



## Engage Premises, Health and Safety Meeting

# Minutes

Wednesday 18<sup>th</sup> October 2017 @ 1630

Locksley School, NR4 6 LG

Attendees		
Des Reynolds (DR)	Phil Harris (PH)	Barbara Johnson (BJ)
Kate Bunn Premises lead (KB)		Andriana Sneddon- TA/Clerk
Meeting commenced at 1630		

No	Item	Action
1.0	<b>Apologies and Absence</b>	
1.1	Apologies were received and accepted from Andy Lamb, Trevor Cockburn and Stefan Rider.  As TC was absent, PH took the Chair	
2.0	<b>Declarations of Interest</b>	
2.1	Standing declarations, no impact on agenda items.	
3.0	<b>Previous Minutes</b>	
3.1	The Minutes of Trust Premises Health and Safety meeting 20/9/17 were accepted as a true and accurate record of the meeting and were signed off by PH 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>• DBS bungalow onward plans for use by Lodestar after half term.</li> <li>• Belton HSE investigation ongoing</li> <li>• Condition Survey reports- ongoing</li> <li>• Asbestos putty at Pinetree- awaiting additional quote for removal and replacement. KB confirmed windows safe in meantime</li> <li>• DR advised interest expressed in Harford Community Centre as base for Lodestar use; awaiting bid outcome</li> <li>• Continuation negotiation with NCC for funding to support buildings; meeting scheduled with NCC</li> <li>• BJ advised had attended UEA Practical R/A- to liaise with KB to review General R/A</li> <li>• Governors requested Fire training- TA to liaise with SR</li> <li>• Committee Terms of Reference, following previously requested adjustments, proposed for acceptance by BJ, seconded by PH and unanimously approved. TA to forward to Board.</li> </ul>	<p>KB/MK</p> <p>MK KB</p> <p>DR</p> <p>KB/BJ TA</p> <p>TA</p>
<b>5.0</b>	<b>Premises Manager Report</b>	
5.1	<p>Premises Manager Report, previously distributed, attached and queries/ points to note raised as follows;</p> <ul style="list-style-type: none"> <li>• Caretaker at Rosebery? – awaiting candidate decision</li> <li>• Apprentices; application submitted to CCN; awaiting outcome</li> <li>• Half term holiday works schedule confirmed; DR confirmed that space creation at Pott Row funded by Grimston Trust</li> <li>• Queries re possible time lag as Belton boiler moves from oil to gas; KB confirmed no expectation of any time lag</li> <li>• Members commended work done in fulfilling remedial works identified by Condition Survey Reports and will monitor outstanding works ongoing.</li> <li>• Legionella; KB advised approved contractor will provide training on different monitoring parameters per site to x2 caretakers per site as generic training will not cover site differences. This will ensure legislative compliance and caretaker absence cover. Complete by December 2017</li> </ul>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>SUPPORT</p> <p>KB</p>
<b>6.0</b>	<b>Capital Expenditure</b>	
6.1	<p>DR advised;</p> <ul style="list-style-type: none"> <li>• Earlier request for Improvement Levy; meeting scheduled November 2017. Should funds become available, DR to balance Ofsted recommendations against practical need. DR assured no expenditure unless/until funds available</li> <li>• DR advised meeting with NCC re Hooper Lane site for Lodestar ; DR will attend resident consultation this week</li> </ul>	<p>DR</p> <p>DR</p>

<b>7.0</b>	<b>Asset Checks</b>	
<b>9.1</b>	<p>Minibus check on site.</p> <p>KB advised minibus managed by admin staff and termly check by caretakers. Members queried awareness of minor damage; this should be picked up by next driver when completing journey checklist</p> <p>Checks;</p> <ul style="list-style-type: none"> <li>✓ MOT</li> <li>✓ Insurance</li> <li>✓ Road tax</li> <li>✓ Service history</li> <li>✓ Journey Checklist</li> <li>✓ Mileage record</li> <li>✓ Journey R/A</li> </ul> <p>X Vehicle cleanliness- internal to be remedied</p>	<p><b>CHALLENGE</b></p> <p><b>KB</b></p>
<b>8.0</b>	<b>Policies</b>	
<b>8.1</b>	<p>Policies for ratification ;</p> <ul style="list-style-type: none"> <li>• Positive Handling- reviewed following comprehensive Behaviour Review by SSSfN XLT and Pinetree HT. Proposed for acceptance by PH, seconded by BJ and unanimously approved. TA to load to website</li> <li>• Health and Safety- significant review and amendment undertaken. Whilst members were in agreement in principle to approve H&amp;S policy, requested Ops Mgr. be invited to next PHS meeting to elaborate.</li> </ul>	<p><b>TA</b></p> <p><b>TA</b></p>
<b>9.0</b>	<b>Governor Training</b>	
9.1	Governors requested general H&S training- DR to investigate and revert	<b>DR</b>
<b>10.0</b>	<b>AOB</b>	
<b>10.1</b>	There was none	
<b>11.0</b>	<b>Folder Scrutiny</b>	
<b>11.1</b>	<p>DEC</p> <ul style="list-style-type: none"> <li>• No queries</li> </ul> <p>Asbestos</p> <ul style="list-style-type: none"> <li>• Survey outstanding; KB advised scheduled 24/10/17</li> </ul> <p>Legionella</p> <ul style="list-style-type: none"> <li>• No queries; up to date and in good order. Any anomalies will be addressed by on-site training, as per point 5.1 above by end November 2017</li> </ul>	<b>CHALLENGE</b>

	<p>Fire</p> <ul style="list-style-type: none"> <li>• LY's queries resolved- see attached Minute page 19/10/16</li> <li>• Missing record Fire Alarm weekly test since 4/10/17; subsequent to meeting KB confirmed that during test a fault with loop system had been identified and then rectified by contractors and retested: record not made but rectified in retrospect</li> </ul> <p>Statutory Maintenance</p> <ul style="list-style-type: none"> <li>• FACIT Testing due? KB advised statutorily required every 2 years next due October 2019</li> </ul> <p>No outstanding queries from previous visit (21/9/16)</p>	<p><b>CHALLENGE</b></p> <p><b>KB</b></p> <p><b>CHALLENGE</b></p>
<b>12.0</b>	<b>DDA</b>	
<b>12.1</b>	See attached Access Audit sheet	
<b>Next meeting: 27/11/17 at Pott Row 4.30pm</b>		
<b>Meeting closed at 1800</b>		

Signed.....

Position.....

Date.....