

Engage Premises, Health and Safety Meeting

Minutes

Thursday 11th May 2017 @ 1630

Rosebery School, Field Lane, Kings Lynn, PE 30 3AH

Attendees		
Phil Harris (PH)	Des Reynolds (DR)	Barbara Johnson (BJ)
Kate Bunn Premises lead (KB)	Shelley Webb- Ops Mgr. (SW)	Andriana Sneddon- TA/Clerk
Meeting commenced at 1635		

No	Item	Action
1.0	Apologies and Absence	
1.1	Apologies were received and accepted from Trevor Cockburn, Andy Lamb and Stefan Rider As Committee Chair was absent, PH took the Chair	
2.0	Declarations of Interest	
2.1	There were no new declarations	
3.0	Previous Minutes	
3.1	The Minutes of Trust Premises Health and Safety meeting 22/02/17 were accepted as a true and accurate record of the meeting and were signed off by the acting Chair.	

4.0	Matters arising	
4.1	<ul style="list-style-type: none"> • E-coli at Earthsea; DR updated that all tests proved clear, notice lifted and borehole back in use. KB advised service due this week • Locksley Vocational Centre: awaiting final Board approval, see point 5.1.7. • Gym conversion to offices at Pinetree on hold. • KB advised that DBS' water tank remedial work has been done • Belton DEC paperwork received • General Risk Assessment to be streamlined ; in progress • Belton asbestos removal complete and planned boiler installation Summer 2017- see 5.1.3 • Pinetree fire drills and evacuation times and procedure addressed by DR with SLT • KB confirmed that up to date Fire Extinguisher certificate received for Pinetree. 	KB/MK
5.0	Premises Manager Report	
5.1	<p>Premises Manager Report, previously distributed, attached and queries raised as follows;</p> <ol style="list-style-type: none"> 1. Caretaker vacancies at Rosebery/Pott Row and Locksley due to resignation and promotion. SW advised successful interview today for Rosebery/Pott Row vacancy to start June 2017. Adverts for Locksley and Lodestar in hand. PH queried current cover and affordability. KB advised cover at Locksley being provided by Mick Kemp and Lodestar position had been included in budget to provide extra capacity. 2. KB confirmed that Legionella remedial works have taken place at Belton with Lingwood for approval at next TDG meeting 3. KB confirmed that asbestos at Belton cleared over Easter and NPS have put tender out for replacement boiler work with planned installation August 2017. 4. TA advised updated DfE guidance Feb 2017 Managing Asbestos in your school, attached ; SW to review but advised majority already incorporated into current practice and that there was very little asbestos left across the estate. PH queried use of Asbestos Public Register- DR confirmed had witnessed that Asbestos register is given to contractors as they enter bases. 5. KB advised insurance requirement of evidence of service of Heating Safety Valves every 4 years- arrangement made that insurance inspector to meet ENGIE at bases to facilitate quotes. Similar electrical inspections had identified few remedial works- some to be completed in house. 6. Tree surveys across estate in hand, awaiting some quotes. 7. DBS bungalow has been stripped out following flood and will be made good by insurance- MK to follow up. 8. Locksley Primary heating-major works on hold but DR confirmed operating within guidelines 9. DT room at Belton on hold 10. DR advised pupils accessing Belton roof- investigation into rollers for fence/roof tops or investigate installation 3m fencing. 11. HSE letter received 12. DR advised CIF bid for Vocational Centre at Locksley unsuccessful; awaiting final Board approval, expected installation summer 2017. 13. DDA;KB advised no building works required 	<p>CHALLENGE</p> <p>KB</p> <p>SW CHALLENGE</p> <p>KB</p> <p>MK</p> <p>DR DR</p>

	14. Condition Survey reports; caretakers working through reports to identify recommended works that can be carried out in house- refer to TDG those needing contractor involvement.	KB
6.0	Capital Expenditure	
6.1	<p>Vocational Centre at Locksley- DR advised business case approved in principle by Trust ARP Committee with clarification needed re length of lease. DR advised that it has been established as unusual for a 20yr lease to be obtained without specific EfA approval and so preferred 7 yr. lease initially to convert to 20yrs once the principle not to seek EfA approval established.</p> <p>PH queried maintenance costs- DR advised that lease has little specification in how maintenance can be managed and this has been budgeted into costs.</p> <p>Planning permission due 15/5/17</p> <p>Fittings and finishes meeting held</p> <p>PH queried additional works required- DR advised widened pedestrian access, fencing and utilities connection all included in lease cost</p> <p>Subject to Board approval, installation to commence Summer 2017.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p>
6.2	Earthsea outside environment- DR advised that in direct response to OFSTED, outside play area to be refurbished over Summer. Later similar installation at Rosebery	
6.3	Locksley- summer focus to repaint Locksley	OPS
7.0	Policies	
7.1	<ol style="list-style-type: none"> 1. Smoke Free Premises Policy- proposed for ratification by BJ and seconded by PH, unanimously approved. TA to upload to website. 2. Minibus Policy-PH queried mechanism for ensuring Checklist is carried out prior to journey- add to file checking by Committee. Proposed for ratification by PH and seconded by BJ, unanimously approved. TA to load to website. 3. Offsite visits- proposed for ratification by PH, seconded by BJ, unanimously approved. TA to load to website. 	<p>TA</p> <p>TA/KB</p> <p>TA</p>
8.0	Training	
8.1	<p>TA confirmed that TC had completed Safer Recruitment training.</p> <p>PH queried whether a central log of ET Director and Governor training is held- TA advised TA holds central log at DOL.</p>	CHALLENGE
9.0	AOB	
9.1	Governors had noted unwelcoming reception area during monitoring visit; after review, committee held that reception area was satisfactory.	

10.0	Folder Scrutiny	
10.1	DEC <ul style="list-style-type: none"> No queries 	
10.2	Some updating of Fire, Legionella and asbestos folders identified- KB to ensure completion across all sites promptly and establish mechanism to ensure folders remain current ongoing- report back next meeting. DR to spot check on visits	KB DR
11.0	DDA	
11.1	Outstanding signage at Rosebery- KB/MK to remedy	KB/MK
Next meeting: 24/5/17 at DBS 4.30pm		
Meeting closed at 1735		

Signed.....

Position.....

Date.....