

Engage Premises, Health and Safety Meeting

Minutes

Wednesday 25th January 2017 @ 1630

Earthsea School, Berry's Lane, Honingham , NR9 5AX

Attendees			
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Trevor Cockburn	(TC)	Phil Harris	(PH)	Andy Lamb	(AL)
Stefan Rider	(SR)	Des Reynolds	(DR)	Barbara Johnson	(BJ)
Sue Grant	(SG)	Kate Bunn Premises lead	(KB)	Andriana Sneddon -	TA/ Clerk

Meeting commenced at 1630

No	Item	Action
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1.0	Apologies and Absence	
1.1	No Apologies were received.	
1.2	Barbara Johnson and Kate Bunn were welcomed to the Committee and brief introductions made.	
2.0	Declarations of Interest	
2.1	There were none excepting standing for PH,DR , AL and TC	
2.2	Noted AL at point 4.1 no impact as for information only	
3.0	Previous Minutes	
3.1	The Minutes of Trust Premises Health and Safety meeting 23/11//16 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"> • E-Coli at Earthsea; update from DR as awaiting rechlorination and retest of water TW with hope of removal boil notice. Should retest fail will revisit connection to mains. • Belton incident; DR advised that staff interviews with HSE will take place TW before final judgement made. • Bungalow conversion on hold • Refresher Premises Management Training completed • DR advised CIF bid submitted for Locksley vocational centre but also exploring lease option should bid be unsuccessful, see point 6.2. • TC ongoing with Safer Recruitment training • Following secondment finishing of Facilities Manager last term and recent resignation Operations Manager, Premises team has been restructured to 2x Premises Leads Kate Bunn and Mick Kemp and recruitment Operations Manager. Backfilling of MK's role by Roli Shimi and some reassigning of responsibilities within Trust staff team and specialist H&S provision from external agency. 	<p style="text-align: center;">DR</p> <p style="text-align: center;">TC</p>
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. Backfilling MK role; as point 4.1 above. New structure currently working well 2. Scheduling of outstanding Christmas works; SG advised majority planned works achieved and outstanding to be completed February half term. 3. Outstanding Legionella remedial works; SG advised 4 sites approved and some remedial works (TMVs) managed in house 4. Low temps at Locksley Primary requiring remedial work; in response to whether working temperatures were adequate DR confirmed that supplementary heating is being used as price to rectify prohibitive (£9784) 5. Asbestos identified at Pinetree and action approved to encapsulate 6. Statutory Maintenance Grids now finalised by month by base managed by KB and working ahead. 7. Necessity for DEC for modular building confirmed 	<p style="text-align: center;">CHALLENGE CHALLENGE CHALLENGE CHALLENGE</p>
6.0	Capital Expenditure	
6.1 6.2	<p>No new Cap Ex.</p> <p>Directors requested more detail re CIF bid; DR advised CIF submission £775k and simultaneous investigation of lease arrangement @£11-£12k monthly over 5 years equating to repayment of DfE loan .No firm decision to be made until outcome CIF bid end March 2017 with lead time still achievable for Sept 17 (10-12 weeks).</p> <p>TC requested reassurance that appropriate number quotes being achieved; DR confirmed that 3 contractors have been approached NetZero, Elliot + 1 other</p> <p>PH queried service level- this tbc</p> <p>PH queried availability of damage budget due to nature cohort</p> <p>PH queried whether a lease to buy option would be preferable after 5 years; DR advised that this would need Secretary State permission and so lease option was</p>	<p style="text-align: center;">CHALLENGE</p> <p style="text-align: center;">CHALLENGE CHALLENGE</p> <p style="text-align: center;">CHALLENGE CHALLENGE</p>

	preferable	
7.0	Policies	
7.1	Tree Management Policy; proposed for ratification by TC, seconded by SR and unanimously approved; TA to update website	
7.2	Members agreed Mobile Device Protocol	
8.0	Training	
8.1	TC advised that Safer Recruitment training ongoing.	TC
8.2	SR advised had completed Premises Manager Refresher training	
8.3	TA advised of next Safeguarding training at Locksley: Safeguarding training for all new staff and anyone who has yet to complete the full training will take place 14:00-16:00 at Locksley on Tuesday 31/01/16.	
8.4	TA advised availability free online Esafety training delivered by Netsmartz; http://www.netsmartz.org/Training	ALL
8.5	DR advised that specific H&S training ongoing would be delivered by external agencies.	
8.6	TA requested possibility BJ advising training provision at UEA	BJ
9.0	AOB	
9.1	There was none	
10.0	Folder Scrutiny	
10.1	Legionella: <ul style="list-style-type: none"> No queries Caretakers have been advised that monthly monitoring sheet to be scanned to DOL if issues identified for remedial action 	
10.2	Asbestos:	
10.3	<ul style="list-style-type: none"> No queries 	
10.4	Health and Safety: <ul style="list-style-type: none"> No queries 	
10.5	Fire: <ul style="list-style-type: none"> No queries. 	
10.5	DEC <ul style="list-style-type: none"> No queries 	

10.6	Previous queries raised at last meeting (16/03/16) resolved.	
12.0	DDA-Access plan	
12.1	TA advised that DDA Access plan, previously circulated, for Earthsea showed no remedial work required but gate accessibility outstanding and new issues of mobile classroom ramp relocation and redecoration reflection spaces identified.	MK
Next meeting: 22nd February 2017 at Pinetree at 16.30.		
Meeting closed at 1750		

Signed.....

Position.....

Date.....