

Buildings Committee incorporating Health & Safety

Minutes from meeting Tuesday 7th March 2017, 1.00pm

Present: Paul Bond, Kim Law, Jo Turner, Becky Davies

School House Inspection

The committee, with Wendy Wood, began the meeting with a visit to the school house to look at any work that needs to be carried out.

School is responsible for maintaining the school house and, following necessary roof repairs last year, need to put a rolling programme of maintenance work together.

A number of things need to be done:

- Replace front upstairs window (storage room)
- External painting of wooden door and windows where paint has come off.
- Clear guttering on shed roof.
- Fix ceiling in office room.
- Plaster cracked wall near bathroom, bathroom ceiling and wall above window.
- Paint back classroom.

The front storage room is in good order – walls, ceiling, carpet etc. If this room is going to be used by the pre-school, so they can take more than 16 children, it needs to be cleared of all school paperwork and resources. Alternative storage space will need to be found.

Matters arising from minutes: 11th November 2016

- **Finger guards** – Kim has made a list of 7 priority doors in areas that children use. Prices range from £10 - £120 per door. The prices are dependent on whether they are/aren't fitted, size and type of door etc.
Action – KL & WW to look into this further and get quotes from Mick Lord and other companies.
- **Lightning protection** – F&S committee need to make a formal decision on this.
- **Water system review** – Work was carried out at the last professional review to ensure the system is safe. The risk assessment as it stands is straight forward and school can carry it out internally.
- **Fire warden and food hygiene training** – To be arranged
- **Quotes for electrical sockets** - ongoing
- **Quotes for tree work** - ongoing
- **Fire extinguishers** – KL still to check with Fire Extinguisher contractor if moving their position is a problem.
- **Fire risk assessment** – To be circulated to all staff along with other Risk Assessments.

Training

All teaching staff have completed online Safeguarding training.
Sarah Coulston has completed Paediatric First Aid.

Accident Analysis

Less accidents recorded during the Autumn term (only 20) this could be due to the extra forms required by Cumbria County Council every time an accident is recorded.

Most accidents took place outside and were due to trips, slips, falls. There were also a few accidents on sit and ride toys, adults will monitor their use.

Kym Allen has advised Wendy Wood that completing the CCC accident forms is unnecessary apart from more serious injuries which require follow-up treatment. Paul requested something in writing to this effect either from Kym Allen or WW.

Action – Advice on forms recorded.

Monitoring School Building Register

All checks are up to date apart from annual security alarm testing and annual boiler check.

Next fire drill – Don't pre-warn staff and block an exit so children need to use an alternative.

Action – Chase up inspections that need to be done. Carry out fire drill.

Site Security Risk Assessment

Kym Allen has sent a model Site Security risk assessment. Following a number of Ofsted inspections which highlight safeguarding/security issues we need to ensure that our site and procedures are robust. E.g. visitors, IDs, staff challenging strangers, children being reminded not to open doors.

Action – KL to look at the risk assessment adapt and remove the parts that aren't relevant to our site. Speak to Sarah Coleman, circulate risk assessment and go through security procedures with staff.

Risk Assessments

Kim has reviewed risk assessments for Stress, Lone Working, Working at Heights, Legionella/ water system and has not made any changes to these. They will be circulated to staff and H&S committee for any changes.

Action – Circulate risk assessments

Health and Safety policy

Kim has updated names of staff qualified in first aid but not made any other changes to the policy. Circulate to staff and committee to look at and let me know of any changes required.

Action – Circulate H&S policy

Date of next meeting: Summer term -