



Engage Premises, Health and Safety Meeting

Minutes

Wednesday 22nd November 2017 @ 1630

Pott Row, PE32 1BY

Attendees		
Des Reynolds (DR)	Phil Harris (PH)	Barbara Johnson (BJ)
Kate Bunn Premises lead (KB)	Andy Lamb (AL)	Shelley Webb- Ops Mgr.
		Andriana Sneddon- TA/Clerk
Meeting commenced at 1630		

No	Item	Action
1.0	Apologies and Absence	
1.1	No Apologies were received SR was absent	
1.2	TA advised resignation of Trevor Cockburn with immediate effect. As TC was not in attendance, DR took the chair	
2.0	Declarations of Interest	
2.1	Standing declarations, no impact on agenda items.	
3.0	Previous Minutes	
3.1	The Minutes of Trust Premises Health and Safety meeting 18/10/17 were accepted as a true and accurate record of the meeting and were signed off by DR acting Chair.	

4.0	Matters arising	
4.1	<ul style="list-style-type: none"> • General Risk Assessment to be streamlined ; in progress,complete end term • DBS bungalow not ready for use by Lodestar ; DR to reconsider use • Belton HSE investigation ongoing • Condition Survey reports- ongoing, see point 5.1 below • Asbestos putty at Pinetree- ongoing • DR advised interest expressed in Harford Community Centre as base for Lodestar use; unsuccessful bid • Continuation negotiation with NCC for funding to support buildings; unsuccessful meeting outcome with NCC • BJ advised had attended UEA Practical R/A- to liaise with KB to review General R/A • Governors requested Fire training- TA to liaise with SR • Governors requested general H&S training- DR to provide next AwayDay Feb 2018 • Locksley Minibus- Vehicle cleanliness- internal to be remedied- complete 	<p>KB DR</p> <p>KB KB</p> <p>KB/BJ TA</p>
5.0	Premises Manager Report	
5.1	<p>Premises Manager Report, previously distributed, attached and queries/ points to note raised as follows;</p> <ul style="list-style-type: none"> • Members noted sad loss of Mick Kemp leaving team at reduced capacity. Sue Grant will cover x2 days per week temporarily project work and KB to cover remedial works and statutory requirements • Caretaker at Rosebery? – unsuitable candidate- readvertised Currently DW covering on extra hours • Apprentices; application submitted to CCN; awaiting outcome • Members commended work done in fulfilling remedial works identified by Condition Survey Reports and will monitor outstanding works ongoing.KB confirmed no short term priorities- review January PHS meeting • 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- commenced • Locksley DEC-queried improvement expectation and whether VLH could be separated out. KB advised unlikely to be able to separate as one energy stream into Locksley site but expectation improvement once years' worth of energy usage data accumulated. Improvement will be further assisted with activation solar/PV panels on VLH • Tree Survey- awaiting quotes for remedial works identified from tree survey • DBS Bungalow- unavailable for Lodestar occupation, continue with refurbishment and reconsider use • Belton boiler; DR advised necessity to close school for x1 day as initial startup of new boiler failed. Outstanding snagging works to be completed in next few weeks • Grounds Maintenance contract with GDC renegotiated -£500 pa • Condition Survey works; meeting to prioritise and schedule remaining tasks 	<p>CHALLENGE</p> <p>SUPPORT TA</p> <p>CHALLENGE</p> <p>DR</p>

6.0	Capital Expenditure	
6.1	<p>DR advised;</p> <ul style="list-style-type: none"> • Earlier request for Improvement Levy; meeting scheduled November 2017- unsuccessful outcome • DR advised meeting with NCC re Hooper Lane site for Lodestar; DR advised progressing and now out for planning, Infrastructure meeting planned. Likely ready for Sept 2018 • DR advised unbudgeted expenditure at Earthsea installation SALTO@£14000- necessary due to expansion of site and cohort and improvement outside area- Ofsted recommendation-@£10k. Possibility these costs covered by budget surplus- to be reviewed at Budget revision 	DR
7.0	Asset Checks	
7.1	<p>None at this site.</p> <p>Buildings to be reviewed at DDA-point 12 below</p>	
8.0	Policies	
8.1	<p>Policies for ratification ;</p> <ol style="list-style-type: none"> 1. Health and Safety- following significant review and amendments as follows; <ul style="list-style-type: none"> • PAT testing revised schedule to biannually as long as schedule published in H&S policy under Safe Plant and Equipment; advice taken from Health and Wellbeing team • Alter lead director to PH following resignation TC. • Subject to these alterations, policy proposed for ratification by PH, seconded by BJ and unanimously approved. <p>TA to load to website</p>	TA
9.0	Governor Training	
9.1	<p>Outstanding fire training-TA to liaise with SR</p> <p>Health and Safety training to be carried out next Governance Awayday 24/02/17</p>	TA TA
10.0	AOB	
10.1	There was none	
11.0	Folder Scrutiny	
11.1	<p>DEC</p> <ul style="list-style-type: none"> • No queries <p>Asbestos</p>	

	<ul style="list-style-type: none"> • Survey recently completed, awaiting report • 6 month monitoring check due November <p>Legionella</p> <ul style="list-style-type: none"> • No queries; up to date and in good order. LYs queries checked and remedied- see attached Minute page 22/6/16 • New forms will be introduced following full site review by Pure Clear Water- Jan 18 <p>Fire</p> <ul style="list-style-type: none"> • No queries <p>Statutory Maintenance</p> <ul style="list-style-type: none"> • No queries <p>No outstanding queries from previous visit (22/6/16)</p>	
12.0	DDA	
12.1	See attached Access Audit sheet	
Next meeting: 24/1/18 at Earthsea School 4.30pm		
Meeting closed at 1730		

Signed.....

Position.....

Date.....