



# Engage Premises, Health and Safety Meeting

## Minutes

Wednesday 19<sup>th</sup> October 2016 @ 1630

Locksley School, Locksley , NR4 6LG

Attendees
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Phil Harris (PH)	Stefan Rider- (SR)	Andy Lamb (AL)
Celeste White, Facilities Manager (CW)		Andriana Sneddon - TA/ Clerk

**Meeting commenced at 1640**

No	Item	Action
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<b>1.0</b>	<b>Apologies and Absence</b>	
	Apologies were received and accepted from Des Reynolds and Trevor Cockburn	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	There were none excepting standing declarations from PH No impact on agenda items	
<b>3.0</b>	<b>Previous Minutes</b>	
3.1	The Minutes of Trust Premises Health and Safety meeting 21/09/16 were accepted as a true and accurate record of the meeting and were signed off by the Chair	
<b>4.0</b>	<b>Matters arising</b>	
4.1	<ul style="list-style-type: none"> <li>Installation of exterior spotlight and lighting at Locksley- awaiting quote from electrician</li> <li>Asbestos ; project on hold due to resignation Project Premises lead; CW to</li> </ul>	CW

	<p>check progress and revert</p> <ul style="list-style-type: none"> <li>• Pott Row; bike shelter roof confirm asbestos and associate R/A if necessary</li> <li>• E-Coli at Earthsea; remedial work to borehole over summer has not resolved issue with positive test at second testing; awaiting survey results to establish solution. Boil notice and hand washing notice still in force as previous-confirmed by AL</li> </ul> <p>CW updated that cess pit will be emptied and had applied for connection to mains water as potential resolution and advice that new borehole would potentially encounter same problem due to proximity of pumping station; awaiting quote. AL requested that joint connection to mains water be explored for House also. CW to revert as follows for Board approval and advice to Breckland Council;</p> <ol style="list-style-type: none"> <li>1. Cost new borehole</li> <li>2. Cost connection to mains water for school</li> <li>3. Cost connection to mains water for school and house including additional piping to House if possible</li> </ol> <ul style="list-style-type: none"> <li>• DT equipment at Locksley and Rosebery to go into storage by Christmas; CW advised that disconnection needed by electrician and additional storage space, possibly additional container on site; CW to revert</li> <li>• Brooklands; Check back corridor has sufficient hard standing area for disabled away from fire hazard and whether path needed through garden</li> <li>• Belton boiler; CW advised awaiting new contact at NPS</li> <li>• Bungalow conversion meeting booked 16/11</li> <li>• Outstanding DDA remedial works; CW obtaining quotes</li> </ul>	<p>CW CW</p> <p>REQUEST CW</p> <p>CW DR</p> <p>DR CW</p>
<b>5.0</b>	<b>Belton Incident</b>	
<b>5.1</b>	<p>TA confirmed that all requested paperwork had been submitted to HSE and internal incident report awaiting approval, staff had reported that child was planning to return to school at Belton on advice from hospital, on a phased return after discussion with carers .Arm cast has been removed and decision taken by Compass Leadership to increase RPI's where elevated behaviour presented to prevent future absconsion; advice has been sought from epilepsy nurse re potential seizures; details held in CONFIDENTIAL MINUTES attached.</p>	
<b>5.2</b>	<p>CW reported that majority identified remedial works have been completed and obtaining quotes for all sites re fencing, limiting access to flat roofs and review of sky lighting; some o/s staff records to be completed.</p>	CW/SG
<b>6.0</b>	<b>Premises Manager report</b>	
<b>6.1</b>	<p>CW advised additional works scheduled for half term at Pott Row where outstanding door installation will take place and drain unblocking at DBS.</p>	
<b>6.2</b>	<p>PH queried whether remedial Legionella work identified LY had been carried out; CW confirmed that much of this had taken place as part of summer works but that what was left was currently being reviewed by Caretaking team for resolution in house and obtaining quotes for that which can't.</p>	CHALLENGE CW
<b>6.3</b>	<p>PH queried how we could be certain that asbestos could not enter sites; SR advised that asbestos was not available and had not been incorporated into building works for past 15 years and that any "new" asbestos would be identified through previously undisturbed land.</p>	CHALLENGE

	CW advised that Lingwood boiler had been identified as having asbestos seals by ENGIE as well as additional issues resulting in recommendation to replace and had subsequently not been serviced; quotes being obtained.	CW
6.4	CW advised current investigation of use of SMARTLOG system for managing statutory maintenance and sending alerts	CW/SG
6.5	PH requested that each building energy rating be provided in next Premises report at visited site as well as to include current DEC as part of folder scrutiny.	REQUEST CW
6.6	SR noted that majority caretaking H&S training needing refreshing; CW advised plans for in house delivery by Operations Manager IOSH accredited, CW to advise date to SR for attendance.	CW
6.7	PH noted that several staff at Pinetree were imminently leaving and queried impact this would have on numbers staff trained for Mini bus and Fire extinguishers; whilst SR advised that not statutory requirement to have specific Fire Ext. training and staff not obliged to tackle fire even if trained, it was deemed good practice to have sufficient staff for site; CW to check and revert	CHALLENGE  CW
6.8	Pinetree Advisory Report; determined that most works with minimum cost benefit would not take place; SR queried availability of grants available, PH advised that schools usually ineligible as already receive funding centrally.  Recommendation of fitting energy saving devices on new laptops/pc's- TA to liaise with Network Manager.	CHALLENGE  TA
<b>7.0</b>	<b>Capital Expenditure</b>	
7.1	As noted in Premises Manager Report	
<b>8.0</b>	<b>Policies</b>	
8.1	Outdoor Play equipment, attached.  Proposed for ratification by AL, seconded by SR and unanimously voted.  TA to update website.	TA
<b>9.0</b>	<b>Training</b>	
9.1	C/F;TC advised that he will achieve Safer Recruitment training	TC
9.2	SR advised that he had achieved NEBOSH accreditation; SR to liaise with CW re possible use in MAT, TA to update training grid.	SR/CW
9.3	PH requested that Operations manager give H&S overview presentation to cover outline of pertinent legislation and subsequent requirements; TA to liaise.	TA
<b>10.0</b>	<b>AOB</b>	
	There was none	

<b>11.0</b>	<b>Folder Scrutiny</b>	
11.1	Legionella: <ul style="list-style-type: none"> <li>No queries</li> </ul>	
11.2	Asbestos: <ul style="list-style-type: none"> <li>No queries</li> </ul>	
11.3	Health and Safety: <ul style="list-style-type: none"> <li>No queries</li> </ul>	
11.4	Fire: <ul style="list-style-type: none"> <li>Missing Fire Evacuation Plan</li> <li>Emergency lighting remedial work required; CW advised awaiting quotes from TP Fire for o/s works at Locksley and other sites.</li> <li>Fire Alarm detection; remedial work needed</li> </ul>	
<b>12.0</b>	<b>DDA-Access plan</b>	
12.1	TA advised that DDA Access plan, previously circulated, for Locksley showed no remedial work required.	CW
12.2	PH queried pathway lighting as still o/s; CW advised will be incorporated in electrician quote as noted at point 4.1 above	
<b>Next meeting: 23<sup>rd</sup> November at Belton at 16.30.</b>		
<b>Meeting closed at 189.15</b>		

Signed.....

Position.....

Date.....