



# Engage Premises, Health and Safety Meeting

## Minutes

Wednesday 21<sup>ST</sup> September 2016 @ 1630

Lingwood School, School Road, NR13 4TJ

Attendees
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Des Reynolds <b>(DR)</b>	Stefan Rider- <b>(SR)</b>	Trevor Cockburn-Chair <b>(TC)</b>
Phil Harris <b>(PH)</b>	Andy Lamb <b>(AL)</b>	Sue Grant- Ops Mgr. by invitation
		Andriana Sneddon - <b>TA/ Clerk</b>

**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 Celeste White, Facilities Manager	
<b>2.0</b>	<b>Declarations of Interest</b>	
	There were none excepting standing declarations from DR, PH& TC No impact on agenda items	
<b>3.0</b>	<b>Previous Minutes</b>	
	The Minutes of Trust Premises Health and Safety meeting 13/07/16 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>	
	<ul style="list-style-type: none"> <li>Installation of exterior spotlight at Locksley- now complete</li> </ul>	

	<ul style="list-style-type: none"> <li>Asbestos ; project on hold due to resignation Project Premises lead</li> <li>DR advised members that Facilities Manager role has been filled by Celeste White on secondment for Autumn term; staffing structure to be reviewed</li> <li>PAT testing programme delayed to October half term due to volume work during summer; now scheduled</li> <li>Pott Row; frequency check for playground equipment to be clarified; see Premises Manager report at point 8</li> </ul> <p>; incident reported of opened oil tank at Pott Row School confirmed as our school and confirmed that bunding was sufficient</p> <p>; bike shelter roof confirm asbestos and associate R/A if necessary</p> <ul style="list-style-type: none"> <li>MUGA at DBS; outstanding issues now resolved and equipment signed off for use. awaiting cash back</li> <li>Brooklands server door adjusted</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> <li>DT equipment at Locksley and Rosebery to go into storage</li> <li>Brooklands; Check back corridor has sufficient hard standing area for disabled away from fire hazard and whether path needed through garden</li> </ul>	<p>DR</p> <p>IF</p> <p>DR</p> <p>CW DR</p>
<b>5.0</b>	<b>Election Committee Chair</b>	
	PH nominated TC as Committee Chair who accepted nomination. Unanimous vote.	
<b>6.0</b>	<b>ToR</b>	
	<p>Addition of ET Chair as committee member, change Premises Managers to Facilities Manager.</p> <p>Proposed for acceptance by PH and seconded by AL; unanimously approved.</p>	TA
<b>7.0</b>	<b>Response to incident at Belton School</b>	
	<p>DR gave an overview of the incident and resulting medical treatment required; currently child is in Addenbrookes hospital under observation awaiting clarification of possible fractured skull/bleed on brain. Members were aware that this constituted a significant incident and were assured that all paperwork had been completed and all staff were co-operating with HSE and police. Members queried whether there was an up to date R/A for this child; DR assured that his R/A was updated weekly and that no previous history of this risk had been identified. Members queried whether there had been any missed opportunities for restraint; DR could not establish this currently but advised that staff had acted correctly and had had the child in sight until he accessed the roof .Members queried whether other pupils had accessed roof via tree; DR advised an incident 18months ago subsequent to which tree had been pruned leaving non weight bearing branches, other roof access had been with older pupils accessing at lowered roof point.</p> <p>DR gave an outline of all previous actions taken to minimise risks associated with access to Belton roof- see attached- and actions now being taken subsequent to</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

	<p>incident;</p> <ul style="list-style-type: none"> <li>• fell tree,</li> <li>• review with SCANDIA climbable drainpipes and possibility altering low roof between therapy and main building,</li> <li>• replacing half height fencing with full height .Members queried fencing style, different style to be R/A</li> <li>• replacing skylights despite NCC responsibility and previously raised as an issue; assessing different options and materials. Request that DR provide report detailing lease responsibilities</li> <li>• review fencing and accessibility at other sites with flat roofs; DBS, Locksley and Earthsea</li> <li>• assess skylights at other sites</li> <li>• re juvenate perimeter R/A</li> </ul> <p>Full committee supported actions as above and full cooperation with authorities. Members queried impact on staff; DR advised that all school pupils had had therapeutic input on day of incident as had staff involved in incident as well as all pupil families offered additional family therapy sessions. DR warned that social media traffic was inevitable.</p> <p>DR advised that child will be welcomed back to school on his recovery ; members requested ongoing updates from HSE and child</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>REQUEST</p>
<b>8.0</b>	<b>Premises Manager Report</b>	
	<p>Previously circulated and attached; clarification of points as follows:</p> <ul style="list-style-type: none"> <li>• Outdated Legionella survey at Pott Row; SG advised now at 2year recommendation; due TY</li> <li>• Belton boiler replacement; SG advised that NPS contact had left so awaiting replacement to re instigate</li> <li>• Members acknowledged sheer amount of work achieved during summer break; PH to send letter of thanks to IF</li> <li>• In response to clarification of play equipment inspection, SG advised introduction of Inspection Checklist and Outdoor Play Equipment Policy and Procedure to be rolled out to all Premises staff for action: TA to rebrand for ratification next PHS meeting</li> <li>• Earthsea monitoring report- attached- DR to follow up queries raised re step height and storage of cleaning materials in toilets. AL advised that toilet cubicle partitions can be looked over resulting in some pupil anxiety; DR was asked to ensure a review of the cubicles at Earthsea to find ways to ensure pupils couldn't invade each other's privacy</li> </ul>	<p>CHALLENGE</p> <p>CW SUPPORT PH</p> <p>TA</p> <p>DR</p>
<b>9.0</b>	<b>Capital Expenditure</b>	
9.1	<p>DR reported on expenditure during summer at Pott Row and Earthsea and completion of works and successful implementation ICT infrastructure.</p> <p>Upcoming possible conversion of DBS bungalow as EES/Therapy space but this would be at no/low cost.</p>	<p>IF</p>
<b>10.0</b>	<b>Policies</b>	
	H&S revision; SR requested alternative H&S and Premises Management Training	<p>TA</p>



