



Engage Premises, Health and Safety Meeting

Minutes

Wednesday 18th May 2016 @ 1630

DBS, Filby Road, Norwich NR10 5JW

Attendees			
Des Reynolds	(DR)	Stefan Rider-	(SR)
		Trevor Cockburn-Chair	(TC)
Phil Palmer	(PP)	Andy Lamb	(AL)
		Andriana Sneddon -	TA/ Clerk
Meeting commenced at 1635			

No	Item	Action
1.0	Apologies and Absence	
	Apologies were received and accepted from Phil Harris	
2.0	Declarations of Interest	
	There were none excepting standing declarations from DR, TC, AL. No impact on agenda items	
3.0	Previous Minutes	
3.1	The Minutes of Trust Premises Health and Safety meeting 20/04/16 were accepted as a true and accurate record of the meeting and were signed off by the Chair	
4.0	Matters arising	
	Gym equipment at Belton; no ownership has been claimed so will keep Installation of exterior spotlight at Locksley- IF to action TA confirmed that Safeguarding Policy was reviewed updated and published on	IF

	website April 2016.	
5.0	Premises Manager Report	
	<p>Previously circulated and attached; clarification of points as follows:</p> <ul style="list-style-type: none"> • Vacancy for caretaker advertised at DBS, new caretaker Glenn Robinson will cover in meantime. • Asbestos ; PP to improve management plans to standardise across 9 sites • Building control regulations ; PP ongoing liaison with freeholders • SR queried how far behind General buildings and perimeter assessments were; SG advised that at worst case, assessments were 2/3 months behind schedule; SG/DR to follow up at Premises meeting. • Training matrix; TC queried Asbestos training renewal for FJ; PP advised not needed as sufficient cover within Premises team • Caretaker renewal dates will be populated after 1/6/16 • Pinetree Step On training needed for caretaker- to be populated for next meeting 	<p>PP PP CHALLENGE</p> <p>CHALLENGE</p> <p>PP/SG PP/SG</p>
6.0	Capital Expenditure	
6.1	<p>DR confirmed that;</p> <ul style="list-style-type: none"> • £200k had been received from LA for toilet and boiler refurbishment at Belton as commitment to Compass. • Funds for converting hall space to class rooms at Earthsea confirmed from Children's Services • Pott Row funds from NSFT to create therapy space. • ICT hardware and software upgrade during summer on lease agreement. TC queried delegation authority; DR confirmed that expenditure under £25k so had authorised although lease value is +£200k. 	
7.0	Policies	
	<p>AS advised of streamlining of Trust and School policies.</p> <p>Lone working is first policy for review at PHS due by July 2016; AS to rebrand and revert next meeting</p>	TA
8.0	Folder Scrutiny	
	<p>Legionella:</p> <ul style="list-style-type: none"> • SR queried how it would be evidenced that remedial work identified on monthly monitoring sheet had been carried out. PP advised that 6monthly/annual audit by him would pick up action points. <p>Asbestos:</p>	CHALLENGE

	<ul style="list-style-type: none"> PP advised that Asbestos folders would be standardised after Legionella plan complete <p>Fire:</p> <ul style="list-style-type: none"> PEEP's out of date needs updating; PP to contact CW at school Missing certificates for April inspections of Fire Hose Reel and extinguishers. PP advised that had been carried out and was awaiting certificates. These certificates were received subsequent to meeting. <p>Health and Safety:</p> <ul style="list-style-type: none"> AL queried Cherry tree had been felled as previously noted; PP to review with bungalow reassignment <p>DDA: See attached report</p> <p>During tour BV noticeboards covering careers, community liaison and fund raising were favourably commented upon.</p>	<p>PP</p> <p>PP PP</p> <p>PP</p> <p>SUPPORT</p>
9.0	BCP	
	TA advised that subsequent to contacting RPA insurance, the current BCP was sufficient and did not need extending.	
11.0	Governor Training	
	No training had been undertaken.	
12.0	AOB	
	<p>SR queried review of DSE R/A's; SG to distribute.</p> <p>TC queried why so many displays were covered; DR advised due to high level exam entries using rooms, a significant increase on LY</p>	CHALLENGE
Next meeting: 22nd June 2016, Pott Row at 16.30.		
Meeting closed at 1835		

Signed.....

Position.....

Date.....