



GOVERNING BODY AVONDALE PRIMARY SCHOOL DARWEN

AUTUMN TERM MEETING

**MINUTES OF THE MEETING OF THE HEALTH & SAFETY COMMITTEE
HELD AT THE SCHOOL ON MONDAY 23 JANUARY 2017 AT 5PM**

PRESENT:

Mr John Bentley (Chair)
Mrs Samantha Blackshaw
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 for absence.	
2	<u>DECLARATION OF INTEREST</u> There were no declarations of interest.	
3	<u>MINUTES OF THE PRVIOUS MEETING HELD ON 03.10.16</u> It was agreed that the minutes of the meeting held on 3 October 2016, having been circulated, be received as a true and correct record and signed by the chair.	
4	<u>MATTERS ARISING</u> Maintenance – Members were advised that the repairs to the tarmac on the playground and the stage plaster, repair and decoration projects had been completed. The painting of a pedestrian walkway was yet to be actioned. Also, it was noted that new boiler pumps had been fitted prior to the Christmas break.	<i>JW</i>
5	<u>HEALTH & SAFETY WALKABOUT</u> Mrs Brown informed the Committee that she had undertaken this w/c 16 January 2017 with the Site Supervisor. She stated that there had been no significant issues identified, but that an action plan had been compiled and all relevant staff had been informed of responsibilities. All staff had been briefed at the staff meeting on 23 January of the necessity to keep corridors free of clutter and this would be reinforced at the staff briefing on 24 January.	<i>JT</i>

	<p>One of the issues raised was the break-out tables on the corridor in KS2. Committee Members requested an approximate cost for replacement tables and approved expenditure in the region of £500 for these.</p> <p>The Headteacher provided information regarding the lengthy issues concerning the lift into the school gymnasium. The Committee were informed that although the lift had now been repaired, at considerable expense, that this was an ongoing issue for the school and would be discussed further with the School's BLO at the next meeting.</p>	<p>JW</p> <p>VB</p>
6	<p><u>HEALTH & SAFETY ISSUES</u></p> <p>The Headteacher provided an update of health and safety related matters. She stated that as part of a review of transportation of children, the school was collecting information from staff, i.e. copies of driving licences and insurance documentation. Members were informed that all staff who drive the school minibus are MIDAS trained and that those staff who may transport children in their own vehicle must have business insurance included in their schedule.</p> <p>It was reported that first-aid training is up-to-date currently and that those staff who require update training during the course of 2017 would receive this in the Summer Term.</p>	
7	<p><u>ACCIDENT REPORTS</u></p> <p>Members were informed that only one reportable accident had occurred since the last meeting of the Committee. This had involved a Year 6 child on the school playground. The child in question had previously visited the hospital and informed that she had a fractured arm, although the hospital did not put the arm in pot. During an altercation on the playground the child suffered a further injury to the arm. After re-visiting the hospital she was informed that the arm was broken in two places.</p> <p>Mrs Blackshaw asked about liaison with the family and what measures had been put in place going forward. Mrs Brown stated that discussions with the child's mother had been very amenable and at no point had mother requested that the child be prevented from going outside during lunch/break times. In reviewing the situation, it had been agreed that any child with such an injury would stay within the confines of the garden area outside KS1.</p>	
8	<p><u>EVC – SCHOOL VISITS</u></p> <p>Members were advised that Mrs Brown and Mrs Taylor were the two designated EVC's for the school. The updated report highlighting the range of visits that had taken place across the year was received and discussed. Members agreed that this was a useful document, in that staff could see at a glance the nature of visits, thereby preventing duplication. To help with this, it was suggested that a copy of the document be placed in the staffroom.</p>	<p>JW</p>
9	<p><u>PREMISES MANAGEMENT DOCUMENTS</u></p> <p>Asset Management Plan- Members were informed that this document is subject to an annual review with the School's BLO. Following a visit to the school by BwD Property Services in December 2016 the document had been updated to reflect major build requirements. This included a request for an extension to the main school kitchen and to re-model the main Reception/Visitor area.</p> <p>For information, Members were informed that the review meeting for the Asset Management Plan would take place on 21 February 2017.</p> <p>Water Risk Assessment – Members were informed that this report had only very recently been received in school. Although there were a number of suggested actions none of them had been marked of high importance. As such, the report would be discussed with</p>	<p>VB</p> <p>JW</p>

<p>the BLO on 21 February 2017. In addition, it was suggested and agreed that the report be forwarded to Daniel McFarlane, who may be able to offer further advice and guidance.</p> <p>Supporting Children with Medical Needs – Members were informed that there were three children in school with specific medical needs and this document provided details of those needs along with the support and resources provided by the school to support the children.</p> <p>Discussion took place regarding a wheelchair-bound child in Year 3. The Committee were advised that going forward there would be accessibility issues for this child in that neither of the current Year 4 classrooms were large enough to accommodate him and his chair. In addition, beyond Year 4 there would also be issues with access to Year 5 and Year 6 classrooms. The Headteacher advised that she would raise this with the School’s BLO.</p> <p>Accessibility Plan – Members were advised that this was a statutory document that should be posted on the school website. It was noted that amendments were required but that following this it would be on the website.</p> <p>Fire Risk Audit – The Committee were informed that this had last been undertaken in 2012. The School had taken advice from its BLO and also from BwD’s Fire Safety Officer and following this had agreed that a new audit should take place. The Chair asked for information regarding costs and process and was informed that the audit should be booked via the Services for School website and that it would cost c£500. Members agreed that this should be undertaken.</p> <p>Governors asked for an update regarding fire drills and tests. They were informed that a full practice fire drill takes place termly and that records are kept of these. In addition, the fire alarm is tested on a weekly basis.</p> <p>Joint Use Agreement – The Committee were advised that, with the exception of ChillZone, the school does not have such an agreement in place. Currently, the school is used by a Dodgeball Club on a Monday evening and a Badminton Club on a Wednesday evening. Discussion took place regarding insurance arrangements, access to school and numbers of adults running the clubs (for Dodgeball). Governors requested that the school contact BwD Authority to obtain further information and/or advice.</p> <p>Review of Risk Assessments – The Headteacher stated that the school was currently reviewing all of its RA’s. In addition, 2 or 3 would be taken to each staff meeting for updating. Following this, they would be saved on Teacher Shared and emailed to staff to ensure awareness.</p> <p>CCTV Policy – The Headteacher provided information regarding the status of CCTV within the school. Members sought clarification on minor points in the Policy but approved it for use. It was noted that a check needed to be made regarding registering use of CCTV, although it was noted that the School already holds registration with the Information Commissioner’s Office.</p> <p>Snow Clearance and Gritting Policy – The Headteacher informed Members that this Policy was only applicable if a decision had been made that it was safe to keep the site open. Individual and collective responsibilities were highlighted and Governors agreed that the Policy was comprehensive and fit for use.</p> <p>School Closure Procedure – This updated Procedure was noted. Members were informed that in addition to the Headteacher, both Assistant Headteachers and the Business Manager had copies of this procedure and would instigate school closure procedures should the need arise.</p>	<p></p> <p>VB</p> <p>VB</p> <p>JW</p> <p></p> <p>VB/JW</p> <p>VB/JW</p> <p>JW</p> <p></p>
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	Disposal of Assets Policy - Members discussed the contents of this policy and agreed that any item which is deemed to be obsolete or damaged beyond repair, and is not appropriate for sale, may be written off by the Headteacher upto the value of £2,000 without Governor approval. In addition, the Headteacher may arrange for sale of items to the estimated value of £2,000.	
10	<u>TRAINING RECORD</u> Members were provided with information regarding Health & Safety related training. This included first aid and the completion of the IOSHH Managing Safely Certificate by the Business Manager.	
11	<u>ANY OTHER BUSINESS</u> There was no other urgent business.	VB
12	<u>DATE AND TIME OF NEXT MEETING</u> Monday 24 April 2017, 5.00 pm.	