



Engage Premises, Health and Safety Meeting

Minutes

Wednesday 24th May 2017 @ 1630

Douglas Bader School, Filby Road, Badersfield, NR10 5JW

Attendees

Phil Harris (PH)	Des Reynolds (DR)	Barbara Johnson (BJ)
Kate Bunn Premises lead (KB)	Shelley Webb- Ops Mgr. (SW)	Stefan Rider (SR)
Trevor Cockburn - late (TC)	Andy Lamb - late (AL)	Andriana Sneddon- TA/Clerk

Meeting commenced at 1635

No	Item	Action
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1.0	Apologies and Absence	
1.1	There were no Apologies but Trevor Cockburn advised he would be late. As Committee Chair was absent, PH took the Chair	
2.0	Declarations of Interest	
2.1	There were no new declarations	
3.0	Previous Minutes	

3.1	The Minutes of Trust Premises Health and Safety meeting 11/05/17 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"> • Locksley Vocational Centre: awaiting final Board approval, see point 5.1.5 • General Risk Assessment to be streamlined ; in progress • Belton planned boiler installation Summer 2017 • Electrical inspections had identified few remedial works- some to be completed in house, in hand • DBS bungalow has been stripped out following flood and will be made good by insurance- in hand. Dry out expect to be finished this week, awaiting quotes to make good.TC queried onward plans; DR advised undecided but possible use as additional office space. • DR advised pupils accessing roof- trial of rollers for fence/roof tops at Lingwood and Belton. Anti climb paint now applied to Earthsea shed. • HSE letter received to attend interview under caution has been declined with offer to provide further written evidence if required. • Condition Survey reports- ongoing • Outstanding signage at Rosebery- KB/MK to remedy 	<p style="text-align: right; color: green;">KB/MK</p> <p style="text-align: right; color: green;">MK</p> <p style="text-align: right; color: green;">CHALLENGE</p> <p style="text-align: right; color: green;">KB/MK KB/MK</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. PH advised, following recent monitoring visit to Pinetree, the possibility of asbestos putty in high level windows that was now degrading; MK to follow up and ensure window safety 2. SR queried use of "contamination" at Rosebery re asbestos; SW assured was wrong use of word rather than actuality. KB confirmed now practice that all contractors on site are given Asbestos register to view. <p style="text-align: right; color: black;">AL JOINED MEETING AT 4.50PM</p> <ol style="list-style-type: none"> 3. SW confirmed that Outside Perimeter Checks for May all complete, some wasp nests to be removed <p style="text-align: right; color: black;">TC JOINED MEETING AT 4.55PM</p> <ol style="list-style-type: none"> 4. Query raised as to how often Tree Survey will take place; SW advised will be monitored by MK every 6 months with RA carried out every 2 years 	<p style="text-align: right; color: green;">CHALLENGE</p> <p style="text-align: right; color: green;">MK</p> <p style="text-align: right; color: green;">CHALLENGE</p> <p style="text-align: right; color: green;">CHALLENGE</p>

6.0	Capital Expenditure	
6.1	<p>Vocational Centre at Locksley- DR advised final sign off this week with installation commencing Tuesday 30th May, expectation finish first week August.</p> <p>Final costs £917, 911 over 7 yrs. including some specialist fittings, offering accredited courses via on site AP provision. Benefits summarised as;</p> <ul style="list-style-type: none"> • Accredited outcomes for pupils • Substantial reduction in AP costs • Extra physical (building) capacity <p>TC request view of building plan- DR to distribute</p> <p>PH queried press release- DR advised planned once complete</p>	REQUEST/DR CHALLENGE
6.2	<p>Earthsea outside environment-DR advised that in direct response to OFSTED, outside play area to be refurbished over Summer to include decking and pergola. SR queried if location will be far enough away to preclude absconsion; DR confirmed that it would be</p> <p>Later similar installation at Rosebery, funds permitting</p>	CHALLENGE
6.3	Locksley - summer focus to repaint Locksley and possible provision Primary quiet room and outdoor space	
7.0	Policies	
7.1	There were none for ratification this time	
8.0	Training	
8.1	DR advised commencement of contract with Judicium for H&S Service includes a training programme- DR to provide	DR
9.0	AOB	
9.1	Vibrancy and relevancy of display boards throughout the school commended Allotment commended	

10.0	Folder Scrutiny	
10.1	<p>DEC</p> <ul style="list-style-type: none"> No queries <p>Asbestos</p> <ul style="list-style-type: none"> No queries <p>Legionella</p> <ul style="list-style-type: none"> Scrutiny confirmed that annual and 6 monthly audits were being carried out KB confirmed that MK had carried out audit across all bases <p>Fire</p> <ul style="list-style-type: none"> Scrutiny confirmed that PEEP updated SR queried where records staff training held; SW confirmed on matrix at DOL SR queried how current; SW advised would revisit annual training provision <p>Statutory Maintenance</p> <ul style="list-style-type: none"> AL advised Outdoor Play Equipment inspection due 	<p>CHALLENGE</p> <p>CHALLENGE/SW</p>
11.0	DDA	
11.1	See attached Access Audit sheet	
	Next meeting: 21/06/17 at Pott Row 4.30pm	
	Meeting closed at 1800	

Signed.....

Position.....

Date.....