

Premises & Safety Committee: Chairs Report 1st October 2015

Governors Premises and Safety Committee is responsible for Health and Safety matter and pupil safeguarding. This is a summarise report based on the minutes of the meeting.

Site Maintenance and Caretaking

Mr Tallon reported that two caretakers had departed since last term and that Pat Raw had suffered a serious accident at home rendering her unfit for work for the foreseeable future. Governors questioned what provision was in place to ensure that site complied with H&S requirements. Mr Tallon outlined current arrangements:

1. 2 members of staff had completed the statutory site management training (Mr Tallon & Mr Pindoriya). Mrs Hatch was a qualified Fire Warden
2. Locking up and open duties were being carried out by two senior members of the non-teaching staff (Mrs Hurley and Mrs Clark)- they were also acting as on-call support for day duties of required
3. 5 MTS members of staff have been trained to carry our daily site duties (toilet rolls, bins, litter)
4. Mrs Hatch (school H&S rep) was conducting monthly inspections and proving a report of concerns to be addressed
5. All maintenance tasks were being carried out by our regular contractor Robin Guest
6. A supply caretaker has been appointed and is due start on 12th October
7. Pat Raw is making a good recovery and is expected to start back in November on phased return of light duties

Governors then enquired about the cleaning contract . Mr Tallon reported that the site was being maintained to a good standard. A new cleaning supervisor had been appointed in the summer term and that monthly quality control checks were taking place with the area manager

Health and Safety Accident Report

A report was presented by Mrs Hatch, Senior Welfare with responsibility for First Aid and H&S. In summary there were 241 fewer accidents in 2014-15 than the previous year. However the number of minor accidents remains high 4160. The main cause of accidents is cuts and grazes cause by pupil collisions at break and lunchtimes.

A number of action has been taken to zone the playground, add quiet areas, increase MTS and stagger lunches for KS2. However, the confined space available for the volume of pupils limits opportunities for further action. Governors thanked Mrs Hatch for providing a detailed report and maintaining accurate records

Safeguarding Audit

The school completes an annual audit of safeguarding practice. This is due for renewal in November. However, the school has subscribed to a new Safeguarding system that will require updates to policy, practice and procedures – see My Concern below. The local authority is also updating its audit tool. The school hope to complete the new audit by the next meeting.

Maintenance Audit File and Cyclical Schedule

The current maintenance file was last updated and signed in March 2015. Mr Tallon reported that a thorough review of maintenance documentation and action plans had been carried out and the following completed

- Detailed list of certificates due for renewal had been requested from the school cyclical maintenance contractor.
- Company commissioned to review the 5 Year electrical testing
- Company commissioned to carry out actions identified on the 2015 fire risk assessment during w/b 12th October
- Company had been booked to upgrade the Fire Alarm system as per latest inspection report recommendations
- A review of the H&S audit and an update Asbestos and Water Management procedures due on 5/11/15

Premises Projects

Governors enquired about the outcomes of the summer projects

- **Computing Room**
This has been redeveloped to high standard. The company 'School Care' completed the job on time and within budget.
- **Year 2 Corridor**
This has been repainted to a good standard
- **Dining Room**
This has been partially repainted. We are awaiting corner guards to protect the paintwork. Some flaking paintwork needs to be repaired.

Review Critical Incident Plan

A updated critical incident plan was presented to Governors for consideration. Governors undertook to review the document and return with question prior to the Full Governing body meeting when the Plan would be submitted for ratification

H&S Policy and Training

An updated H&S policy was presented to Governors. This has been developed in consultation with Customised Safety Solutions. Governors undertook to review the document and return with question prior to the Full Governing body meeting when the policy would be submitted for ratification.

H&S Training and Audit by CSS

The Headteacher reminded Governors that ½ day whole staff training had taken place on September 2nd. All Governors were invited to attend. The Headteacher informed Governors that the school had commissioned CSS to complete a full H&S Audit on 5th November

Site Inspection

Governors undertook a site inspection. Outcomes included:

- KS2 Log Trail
 - Questions about the safety of play on KS2 Log Trail
 - Raised soft-pore needs rectifying

- Children should be in training shoes to access log trail
- Dining Room:
 - Flaking paint in dining room
 - Damaged Plug in dining room
- Propose Projects:
 - Re-cover Saplings
 - Complete soft pore repairs
 - Artificial grass to Butterfly Garden

Safeguarding Update

The school has subscribed to MyConcern, a safeguarding monitoring system. That allows all staff to electronically log a concern. All actions, reports and chronologies can then be stored on the system. The software is linked to the school Office and can provide a number of advanced functions to support safeguarding. e.g. collating chronologies or identifying links and patterns within pupils.

Online Safety (eSafety)

Mr Tallon is an active member of the LSCB Online Safety Sub Committee. Work is underway to develop a annual schedule to ensure consistent coverage in all schools. Schools can then apply for Gold, Silver or Bronze accreditation.

Reception Trip Issue

An incident occurred on the Reception Trip where a pupil was taken along despite his parents requesting non-attendance and not signing the permission slip. An investigation was carried out and parents reported back to the following day.

Outcomes:

- New protocols put in place
- Educational Visits Policy updated
- A meeting took place with the parent
- Governors informed

Parents indicated that they satisfied with the response. She also reported that her son had a wonderful day at the theatre.

Flooding

Mr Tallon reported that flooding had occurred in the summer during a period of intense rainfall. This affected Foundation Stage and Year 1. Action has now been taken to rectify the problem drains and avoid further flooding. Carpets were dried out and rewashed – affected soft furnishings (a few cushions) were disposed of. No significant costs were incurred.

Donna Dolphin
1/10/2015