



GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN

AUTUMN TERM MEETING

**MINUTES OF THE MEETING OF THE HEALTH & SAFETY COMMITTEE
HELD AT THE SCHOOL ON MONDAY 16 OCTOBER 2017 AT 5PM**

PRESENT:

Mr Daniel McFarlane (Chair)
Mrs Samantha Blackshaw
Ms C Southworth
Mrs Karen Morgan
Mrs Vicky Brown (Headteacher)

IN ATTENDANCE:

Mrs Jane Taylor (Assistant Headteacher KS1)
Mrs Stacey Duckett (Assistant Headteacher KS2)
Mrs Judith Watson (Clerk)

		<i>Action</i>
1	<u>APOLOGIES FOR ABSENCE</u> There were no apologies.	
2	<u>DECLARATIONS OF INTEREST</u> There were no declarations of interest.	
3	<u>MINUTES OF THE PRVIOUS MEETING HELD ON 22.05.17</u> It was agreed that the minutes of the meeting held on 22 May 2017, having been circulated, be received as a true and correct record and signed by the chair.	
4	<u>MATTERS ARISING</u> The Chair asked for an update regarding the boilers and the Committee was informed that the school was now operating with two boilers, although interim work at a cost of c£2,500 had been incurred in order to ensure the school was able to function throughout the winter. The Headteacher advised that Capita were continuing to investigate the initial installation of the boilers (c8 years ago) in order to ascertain whether any of the monies could be recovered. It was also noted that the school would make an application for Devolved Capital Funding monies to try to meet some of the costs. In respect of the discussion at the previous meeting regarding Mr Tennant's garden, it was noted that some remedial work had taken place and that the remaining issues would be addressed in the next few weeks. General discussion took place regarding the school grounds, particularly the garden areas. Members were advised that the school had sought volunteers via the weekly newsletter but it was likely that the school may have to source a	<i>JW</i>

	<p>gardener to undertake the required work prior to winter. Mrs Blackshaw stated that she may know of an individual who would help and agreed to investigate and report back. In the event that this did not come to fruition, it was agreed that costs be obtained in respect of outsourcing the required work.</p> <p>The Headteacher advised that Chillzone had appointed a new Manager and that discussion would take place regarding this individual signing the Key Holder Policy.</p> <p>Mr McFarlane asked about developments in respect of the emergency doors adjacent to classroom 6DP. The Head advised that as no monies were available from the Authority, the costs would be prohibitive and therefore no further action had been taken.</p> <p>It was noted that no progress had yet been made regarding an evacuation chair but that this would be re-visited.</p>	<p>JW</p> <p>VB</p> <p>VB</p>
5	<p><u>HEALTH & SAFETY WALKABOUT</u></p> <p>Mrs Brown informed the Committee that she had undertaken this w/c 3 October 2017. An update was provided in respect of actions completed. It was noted that carpet fitters had been into school earlier today to provide a quote for a replacement carpet in 3H. Also, that some of the actions requiring external support would be addressed in the next few weeks when Mr M Thompson would be in school.</p> <p>Mr McFarlane asked for clarification in terms of how health & safety issues were raised in between the termly walkabouts. The Headteacher explained the reporting procedure and reassured the Committee that all staff were aware of the process.</p> <p>Discussion took place regarding the need for a longer term schedule for replacement furniture, maintenance and decoration etc. It was agreed that this would be discussed via walk about next term.</p>	
6	<p><u>TRIM TRAIL INSPECTION</u></p> <p>The Committee was informed that a thorough inspection is undertaken on an annual basis of the school's three trim trails. The Committee considered the comprehensive report received and were given additional information regarding the works that had already been completed by the Site Supervisor. The Head added that Mr M Thompson had been asked to complete the remainder of the works and that this would take place across the half term break.</p>	
7	<p><u>ASBESTOS SITE SURVERY</u></p> <p>Governors were informed that this survey had been undertaken, as required, on 13 September 2017 and that no issues had been identified. The Asbestos Register had been updated accordingly.</p>	
8	<p><u>ACCIDENT REPORT SUMMARY</u></p> <p>Members considered the report and queried whether there was likely to be a claim from the parent who had suffered an injury after falling on the steps leading from the playground. The Head advised that she did not think this would be the case as it was a completely unavoidable accident. She added that longer term the school would need to consider the resurfacing of the playground and that liaison would take place with the school's BLO in this respect.</p>	VB
9	<p><u>EVC – SCHOOL VISITS</u></p> <p>The updated report highlighting the range of visits that had taken place across the year was received.</p>	

	<p>The Headteacher provided information regarding the school's annual PGL trip. Members were informed that there had been insufficient interest expressed to make the 2018 Year 6 trip to France viable. However, an alternative residential PGL trip to Shropshire had been offered and to date 12 expressions of interest had been received. It was noted that dependent on total numbers this trip could possibly be supported by using the school minibus, therefore reducing costs further. Governors asked whether the cost of the France trip had been the reason for the lack of interest and were informed that it was partly a resource issue but also associated with the current climate in terms of terrorist attacks.</p> <p>Members were also informed that going forward the RobinWood trip, normally offered to year 5 children, would be offered as a replacement Year 6 residential. However, this would not come into play until 2020 as a Year 5 trip for 2018 had already been arranged.</p>	
10	<p><u>REVIEW OF THE KITCHEN</u></p> <p>The Business Manager provided additional information in respect of this report and corrected some inaccuracies, specifically in terms of COSHH and fire awareness training. She added that she had met with the Catering Manager last week and that all actions had either been addressed or were in process.</p>	
11	<p><u>ACCESSIBILITY PLAN</u></p> <p>The Committee considered the plan and sought clarification on a number of points. Ms Southworth asked about training for staff that work with SEN children and was advised that although general training is provided for all staff, specific training is provided for those staff working with SEN children and that this is relevant to the individual needs of the children. It was suggested that it may be useful to have an overview of issues in terms of the impact on premises/staffing and the Head agreed to look at this.</p> <p>Ms Southworth also asked whether the school had information available in alternative formats and was informed that whilst this was not immediately available information could be made available in braille and via audio transcript on request.</p> <p>Discussion took place regarding wheelchair access around the school and the Committee was informed that there was no funding available to improve this. The Head advised that when the case of the child in a wheelchair is in front of the Access Panel that the school would raise the issue again in terms of funding.</p>	VB
12	<p><u>ASTHMA POLICY</u></p> <p>Ms Southworth asked whether there was a generic risk assessment in place in respect of this and was informed that there was. The Head added that inhalers stay in the relevant classrooms and dependent on the age of the child this was either self-administered or with assistance and that a log is kept. The Committee enquired as to whether teachers have a good understanding in the correct use of inhalers and was informed that the majority of staff do. Also, that the school is in a good position in terms of the number of trained first aiders and that these individuals were readily on hand to provide advice and support. It was suggested that it may be useful for one of the first aiders to provide a short briefing at the beginning of a staff meeting and the Head agreed to consider this.</p>	VB
13	<p><u>CCTV POLICY</u></p> <p>The Committee considered this Policy and agreed that it should be approved.</p>	
14	<p><u>SCHOOL CLOSURE PROCEDURE</u></p> <p>The Headteacher advised that there had been no change to the previously agreed procedure. Discussion took place regarding the content of the procedure and it was agreed that it was fit for purpose and was therefore approved.</p>	

15	<p><u>EMERGENCY EVACUATION PROCEDURE</u></p> <p>The Headteacher informed the Committee that the Local Authority had provided a template for this Policy and that the school had populated it with relevant details and information and had prepared its own Lockdown Process. It was noted that it was a statutory requirement for this process to be tested on an annual basis. The Committee considered this and asked what information would be given to children. The Head advised that this had been discussed at length by the SLT and it had been agreed to use a dangerous animal scenario in order not to alarm children. The Committee were informed that all staff would be briefed on the Lockdown Process after half term and thereafter a test would take place.</p> <p>Members sought further clarification in the event of a serious incident necessitating total evacuation of the building and were advised that weather dependent children and staff would evacuate to either the school playing field on Avondale Road or to St Thomas's School. This had been discussed and agreed with the Head at St Thomas' and a reciprocal arrangement was in place. The Head stated that it was advised that a practice run of an evacuation should also take place but that she was reluctant to do this as the risks associated with it far outweighed the benefits. The Committee discussed this and agreed with the Headteacher, stating that termly fire evacuation drills were sufficient.</p>	VB
16	<p><u>DELEGATED ISSUES FROM FULL GOVERNORS</u></p> <p>There were no delegated issues.</p>	
17	<p><u>DATE OF NEXT MEETING</u></p> <p>22 January 2018.</p>	