



Engage Premises, Health and Safety Meeting

Minutes

Wednesday 22nd February 2017 @ 1630

Pinetree School, Staniforth Road, Thetford, IP24 3LH

Attendees			
Trevor Cockburn	(TC)	Des Reynolds	(DR)
Andy Lamb		Sadie Andrew - Admin Assistant	(AL)
Kate Bunn Premises lead	(KB)	Barbara Johnson	(BJ)
Meeting commenced at 1635			

No	Item	Action
1.0	Apologies and Absence	
1.1	Apologies were received and accepted from Phil Harris	
1.2	Absent were Stefan Rider	
2.0	Declarations of Interest	
2.1	There were none	
3.0	Previous Minutes	
3.1	The Minutes of Trust Premises Health and Safety meeting 25/01//17 were accepted as a true and accurate record of the meeting and were signed off by the Chair.	
4.0	Matters arising	

4.1	<ul style="list-style-type: none"> • All matters were discussed and covered • E-coli at Earthsea; DR updated that own tests tested clear but awaiting results independent water testing results from Breckland Council • Bungalow Conversion on hold, DR mentioned that some interior work can be done through insurance. • Locksley Vocational Centre: awaiting lease costs • Compass Belton have had 3 new doors • Gym conversion to offices at Pinetree on hold. 	DR
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. Legionella inspections took place with a problem arising with Douglas Bader's tank, Clearwater have marked this as condemned. KB advised that she is looking into solutions. 2. Asbestos work was carried out at Pinetree and Belton is scheduled for Easter 2017. 3. DEC; Compass Belton waiting for paperwork. 4. HSE interview completed; awaiting outcome 5. General Risk Assessment to be streamlined . 6. Compass Belton; needs a new boiler but waiting for asbestos work to be carried out. DR advised that NPS will provide a temporary boiler should it be required. 	<p>KB</p> <p>KB/MK/OPS MGR</p>
6.0	Capital Expenditure	
6.1	No new Cap Ex.	
7.0	Policies	
7.1	Carried forward to next meeting.	TA
8.0	Training	
8.1	Revisit next time	TA
9.0	AOB	
9.1	There was none	

10.0 Folder Scrutiny		
10.1	<p>Legionella:</p> <ul style="list-style-type: none"> • Tap in Willow 3 removal requested as no longer used. <p>Asbestos:</p>	
10.2	<ul style="list-style-type: none"> • No queries <p>Health and Safety:</p>	
10.3	<ul style="list-style-type: none"> • No queries <p>Fire:</p>	
10.4	<ul style="list-style-type: none"> • Risk Assessment states cars are parked close to the building. Need to assess what can be done to minimise the risk. • Pinetree have numerous unplanned fire drills but very few planned. TC queried whether we need to carry out a minimum number of planned evacuations, regardless of how many unplanned evacuations took place? If we do then the number of planned evacuations appears to be insufficient • TC Expressed concern that the evacuation process at Pinetree is taking far too long. DR to discuss with SK • Up to date fire extinguisher certificate to be received. 	<p>MK/KB/ MK DR</p>
10.5	<p>DEC</p> <ul style="list-style-type: none"> • No queries <p>Previous queries raised at last meeting (16/03/16) resolved.</p>	
Next meeting: 26/04/17 at Rosebery School		
Meeting closed at 1720		

Signed.....

Position.....

Date.....