

## Engage Premises, Health and Safety Meeting

# Minutes

**Wednesday 19<sup>th</sup> July 2017 @ 1630**

Brooklands School, Magdalen Way, Gorleston NR31 7BP

Attendees			
Phil Harris (PH)	Andy Lamb (AL)	Barbara Johnson (BJ)	
Kate Bunn Premises lead (KB)		Andriana Sneddon- TA/Clerk	
<b>Meeting commenced at 1635</b>			

No	Item	Action
<b>1.0</b>	<b>Apologies and Absence</b>	
1.1	Apologies were received and accepted from Des Reynolds, Stefan Rider and Trevor Cockburn. As Committee Chair was absent, BJ took the Chair	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	PH declared new interest- wife sits on NPS Committee; adjust central declaration Sept 17 Otherwise, standing declarations, no impact on agenda items.	
<b>3.0</b>	<b>Previous Minutes</b>	
3.1	The Minutes of Trust Premises Health and Safety meeting 24/05/17 were accepted as a true and accurate record of the meeting and were signed off by the acting Chair.	

<b>4.0</b>	<b>Matters arising</b>	
4.1	<ul style="list-style-type: none"> <li>• General Risk Assessment to be streamlined ; in progress</li> <li>• Belton boiler installation Summer 2017 as planned but unlikely to be completed before September</li> <li>• Electrical inspections had identified few remedial works- complete</li> <li>• DBS bungalow onward plans likely for use by Lodestar, applying for Change of Use permission.</li> <li>• DR advised pupils accessing roof- following successful trial of rollers for fence/roof tops at Lingwood and Belton, consideration of wider use- awaiting cost authorisation</li> <li>• AL advised anti climb paint at Earthsea ineffective as worn/washed off.</li> <li>• HSE investigation ongoing</li> <li>• Condition Survey reports- ongoing due for completion during summer</li> <li>• Outstanding signage at Rosebery- MK full signage review across all bases during summer</li> <li>• Asbestos putty at Pinetree- obtaining quote for removal and replacement. KB confirmed windows safe in meantime</li> <li>• KB advised amendment Tree Survey timings- Query raised as to how often Tree Survey will take place; SW advised will be monitored by MK during regular site inspections and perimeter R/As with main RA carried out every 18 months.</li> <li>• Vocational Centre progressing with PC meeting 4/8/17</li> <li>• KB advised recent request from Govt re buildings within estate over 4 storey- N/A</li> <li>• Earthsea outside improvements scheduled in summer works</li> <li>• Locksley repaint and quiet room scheduled in summer works</li> </ul>	<p>KB/MK</p> <p>DR</p> <p>DR</p> <p>MK</p> <p>MK</p> <p>MK</p>
<b>5.0</b>	<b>Premises Manager Report</b>	
5.1	<p>Premises Manager Report, previously distributed, attached and queries raised as follows;</p> <ul style="list-style-type: none"> <li>• Caretaker at Locksley? - KB advised new avenues for recruitment now being explored.</li> <li>• Request from Pinetree for carpet cleaner- KB advised deep clean across all sites scheduled for summer. Purchase of carpet cleaner on hold pending availability funds- confirm next meeting</li> <li>• Legionella update? Some temperature fluctuations identified but no risk as weekly flushing carried out. MK to audit during summer to identify issues and implement remedials where necessary</li> <li>• Asbestos register blank and no asbestos on site. PH requested that notification sheet added to advise no asbestos. KB to liaise with Ops Mgr. re contractors register and future requirements</li> <li>• Requirement for MUGA inspection- KB advised this a statutory requirement</li> <li>• Governors requested Locksley Fire R/A double checked</li> </ul>	<p>CHALLENGE</p> <p>CHALLENGE MK</p> <p>CHALLENGE KB</p> <p>CHALLENGE REQUEST</p>
<b>6.0</b>	<b>Capital Expenditure</b>	

6.1	No additional items	
7.0	<b>Policies</b>	
7.1	There were none for ratification this time	
8.0	<b>Training</b>	
8.1	DR advised commencement of contract with Judicium for H&S Service includes a training programme- DR to provide	DR
8.2	Governors requested Fire training- TA to liaise with SR/ BJ PH advised had completed PTAN's fire safety training	
9.0	<b>AOB</b>	
9.1	PH advised recent HSE Car parking guidance- TA to distribute for consideration PH advised availability Harford Community Centre- letter expressing interest should be sent to Bob Cronk at NCC Vibrancy and relevancy of display boards throughout the school commended	TA DR SUPPORT
10.0	<b>Folder Scrutiny</b>	
10.1	DEC <ul style="list-style-type: none"> <li>No queries</li> </ul> Asbestos <ul style="list-style-type: none"> <li>Request front sheet as point 5.1 above</li> </ul> Legionella <ul style="list-style-type: none"> <li>No queries</li> </ul> Fire <ul style="list-style-type: none"> <li>No queries</li> </ul> Statutory Maintenance <ul style="list-style-type: none"> <li>No queries</li> </ul>	

<b>11.0</b>	<b>DDA</b>	
<b>11.1</b>	See attached Access Audit sheet Redeployment of projector in library if not in use? Clarification working temperatures during hot weather	MK MK
<b>Next meeting: 201/09/17 at Lingwood 4.30pm</b>		
<b>Meeting closed at 1815</b>		

Signed.....

Position.....

Date.....