



## Engage Premises, Health and Safety Meeting

# Minutes

**Wednesday 20<sup>th</sup> September 2017 @ 1630**

Lingwood School, Magdalen Way, Gorleston NR31 7BP

Attendees		
Des Reynolds	Trevor Cockburn	Barbara Johnson <b>(BJ)</b>
Kate Bunn Premises lead <b>(KB)</b>		Andriana Sneddon- <b>TA/Clerk</b>
<b>Meeting commenced at 1640</b>		

No	Item	Action
<b>1.0</b>	<b>Apologies and Absence</b>	
1.1	Apologies were received and accepted from Andy Lamb Stefan Rider and Phil Harris were absent	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	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 19/7/17 were accepted as a true and accurate record of the meeting and were signed off by BJ who had been the acting Chair.	

<b>4.0</b>	<b>Matters arising</b>	
<b>4.1</b>	<ul style="list-style-type: none"> <li>• General Risk Assessment to be streamlined ; in progress</li> <li>• DBS bungalow onward plans for use by Lodestar by end September 2017.</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. DR reported 2 further incidents of pupils accessing roofs at Belton and Lingwood- no injurious outcomes but pupils now moved to specialist provision</li> <li>• Anti climb paint at Earthsea to be applied.</li> <li>• Belton HSE investigation ongoing</li> <li>• Condition Survey reports- ongoing</li> <li>• Outstanding signage at Rosebery- MK full signage review across all bases ongoing</li> <li>• Asbestos putty at Pinetree- awaiting quote for removal and replacement. KB confirmed windows safe in meantime</li> <li>• DR advised withdrawal from Judicium contract due to their inability to take on payroll and HR services; contract for payroll, HR and H&amp;S continuing with NCC</li> <li>• DR advised interest expressed in Harford Community Centre as base for Lodestar use</li> </ul>	<p>KB/MK</p> <p>DR</p> <p>MK</p> <p>MK KB</p>
<b>5.0</b>	<b>Election of Committee Chair</b>	
<b>5.1</b>	<p>No previous nominations received.</p> <p>BJ nominated TC as Chair, seconded by DR and unanimously approved. TC was pleased to accept the role.</p>	
<b>6.0</b>	<b>Terms of Reference 2017-18</b>	
<b>6.1</b>	<p>ToR presented for review; amendments suggested by TA at 3.6, 3.7, 9.6, 9.9 and 9.12.</p> <p>TA to action amendments and revert to next PHS Committee for ratification.</p>	TA
<b>7.0</b>	<b>Premises Manager Report</b>	
<b>7.1</b>	<p>Premises Manager Report, previously distributed, attached and queries raised as follows;</p> <ul style="list-style-type: none"> <li>• Caretaker at Locksley? – now filled by Roy Wacker. New caretaker recruited for Lodestar Robert Carmichael.</li> <li>• Committee commended premises team for huge amount summer works achieved; outstanding works will be completed Oct half term</li> <li>• Deep clean outstanding at 2 schools; awaiting quotes and possibility purchase of carpet cleaner pending availability funds- confirm next meeting</li> <li>• KB confirmed that no future Asbestos survey required at Brooklands due to absence asbestos but that contractors must still sign in on arrival acknowledging this</li> <li>• BJ queried priority level of highlighted maintenance requirements identified from Condition Survey reports; KB confirmed all tasks were Priority 2 with completion due within next 3-4years.</li> <li>• KB confirmed Locksley Fire R/A double checked, completed and due for</li> </ul>	<p>CHALLENGE SUPPORT</p> <p>CHALLENGE C CHALLENGE</p>

	<p>review May 2018</p> <ul style="list-style-type: none"> <li>KB advised Locksley DEC will show higher energy usage due to installation Vocational Learning Hub, expectation that will be some time before any reduction/improvement seen.</li> <li>DR advised two complaints received from local residents at DBS re browning hedge and Belton re overgrown hedge- letters of response sent and GDC to manage remedial work.</li> </ul>	
<b>8.0</b>	<b>Capital Expenditure</b>	
<b>8.1</b>	<p>DR advised;</p> <ul style="list-style-type: none"> <li>Successful launch of Vocational Learning Hub at Locksley</li> <li>Continuation negotiation with NCC for funding to support buildings. Earlier request for Improvement Levy under consideration with follow up letter sent this week advising urgency of matter following conditions set by EFSA. Awaiting response. BJ queried whether priority plan available should funds become available- DR advised development plan available covering both structural and cosmetic improvements</li> <li>Negotiations started re Harford Community Centre lease as Lodestar site; issues of roof repair @£16k, outside space and car parking. DR to update. DR advised still awaiting confirmation of Hooper Lane site for Lodestar from NCC</li> </ul>	<p>DR</p> <p>CHALLENGE</p> <p>DR</p>
<b>9.0</b>	<b>Asset Checks</b>	
<b>9.1</b>	<p>TA advised as per ET Finance Handbook 2017, PHS Committee should undertake annual check of equipment; this includes buildings and minibuses.</p> <p>Committee were satisfied that their base inspections along with Condition Survey reports (5 years), caretaker perimeter R/A's and statutory maintenance management fulfils this requirement and will now add minibus checks at relevant sites- Locksley, Rosebery and Pinetree- in line with ET Operation of Minibus policy.</p>	PHS
<b>10.0</b>	<b>Policies</b>	
<b>10.1</b>	<p>There were no policies for ratification</p> <p>Health and Safety Policy for review and ratification next meeting</p>	TA
<b>11.0</b>	<b>Parking at work</b>	
<b>11.1</b>	<p>Parking at work guidance from HSE, previously distributed and attached, was considered and to be included in General R/A.</p>	KB
<b>12.0</b>	<b>Governor Training</b>	
<b>12.1</b>	<p>BJ advised had attended UEA Practical R/A- to liaise with KB to review General R/A</p>	BJ/KB

12.2	Governors requested Fire training- TA to liaise with SR/ BJ	
13.0	<b>AOB</b>	
13.1	There was none	
14.0	<b>Folder Scrutiny</b>	
14.1	<p>DEC</p> <ul style="list-style-type: none"> <li>No queries</li> </ul> <p>Asbestos</p> <ul style="list-style-type: none"> <li>No queries</li> </ul> <p>Legionella</p> <ul style="list-style-type: none"> <li>No queries; up to date and in good order</li> </ul> <p>Fire</p> <ul style="list-style-type: none"> <li>Missing comments Fire R/A-add response to suspended ceiling and for Lone working add reference to ET Lone Working Policy.</li> <li>Add date to non-requirement PEEP's sheet and review termly</li> <li>Clarify anomaly timings of muster and roll calls for planned evacuations</li> </ul> <p>Statutory Maintenance</p> <ul style="list-style-type: none"> <li>No queries</li> </ul> <p>No outstanding queries from previous visit (21/9/16)</p>	KB
15.0	<b>DDA</b>	
15.1	See attached Access Audit sheet	
<b>Next meeting: 18/10/17 at Locksley 4.30pm</b>		
<b>Meeting closed at 1815</b>		

Signed.....

Position.....

Date.....