

**WESTLEA PRIMARY SCHOOL**

**Company Number 8713214**

**PREMISES COMMITTEE MEETING**

**Wednesday 11th March 2015, 6.00 pm**

**Westlea Primary School**

**ATTENDEES:** Sarah Sumner– Deputy Head, Tony Pugh (TP), Michelle Walker (MW), Bob Barrett (BB), Carol McKinlay (CMcK), Amelia Penfold (Clerk)

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| **1**  **1.1** | **Welcome**  BB welcomed everyone to the meeting as he was chairing in TD’s absence. SS was also attending in RC’s absence. |
| **2**  **2.1** | **Apologies**  Apologies were received and accepted from Rose Carberry and Trevor Dowell (Chair). |
| **3**  **3.1** | **Declaration of Pecuniary Interests in any Agenda Item**  No interests were declared. |
| **4**  **4.1** | **Minutes from Previous Meeting (21.1.15)**  These were agreed as a true record of the meeting and signed by the Chair. SS asked the meeting to note that the Senior Finance Officer referred to in these minutes has now been redesignated as the Bursar. |
| **5**  **5.1** | **Action Points and Matters Arising**   * Checklist and certificate for electrical panel from Saphire.   TP said this is being chased. **<Carry Forward>**   * Seek reasons from Ellis Whittam re moving fire extinguisher in ICT Room.   TP reported that this has been resolved. Completed   * Date for snagging of Sunshine Room. See Min 6.4 * Date for site walks. See Min 6.4 * Sharlands and repair to windows. Completed * Insurance cover. The Bursar has confirmed that all insurances are in place. Completed * PEEPs. BB reviewed the file. Thanks to MC for this work which is now in place   (also checked at Staffing). Completed   * Register of Risk Assessments and source generic risk assessments.   TP said all are in place. **Term 6**   * Revised organisational chart for H&S Policy. In hand. **<Carry Forward>** * Maintenance calendar to align with recommended guidance.   BB reviewed the Build Services Survey and cross-checked it against the  Maintenance Calendar. He commended TP on the work he has done. Going  forward BB asked that dates of actions are entered in words (not numbers) to  avoid confusion. Completed |
| **6**  **6.1**  **6.2**  **6.3**  **6.4** | **Ongoing Works**  Minor repairs  In RC’s absence, SS gave this report:   * Temperature gauges on the mixer taps have been checked by Clarity Assessment Specialists Environmental Ltd. BB asked if they were all certificated; TP confirmed that they were. * Emergency lighting: three hour test and ‘flip test’ have been carried out. * Security door (near MC’s room) was not working but has been repaired now. * During the February holidays five classrooms were painted and had new blinds which has made a great difference. The next few rooms will be done over Easter. TP also painted several doors to refresh them. * Major clearout of the PI and ICT rooms. * Maintenance of grounds: three quotes have been received, including one from Countrywide. These will be presented at the next meeting. **<Agenda>** * New CCTV system: quotes are being sought. Cameras do not work well in the existing system. * Lighting in the Pre-School. * CMcK asked about the ramp at the Sunshine Room. This has been completed.   Major repairs  There were none to report since the previous meeting. Going forward there are some issues:   * Parking and use of the school entrance by parents is causing significant problems now, with staff being subjected to verbal abuse at times. Parents have been seen driving in through the Exit Gate; in the event of an accident, they would not be covered by insurance. The HT is concerned for children’s safety and for the access required for the PI vehicles. Quotes are being sought for swipe-card-controlled electronic gates. New No Entry and Staff Car Parking signs are on order for the gates and car park area. BB asked about the timeframe for this work; TP said the final quotes should be in by next week.   Update on EFA funded projects  There has been no result as yet, although the outcome should be known this month.  Feedback on Snagging on Sunshine Room and Site Walks  TD, BB and TP to put dates in the diary for these as there is now a concern that the Sunshine Room’s review will be ‘too late’ and have become part of the ongoing maintenance. SS also said that the Pre-School want to hire it, in which case they will replace the toilet and handbasins to suit their use. The clerk was asked to contact TD to find dates for these two actions (not Mondays and not necessarily in term time). **<Action>** |
| **7**  **7.1**  **7.2**  **7.3**  **7.4**  **7.5** | **Health and Safety Focus**  The committee undertook its regular review of Health and Safety.  Ensure requirements are followed  SS reported that the following have been completed: training, risk assessments, fire risk assessments, legionella training and testing, weekly/monthly checks. CMcK asked for further information about legionella checks which was provided. BB asked about PAT for electrical items; TP said this had been carried out last week. BB also asked about the Asset Register;TP explained the work that has been done with each teacher on risk assessments and the difficulties of interpretation. BB thanked TP for this work. The Register will be checked at the next meeting. **<Agenda>**  Review policy’s implementation and effectiveness  The Policy is complete, apart from a small amendment to the management organisational chart awaited from Ellis Whittam. It will then go to the FGB for ratification. **<Agenda>**  Ensure procedures are in place  These have been completed through the work of Ellis Whittam.  Ensure effective records kept  The Accident Books were provided for review. These had been annotated to highlight H&S issues and all were signed off by the HT. These examined by BB and CMcK. There is a separate book for staff accidents, including the RIDDOR book. This will be reviewed at the next meeting. **<Agenda>**  SS said that the HT is carrying out a separate review of safety in the playgrounds, possibly through the School Council.  BB asked that a list of all H&S policies currently in place is in the file, plus the date of next review. **<Agenda>**  Ensure compliance with requirements  TP reported that the Asbestos Register has now come back to the school and is available for any visiting contractors. |

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| **7.6**  **7.7**  **7.8**  **7.9** | CMcK asked about the Red Book for the Fire Brigade. TP confirmed it was held in the School Office and included a plan of the building.  SS provided BB with the ‘Schedule of Activities’ to review. BB asked about the Working at Height Policy. TP said he was not aware of a policy but the risk assessments had been carried out. BB explained why a policy was necessary: for staff and visiting contractors. TP will research online and bring one to the next meeting. **<Agenda>**  Receive any H&S audit and allocate finance  SS stated that in April finance will be allocated to H&S.  Review training needs – staff and GB  The Bursar is reviewing First Aid training by staff. TP has carried out a three-day course; the rest of the staff attend the Emergency First Aid at Work course. There are also two specially trained paediatric first aiders on the staff team. MW said there is a list in the office of all staff and the date on which they took their first aid training.  SS reported on other staff training undertaken: Level 2 Basis H&S, COSHH and Manual Handling (including the cleaners). BB asked about who was responsible for the COSHH sheets. TP said that the cleaners are made aware of the need to wear goggles etc.  MW reported on the training courses that she has attended as a governor, including a Premises Course that was cancelled due to low numbers.  H&S – internal and outside users  BB asked if there are any issues in the usage of the Sunshine Room; TP said there was not. MW referred to the Information Pack that is planned for external users which will include H&S aspects. TP said there are H&S signs on the walls. BB advised that users should sign to say that they have read and accept the terms of using the facilities, including the H&S aspects. This will be discussed at the next meeting. **<Agenda>**  Risk assessments re health and safety policy  See above. All have been completed or are in hand. BB asked if any more were still needed but SS did not have that information. At the next meeting the HT will be asked to confirm that all are completed. **<Agenda>** |
| **8**  **8.1** | **Any Other Business**  Visiting another school’s Premises Committee  MW asked about visiting another of the schools in the LACT to see if there is good practice or useful contacts to be shared. SS asked if TP had the opportunity to network with other caretakers; TP said this had not happened. The Chair encouraged MW to contact the Clerk of the school she would like to visit. |
| **9**  **9.1** | **Date of Next Meeting**  Wednesday 29th April 2015. The Clerk is to consult re the start time. **<Action>** |

**ACTIONS:**

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| **Min** | **Detail** | **By Whom** | **By When** |
| 5 | * TP to chase Saphire for checklist and certificate re electrical panel. * Revised organisational chart to be sought from Ellis Whittam. | TP  RC |  |
| 6.4 | * TD, BB and TP to put a date in the diary re snagging Sunshine Room. * Dates to be diarised for Site Walks, a week before Premises meetings. | Clerk  Clerk | Actioned  Actioned |
| 9.1 | * Clerk to consult re start time of next meeting. | Clerk | Actioned |

**FUTURE AGENDAS:**

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| 5 | Register of Risk Assessments and source generic risk assessments. (from Term 3) | Premises – Term 6 |
| 6.1 | Quotes re Grounds Maintenance. | Premises – Term 5 |
| 7 | H&S tasks to follow up:  - Review of Asset Register  - list of all H&S policies currently in place is in the file, plus the date of next review.  - Completion of H&S Policy (then to go to FGB for ratification).  - Review of RIDDOR book.  - Source Working at Height Policy.  - External users to sign to say they have read and accept terms of hire, including H&S.  - HT to confirm that all risk assessments are now complete. | Premises – Term 5 |

Signature of Chair ……………………………………… Date ………………………………