

# **Buildings Committee incorporating Health & Safety**

## **Minutes for meeting Friday 29<sup>th</sup> January 2016, 2.00pm**

**Present:** Kim Law, Rob Medcalfe, Paul Bond

**Matters arising from minutes:** 2<sup>nd</sup> July 2015

- Cooking Risk Assessments have been reviewed.
- COSHH review still outstanding.

The work planned for the Summer holidays was carried out (Decking round oak tree, gate at the back of school moved) The committee recommended that if the gate from the back of the Early Years area is not in regular use it should be padlocked shut.

**Action** - KL to ensure gate is securely locked.

### **Building work**

The roof of the school house has now been repaired – loose slates replaced or fixed, chimney fixed to stop the leak/damp inside.

The committee discussed the need for budgeting for future repairs for the school house. Capital formula cannot be used since the building is not owned by the County Council.

### **Accident Analysis**

Accident analysis has been carried out for Summer and Autumn terms. Kim reported that there seemed to be a slightly higher number of accidents recorded than usual. This is probably due to thorough recording by staff, which the committee would like to thank them for.

One accident recorded in the Summer term (3<sup>rd</sup> June 2015) took place before school began and involved the young sibling of one of our pupils. The child had been climbing on the slide in the Early Years area and had fallen, fracturing his leg.

Following this Mrs Coleman did ask parents in a newsletter not to let younger children climb before and after school. The committee discussed the need for further signage stating that parents should not let children use the climbing equipment unless a member of staff is present. The committee thought that signs should be put on the front notice board and main entrance window with regards to this, also parental responsibility/ drop off times.

**Action** - KL to ask WW to produce and display signs informing parents of the playground guidance and drop of times.

## **Health and Safety Inspection checklist**

The checklist for the school building has been completed. Kim told the committee that most areas need no further action. The committee discussed the issues which had arisen and decided on the following actions.

**Actions** - KL to find out about a door stop which will hold the KS1 cloakroom door securely open when children are in the playground.  
Arrange for a security light positioned to light the new car park area.

## **Monitor Buildings Register**

KL has gone through the buildings register (28.1.16) Most recent dates of checks recorded. Checks up to date.  
The most recent fire drill recorded stated that the laminated class-lists had been used successfully with class teachers taking them out to do the roll call.

**Actions** - KL to find out about annual inspection of slide and climbing equipment.  
KL to find out about inspection of kitchen equipment, in particular the extractor fan.  
Speak to Wendy about climbing equipment inspections being added to this file.

## **Review of Risk Assessments**

Kim has reviewed risk assessments for Lone Working, Stress, Display Screen Users, Working at heights. Minimal changes have been made to the Lone Worker risk assessment.  
The generic risk assessment for going out in the village/local area has also been reviewed. Kim will ask staff for any input they would like to give.

**Action** – Email the reviewed Risk Assessments to all staff.

## **Emergency procedures**

The committee accepted the documents Crisis Management Plan, Disaster Recovery Plan and Emergency Procedures document which only needed minor alterations to contact numbers. It was also decided that a clear order of responsibility needs to be added e.g. who will be responsible if Sarah is out and cannot be contacted.

**Action** – KL to discuss with Sarah and then staff so all are aware of when they might be responsible and the procedures to follow.

## **AOB**

Health and Safety policy reviewed and ratified by the Buildings inc. Health and Safety Committee.

**Action** – To circulate H&S policy

Paul mentioned that the H&S law poster was updated last year, making the one displayed on the staffroom notice board out of date.

**Action** – Order a new poster.

Methods of disseminating information to staff were discussed, in particular how support staff are kept informed. It was suggested that documents should be emailed to all staff so that we have evidence of staff being aware of policies and procedures.

**Action** – To gather all relevant documents and send to staff.

The committee asked about the impact of changes made to the building and grounds, with regards to moving the car park. KL said that it had made a huge difference to the younger children in school, giving them a larger area to play in and direct access from the school house for pre-school children. Having the car park at the other side of school has made it much safer for pupils because cars do not have to cross the playground.

**Action** – Ensure gate at the side of school leading to the car park and footpath is kept locked at all times as it is not in use.

**Date of next meeting:** To be set for the Summer term.