



Engage Premises, Health and Safety Meeting

Minutes

Wednesday 23RD November 2016 @ 1630

Belton School , NR31 9LD

| Attendees |
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| Trevor Cockburn (TC) | Phil Harris (PH) | Andy Lamb (AL) |
| Celeste White, Facilities Manager (CW) | Des Reynolds (DR) | Andriana Sneddon - TA/ Clerk |

Meeting commenced at 1635

| No | Item | Action |
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| 1.0 | Apologies and Absence | |
| 1.1 | No Apologies were received. Stefan Rider was absent | |
| 2.0 | Declarations of Interest | |
| 2.1 | There were none excepting standing for PH,DR and TC No impact on agenda items | |
| 3.0 | Previous Minutes | |
| 3.1 | The Minutes of Trust Premises Health and Safety meeting 19/10/16 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"> • Installation of exterior spotlight and lighting at Locksley- awaiting quote from electrician; site visit booked | |

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| | <ul style="list-style-type: none"> Asbestos ; project on hold due to resignation Project Premises lead; CW to check progress and revert Pott Row; bike shelter roof confirmed as low risk asbestos and appropriate management in place E-Coli at Earthsea; remedial work to borehole over summer has not resolved issue and connection to mains quote prohibitively expensive; now exploring alternative options to clear contamination. Subsequent to meeting and following further responses, DR has requested an extension of his spending authorisation, proposed to Board, to agree the connection to mains water subject to the appropriate quotes being sought. DT equipment at Locksley and Rosebery to go into storage by Christmas; CW advised that disconnection needed by electrician at Locksley prior to removal and Rosebery now clear Brooklands; Confirmed that back corridor has sufficient hard standing area for disabled away from fire hazard and no path needed through garden Belton boiler; asbestos removal planned for Easter 17 with likelihood boiler replaced Summer 17; in response as to whether current boiler will last, DR advised that some issues/possible closures were to be expected. Belton incident; DR advised that remedial works are in hand re fencing and that following recent guidance additional locks can be provided to Primary doors to prevent easy exit of building. Bungalow conversion planned for Easter 17 completion Outstanding DDA remedial works; CW obtaining quotes Identified Legionella works in hand Recommendation to replace Lingwood boiler due to age; members queried why and at what cost. DR advised would be similar to Belton replacement costs/method as site leased from LA. Refresher Premises Management Training provisionally scheduled for 17/01/17 at DoL; TA to advise SR to attend | <p>CHALLENGE</p> <p>CHALLENGE</p> |
| <p>5.0</p> | <p>Premises Manager Report</p> | |
| <p>5.1</p> | <p>Premises Manager Report, previously distributed, attached and queries raised as follows;</p> <ol style="list-style-type: none"> Site checks, including statutory, updated demonstrating huge amount of work achieved. TC requested that thanks be passed to all members of team PH questioned whether Rosebery boiler replacement was required imminently- CW advised awaiting quote Low temps at Locksley Primary requiring remedial work; in response to whether working temperatures were adequate DR confirmed that supplementary heating is being used. New monthly planners produced summarising work by base; CW advised that awaiting quotes for servery hatch servicing, ac units and gas fitness. | <p>SUPPORT</p> <p>CHALLENGE</p> <p>CHALLENGE</p> |
| <p>6.0</p> | <p>Capital Expenditure</p> | |
| <p>6.1</p> | <p>DR advised that CIF is now open for bids for expansion and working with Barker and NetZero for modular vocational build on front of Locksley to facilitate new curriculum and subsequent reduction AP costs.</p> <p>Should CIF bid be unsuccessful, awaiting 2 further quotes from suppliers to lease modular buildings as alternative.</p> | |

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| | In response to query, DR confirmed that planners advised via Barkers. | CHALLENGE |
| 7.0 | Policies | |
| 7.1 | DSE Policy statement proposed for ratification by TC, seconded by PH and unanimously approved. TA to update website | |
| 8.0 | Training | |
| 8.1 | TC advised that he has commenced Safer Recruitment training PH requested that Operations manager give H&S overview presentation to cover outline of pertinent legislation and subsequent requirements; TA to liaise in new year. | TA |
| 9.0 | AOB | |
| 9.1 | TC noted concerns raised by recent Director's visit to Pinetree School re inappropriateness of subject choice in DT and apparent unsupervised use of equipment; DR confirmed that member staff had been advised and had previously resigned. | |
| 9.2 | CW advised that she will be returning to DBS on completion of secondment in December 2016; Committee members thanked CW for all her work on behalf of the Committee | SUPPORT |
| 10.0 | Folder Scrutiny | |
| 10.1 | Legionella: <ul style="list-style-type: none"> No queries | |
| 10.2 | Asbestos: <ul style="list-style-type: none"> No queries | |
| 10.3 | Health and Safety: <ul style="list-style-type: none"> No queries | |
| 10.4 | Fire: <ul style="list-style-type: none"> Action required in response to identified risk (19/10) of staff lone working in isolated areas | CHALLENGE |
| 10.5 | <ul style="list-style-type: none"> Query re PAT testing frequency; CW confirmed every 2 years but not a statutory requirement Damaged fire Extinguisher- CW advised all being moved to Locksley for remedial work No record planned fire drills; advise KW of termly requirement. | CHALLENGE |
| | DEC <ul style="list-style-type: none"> Remove Spinney sheet Lingwood and Pott Row missing- CW advised due Dec 26 Query as to whether Earthsea refurbishment would affect rating; await next round due 2024 | CHALLENGE |

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| 12.0 | DDA-Access plan | |
| 12.1 | TA advised that DDA Access plan, previously circulated, for Belton showed no remedial work required. | |
| | Next meeting: 25th January 2017 at Earthsea at 16.30. | |
| | Meeting closed at 1740 | |

Signed.....

Position.....

Date.....