The Headteacher agreed to investigate further and report back to the committee, Mr Sibley offered to assist in researching the requirements. It was agreed that items that have been completed will be updated to evidence that they had been carried out.</p> <p><u>School Cleaning Policy</u></p> <p>The policy was circulated prior to the meeting, reviewed and APPROVED for adoption. The Headteacher asked if the cleaners were happy with their new equipment, it was confirmed that they were. The Headteacher confirmed that the cleaners were employed directly by the school, a Caretaker will be appointed in the future. She felt that it might be a 10/15 hour contract to oversee the outside areas of the school and maintenance jobs. A governor asked what the school's policy was on chewing gum, the Headteacher explained that there had been a problem with black rubber, perhaps off a mat. There had been chewing gum underneath the older desk but the staff are on top of the issue. However, externally it could be parents and not the children.</p> <p><u>Educational Visits Policy</u></p> <p>The policy was circulated prior to the meeting, reviewed and APPROVED for adoption. There were no major changes to the policy, one teacher was on maternity leave so Miss Dash has stepped into the role of EVC lead and is attending training in January. The Headteacher confirmed that one private car is usually in place for trips further away and residential for emergencies that might arise. After discussion it was agreed to add the requirement to have business insurance when travelling.</p>	<p>Headteacher Mr Sibley</p> <p>Chair</p>
<p>5.0</p>	<p><u>Governor Monitoring</u></p> <p>The Headteacher clarified that attendance monitoring will be carried out by Ms Thornhill with the Student Welfare Officer on a monthly basis. Mrs Watts has attended her Safeguarding Governor training and has arranged to monitor the Single Central Record and S175 return. When the School Improvement Plan is updated there will be a smaller refined Key Priority 3 section which governors will monitor.</p>	



<p>6.0</p>	<p><u>COSHH and Risk Assessments – Autumn Term committee focus</u></p> <p>The COSHH and Risk Assessment reports for governors were circulated at the meeting. General COSHH information, the management of COSHH and the next steps in the management of COSHH were explained. The County's Health, Safety and Wellbeing Service will provide training for staff if required. A governor asked if any chemicals are kept in school, it was confirmed that they are locked away.</p> <p>Miss Dash reported that there are 95 general risk assessments that must be updated annually and a further 87 risk assessments for specific events. The only one that has been reviewed recently, before its annual review date, was the playground management one following a few lunchtime accidents. The Headteacher reported on the recent accidents at the school, three accidents in the first two weeks of term. As there were a lot of injuries, the risk assessment was reviewed to ensure procedures were in place and being followed, which they were. Mr Ellacott has also visited the school and recommended no further action was required, e.g. repair of playground surface etc. It has been agreed that if there is a drizzly lunchtime there will be one session of fresh air, the playground has also been split into three areas for specific uses e.g. football, equipment and running freely.</p> <p>The gravel near the pathway is swept, it clearly is not fit for purpose and a request for the surface to be changed has been requested. Miss Dash has spoken to the County's Health, Safety and Wellbeing Service and they confirmed that there were no concerns or actions to be taken following the accidents reported to the Local Authority. A governor expressed his concern that he had one day, a while ago, seen pupils running on a slippery surface. The Headteacher confirmed that during 5 minute fresh air sessions and after school clubs pupils are told not to run in wet conditions. Another governor asked if the three accidents were under the same supervisor, it was confirmed that they were all at different times and with different supervisors.</p> <p>The question was asked how many of the risk assessments were for sports, it was explained that risk assessments cover generic sports in most instances, even indoor risk assessments take the weather into account. Miss Dash was thanked for her hard work on risk assessments.</p>	
<p>7.0</p>	<p><u>Property Compliance</u></p>	
<p>7.1</p>	<p><u>Compliance Audit Checklist</u></p> <p>The compliance audit checklist was circulated prior to the meeting. The Headteacher explained the format of the report and the way in which monitoring takes place.</p>	
<p>7.2</p>	<p><u>Defects Log</u></p> <p>The defects log was circulated prior to the meeting. The school keeps their own defects log also.</p>	



<p>7.3</p>	<p><u>Premises Quarterly Checklist – external</u></p> <p>The quarterly checklist was circulated prior to the meeting.</p>	
<p>7.4</p>	<p><u>Premises Monthly Checklist</u></p> <p>The monthly checklist was circulated prior to the meeting.</p>	
<p>7.5</p>	<p><u>Premises Weekly Checklist – carried out by a governor</u></p> <p>The weekly checklist was circulated prior to the meeting.</p>	
<p>7.6</p>	<p><u>Premises Daily Checklist</u></p> <p>The daily checklist was circulated prior to the meeting and accurately recorded.</p>	
<p>8.0</p>	<p><u>Safeguarding</u></p> <p>The Headteacher reported that the feedback from the S175 return, which is quality assured, had received very positive feedback. Recommendations have already been taken on board, all training required has been booked. Several senior staff in school are Level 3 Safeguarding trained.</p> <p>The Level 2 Safeguarding training was very well attended by all staff. The new Safeguarding Policy will be tabled at the next Full Governing Board meeting.</p> <p>There have been no ViSTs this term but one MARU referral has been made.</p>	<p>Headteacher/ Clerk FGB Agenda item</p>
<p>9.0</p>	<p><u>Chair's Report</u></p> <p>Nothing to report.</p>	
<p>10.0</p>	<p><u>Dates for next Health and Safety Committee meeting</u></p> <ul style="list-style-type: none"> • Tuesday 23rd January, 2018 • Tuesday 1st May, 2018 <p>The meeting closed at 5.34 pm</p>	

These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 23rd January, 2018.

Signed: **Committee Chair**
Miss Kerry Dash

Dated: **Tuesday 23rd January, 2018**