

Nanpean Community Primary School



Minutes

Health & Safety Committee Meeting

Tuesday 22nd January, 2019

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 22nd January, 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 Governor (Ring Fenced-Staff: Non Teacher)	Yes			P
Mr Brett Marsh – Parent Governor	Yes			P
Mr John Sibley – Local Authority Governor	Yes			Ap
Mr Matt Nicholls – Headteacher	Yes			P
Mrs Linda Cackett – Independent Clerk	No		Clerk	P

1.0	<u>Welcome and consideration of consent for absence</u> Apologies were received, considered and accepted from Mr Sibley who is 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 25th September, 2018</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 – Parking Policy</u> The contract has not yet been set up yet, the new caretaker is having a positive impact on parental parking at present.	
3.2.2	<u>Item 4.2 – Equality Objectives</u> The Equality objective is currently being analysed.	
3.2.3	<u>Item 4.4 – Safeguarding and Child Protection Policy 2018</u> The policy was approved via e-mail by all governors.	



<p>3.2.4</p> <p>3.2.5</p>	<p><u>Item 5.1 – Compliance Audit Checklist as at 02.07.2018</u></p> <p>The Committee Chair reported that various people have been investigating, highways still feel it is not their responsibility. South West Water have also visited, the storm pump was confirmed to be working properly and has been serviced recently.</p> <p><u>Item 8.0 – Keeping Children Safe in Education</u></p> <p>Governors have signed a confirmation sheet at the last Full Governing Board Meeting.</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>The Headteacher wished to give thanks to Miss Dash for her efficient organisational skills regarding the updating of policies and ensuring that they are reviewed as required.</p> <p><u>Accident Reporting Procedure</u></p> <p>The Headteacher reported that Health and Safety will be an agenda item during monitoring visits in the future. The Accident Reporting Procedure was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p> <p><u>Bomb Threat Policy</u></p> <p>The Headteacher asked whether he is responsible for training of the office staff regarding bomb threats etc., the Committee Chair confirmed that he was and was carefully reviewed to ensure the appropriate staff were up to date with the policy. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p> <p><u>Health and Safety Policy</u></p> <p>The Headteacher felt it was a clear policy and the scheme of delegation was very clear. The Headteacher asked if all staff were first aid trained, the Committee Chair confirmed that several staff were. After discussion it was agreed that governor health and safety monitoring had sadly decreased due to the ill health of a governor, after discussion it was agreed for the committee to meet at the normal time but for a 30-minute inspection to take place, the Clerk will be in attendance from 5.00 pm when the committee meeting will commence. Hopefully this will be a temporary measure to ensure governor monitoring takes place.</p> <p>The Headteacher informed the committee that he was unhappy to have key holders attend the school in the middle of the night etc, Miss Dash is currently investigating the provision to appoint a company to attend the school premises on these occasions, there would be charges for this which will affect the health and safety budget line. The committee approved the investigation and budget implications. The Health and Safety policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption by the committee, subject to Mrs Wicks' name being replaced with Mr Nicholls.</p>	<p>Clerk – Agenda item</p> <p>Headteacher</p>



<p>4.4</p> <p>4.5</p> <p>4.6</p>	<p><u>Lockdown Drill Policy and Procedure</u></p> <p>The Headteacher asked for confirmation that using the sports hall was effective for the lockdown procedure, it was confirmed that it was. The Headteacher felt the letter to parents in the policy was important and an annual practice drill was imperative. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption by the committee.</p> <p><u>Near Miss Policy</u></p> <p>The Headteacher explained that it was important to evidence trends etc, and for incidents to be reviewed by governors as well as staff. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption by the committee.</p> <p><u>No Smoking Policy</u></p> <p>The policy clearly defines responsibilities of all stakeholders. The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption by the committee.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Property Compliance</u></p> <p><u>Compliance Audit Checklist as at 09.10.2018</u></p> <p>The compliance audit checklist was circulated prior to the meeting. The Headteacher once again thanked Miss Dash for her diligent compliance work. The newly formatted document was tabled at the meeting, it contained a lot of green colour coding which is good. A governor asked whether potential funding could be sought for the flooding issue, the Committee Chair felt that, based on indications from the Local Authority and grant providers, there was probably no funding for this purpose. The committee hoped that responsibility would be admitted and then the issue can be addressed.</p> <p><u>Premises Quarterly Checklist – October 2018</u></p> <p>The quarterly checklist was circulated prior to the meeting, there has been an updated report which was tabled at the meeting. The Caretaker is very proactive and has had his hours increased. There still might be additional costs regarding the replacement of fire doors at one end of the school. There are several small jobs that have been identified which will be addressed by the Caretaker.</p> <p>The Headteacher made the committee aware that the building 'Nanpean Nippers' rent from the school will at some stage require updating, it is an old building.</p> <p><u>Annual Check List</u></p> <p>The Annual Check List was circulated prior to the meeting.</p>	



<p>6.0</p>	<p><u>Health and Safety training, Accidents, Near Misses, Defects, Fire and Emergency procedures and Display Screen Equipment – Spring Term Committee Focus</u></p> <p>The reports were circulated prior to the meeting, an additional Health and Safety report on Health and Safety Training, Accidents and Near Misses was circulated at the meeting. A governor asked what the policy was when a child bumps their head in school, the Headteacher explained that initially treatment (cold compress) is given, there is then a form completed, each instance is taken on face value as to whether a phone call is made. The governor was concerned that if a note was not seen in a book bag and a phone call not made that this could be a cause for concern, the Headteacher felt the line has to be drawn somewhere but would expect to be asked for his opinion and parents telephoned to see whether they wish to visit the school to see if a hospital appointment is required.</p> <p>The Committee thoroughly reviewed the injuries sustained since the last committee meeting and agreed that dealing with head injuries could be added to the First Aid Policy to ensure a consistent approach.</p>	<p>Headteacher</p>
<p>7.0</p>	<p><u>Health and Safety Action Plan</u></p> <p>The Action Plan was circulated prior to the meeting, most of the highlighted red areas are due to the snag list being not being completed.</p> <p>The Day Log has commenced and daily recorded, there are no trends evidenced at present and low-level incidents.</p>	
<p>8.0</p>	<p><u>Safeguarding</u></p> <p>The Headteacher reported that there has been no VISTS since the last meeting, sadly Operation Encompass is running slowly.</p> <p>A governor referred to two recently admitted pupils and asked about their attendance. It was confirmed that their attendance is presently recorded at 50%, there is an attendance meeting this Thursday which will result in a letter being sent home.</p>	
<p>9.0</p>	<p><u>Committee 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 30th April, 2019 <p>The meeting closed at 5.32 pm.</p>	



These Minutes were passed as true and accurate at the Health and Safety Committee Meeting on Tuesday 30th April, 2019.

Signed: **Committee Chair**
Miss Kerry Dash

Dated: **Tuesday 30th April, 2019**