**HEALTH & SAFETY COMMITTEE MEETING**

**TUESDAY 6TH APRIL 2021 – via Zoom**

## Present:

Mr S Roberts Staff Governor-Business Manager

Mr A Worth Governor

Mr A Williams Governor

Mr V Waites Site Team Manager

|  |  |  |
| --- | --- | --- |
| 1. | APOLOGIESMr Dave Ferrans – IT Support Manager | **Action** |
| 2. | **ANNUAL HEALTH & SAFETY AUDIT REVIEW**  The annual H&S audit (previously circulated) was reviewed and the following points raised:   1. PAT testing – Although PAT testing is not a legal requirement the concern was raised that it relies on staff doing a visual check but doesn’t allow for possible issues relating to leakage or safety checks. SR asked is it time to seek a provider to come in to do the checks? What is required and at what level? It was confirmed that no checks have been done for several years. Going forward VW would like to implement spot checks and recording the outcomes. We have the full PAT testing equipment to do this but it needs recalibrating. 2. **Asbestos officers** – It is recommended that we have a minimum of 2 people to be Asbestos trained officers, that their training be kept up to date and that they are clear on the location of any asbestos containing materials. At present we have only VW and he has had no recent training. Some refresher training is a good idea and also the appointment of another asbestos officer. AWo has some experience with this and will send a link over which provides some online training. The possibility of training all Site Team will be looked at 3. **Governor H&S monitoring** – It is not a legal requirement to have a Governor visit but after some discussion it was felt that an annual review meeting might be the best forum to discuss any issues that VW/SR might need to raise. 4. **Powered gates** – We do not have any powered gates at the present time but we do have a powered door at Reception. The safety feature is checked to be operating properly on a daily basis when Site Team open up. As and when we expand our use of powered gates/doors this safety checking process should be reviewed. 5. **Risk assessment audit** – Although not a legal requirement the topic was discussed and decided that it needs reviewing. SR suggested creating a master file to keep a record of all risk assessments. Going forward all dept Heads would be asked to submit a list of all the risk assessments done in their dept then spot checks could be carried out as part of an audit. AWi commented that from his past training ‘best practice’ would suggest that an annual review is essential and would also act as evidence should there ever be an incident. 6. **Employee accident register** – When the H&S audit was completed this was marked as ‘NO’ but we are in fact compliant as we use incident report forms to keep a record of any employee accident. 7. **Gutters, roof and rain pipe outlet inspections** – When the H&S audit was completed this was marked at ‘YES’ but it will need to be reviewed next year when a plan has been put into place to address the recent incident of the Sports Centre flood. Further investigations have found that vegetation growth in the roof gutters of the Sports Centre could have been a contributing factor to the flood. The Site Team already carry out routine gutter cleaning but SR suggested that a company may need to be contracted who can get up onto the higher roofs of the site to do inspections/cleaning of the gutters etc. 8. **First Aid and medication** - When the H&S audit was completed this was marked as ‘NO’ but we are in fact compliant as there is a securely locked cabinet in the Medical room where medications are stored. 9. **Health & Safety training** – The induction training of new staff is superb but VW has suggested that refresher training of staff is necessary. Suggested methods include emailing video links of training to all staff via Notices and posters placed around the school. All agreed it was a good idea to put in place moving forward. 10. **Testing Emergency Plans** – There was discussion around the plans and SR pointed out that there must be a balance between everyone knowing what to do, not instilling panic in staff and students but that if anything did arise the right plan of action is understood by everyone. It was suggested that perhaps an exercise could be set up on an Inset day for depts. to take part in. 11. **Health & Safety audit template** – There was general discussion about the layout of the template used for the audit. Although comprehensive it was felt that it could be further improved by building in more relevant information into each section where appropriate, ie insert links to the location of documents to support/evidence what is being done. Going forward it will make looking for information much easier should an audit ever arise. | **2.1 VW** – to think about how to implement a programme  **2.2 VW** – to look into online asbestos training providers and costs.  **AWo** – to send over his ‘link’ to training.  **SR\VW** – Decide on second officer  **2.5 SR/VW** – to work on setting up the process  **2.7 VW** – to look into this  **2.9 VW/SR**  **2.10 SR** – feedback the Inset day suggestion.  **2.11 VW** |
| 3. | **FIRE RISK ASSESSMENT**  The assessment (previously circulated) was undertaken by VW and the Site Team. VW suggested that the document could be further improved from just Yes/No responses to include more information. Further points raised include:  **1.1/1.2 Combustible materials** – SR acknowledged that there are some older notice boards around the school that might fit into the category of combustible material but the way the school site is compartmentalised reduces the risks significantly.  **2.1 Electric heaters** – on the recommendation of the last inspection carried out by our Insurers we are phasing out any electric fan heaters. We have a policy in place to only buy oil filled heaters now. If there is a legacy of any old fan heaters those will definitely need to be PAT tested every year.  **6.9 Fire extinguisher systems** – We only have portable fire extinguishers. There is a register of them and they are inspected and certified every year.  **8.2 Emergency Plan** – Our plan in case of fire is comprehensively covered in our staff guide so all staff should know what to do in the event of an incident. | **AW** |
| 4. | **INTRUDER LOCKDOWN PROCEDURE**  SR explained that this document was put together in 2018 and has yet to be really followed up. There are different levels of potential lockdown and each level would require a specific response from staff and students. Therefore, there needs to be a distinguishable difference in the type of alarm used to signal such an event to alert everyone. VW was asked to speak with Mercury (our fire alarm installers) to see if different warning bells can be set up to cover this requirement. AWi suggested that there may be a separate audio output function that might cover this. VW will ask Mercury.  AWi shared that his company use an APP that can send out mass communication messages to staff to alert them to an emergency. Details will be sent to SR.  SR shared another possible suggestion. Perhaps a computer screen alert could go out on all monitors as a visual alert as to whichever lockdown level was being reported.  All these different systems would be useful and this is another area where staff training is required. Perhaps an Inset day would be an opportunity to test out our procedures when they are in place.  **Classroom doors** – not all classroom doors are lockable but as doors are replaced this is being addressed. | **VW –** so speak with Mercury  **AWi** – to send APP details to SR  **SR –** to discuss with DF.  Once a plan is in place SR will report back via Resources committee. |
| 5. | **COVID-19 CURRENT RISK ASSESSMENT(S)**  SR explained that there have been multiple variations made but the main one, which has had to be updated each time the Government has made changes to the legislation, refers to March 2021. It outlines what we are doing in response to the Government’s requirements to Covid 19 and beyond that to what we’re doing as a school to make our environment for visitors, staff and students safe. |  |
| 6. | **HEALTH & SAFETY INCIDENTS** (since last meeting)  **Asbestos in the Sports Centre** – SR explained that it is being cleared at this present time and should be completed and certified by the end of next week. A delicate conversation with the PE dept has been done and was received very well.  **Sports Centre Floor** – SR explained that due to the previous flood, the floor had started to lift. Extensive investigations have been carried out which resulted in a section of the floor being taken up (approx. 5’x4’). Tenders to carry out the repair work are being sought. Unfortunately, as we are such a large school, the work will have to wait until after the Internal Exam Assessments, starting in May, are finished. This delay is also likely to cause the loss of some lettings revenue and unfortunately we are not insured for such loss. |  |
| 7. | **TRAINING UPDATE**  This has already been covered |  |
| 8. | **CONCERNS AND POSSIBLE ISSUES**  Nothing further |  |
| 9. | **A.O.B.**  AWo asked how the students are responding to the new safety measures since returning to school, ie hand sanitising, social distancing and mask wearing. SR explained that everyone is doing the best they can. Students are in ‘bubbles’ but within those, social distancing is very difficult for them to observe. The wearing of face masks in classrooms has been embraced very well by the majority of students and staff. |  |

**Date of next meeting: TBA – in approximately six months’ time**

**Signature of Chair of Health & Safety Committee: ……………………………….**

**Date: ………………………………………**