

Kirklees Directorate for Children & Young People

THE GOVERNING BODY OF ST AIDAN'S CE ACADEMY

Health & Safety Committee

Minutes of the meeting of the Health and Safety Committee on Friday 24th March at 9.00am at the School.

PRESENT

Mrs R Sherrin (Chair), Ms F Thornton

In Attendance

Mr Jason Fisher (Associate)
Mrs H Ricks (Associate)
Mrs L Willmott, Observer
Mrs J Edmunds (Minute Clerk)

	ITEM	MINUTES	ACTION
124/16	Opening prayer	Opening prayer offered by Mrs R Sherrin.	
125/16	Apologies for absence, consent and declarations of interest	Apologies were received Mrs E Barrow and Mrs L Earnshaw. These were both consented. There were no declarations of interest. It was acknowledged that this meeting was not quorate. It was agreed the meeting would go ahead but that no decisions would be taken. Recommendations would be made for consideration at the next full LGB or items would be deferred to the next Health and Safety Committee meeting.	
126/16	Minutes of the meeting held on 2	RESOLVED: That the Minutes of the meeting held on 2 December 2016 to be a true and accurate record and should be signed by the Chair.	

<p>December 2016</p>	<p>Matters Arising</p>	<p><u>Monitor fire audit and action plan (Min 114/16 refers)</u></p> <p>Q. Now conversion has taken place are we responsible for the kitchens?</p> <p>A. Kirklees Council have been out and inspected and St Aidan's are now responsible for the fixtures and fittings and Kirklees for the lighting. We have asked if the cost of our contract with Kirklees will reduce. If there is an issue with the fixtures and fittings we can either pay Kirklees to carry out any work or use another provider.</p> <p>Q. Do we get inspected for cleanliness in the kitchen?</p> <p>This prompted discussion about the kitchen previously being considered a separate entity when the school was inspected for cleanliness. It was agreed that this had highlighted a need to consider who was responsible for the overall cleanliness of the kitchen and whether provision needed to be made for this area to be deep cleaned periodically.</p> <p><u>Maintenance Report (Min 116/16 refers)</u></p> <p>The Academy had not heard back regarding the AHR bid in relation to the replacement of the skylights but were expecting to hear before Easter. The thermostat had now been reduced down to 18°C and would be turned off before Easter.</p> <p><u>Matters Arising (Mins 097/16 and 112/16 refers)</u></p> <p>In response to a question, it was stated that Sally Baines had now been into school to carry out pedestrian training with Year 5 pupils.</p> <p><u>Review and approve Health and Safety Policy and risk assessments (Min 118/16 refers)</u></p> <p>During the Science Walk around school, a parent had raised a concern that the chickens were not being kept properly and that the pen was too small. She had also complained the area was too muddy. It was explained to the parent that the chickens needed to be kept in due to bird flu and that the pen was large enough to house up to 5 chickens. Mr J Fisher stated he had</p>

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HR

	<p>extensive experience of caring for chickens and these concerns were unfounded. However, it was agreed that during the summer months a larger pen would be built and this would be paid for from funds remaining from the Derby Dale Grant.</p> <p>Q. Do we have a plan B with regard to funding repair of the adventure playground?</p> <p>A. No, money will be used as and when it becomes available. Funding from Derby Dale will be used to purchase swing bars and we are currently considering what else needs to be purchased at the same time, including safety mats. These will be installed at Easter.</p> <p><u>First Aid Report (Min 118/16 refers)</u></p> <p>St Aidan's had offered to fund the member of staff who was planning on undertaking paediatric first aid training in her own time. The member of staff had declined this offer but was now taking the overall lead on First Aid within the school.</p> <p><u>Any Other Business (Min 121/16 refers)</u></p> <p>Signs had now been displayed around the school to state that aggressive behaviour towards staff would not be tolerated. There had been no further incidents.</p>	JF
128/16	<p>Review Health and Safety Committee Terms of Reference</p> <p>These were reviewed and discussed. It was recommended these should be approved by the LGB meeting with amendment of the wording to be changed in line with the change to Academy.</p>	To be placed on the Agenda for the next LGB meeting.
129/16	<p>Review Accident Book/Near Miss book</p> <p>The books were examined by Governors.</p> <p>Q. Has the new rota that gives individual classes access to the sports area had any impact on playtimes?</p> <p>A. Yes, this has certainly calmed things down. Various pieces of equipment are set out which gives the children more focussed play and all children appear to have more space to play in.</p> <p>Q, When a child has a head bump does a letter go home from school and is this noted.</p>	

	<p>A. This is standard practice and if it is a larger bump or of greater concern the parent would be contacted by telephone instead.</p> <p>It was agreed that the process should be reinforced with all staff and a column would be put in the accident book to show that a letter had been sent out to a parent.</p> <p>Q. The child who fell on to a stump, was this a stump that should have been there?</p> <p>A. Yes this was one of the posts.</p> <p>Q. It is of note that a child has had a wasp sting.</p> <p>A. Yes, the wasps are starting to come out but we have not seen any nests as yet. Last year the issue was around the lime trees and this will be monitored.</p>	LW & HR
130/16	<p>Analyse fire alarm responses/evacuatiions</p> <p>A fire alarm evacuation was planned for a lunchtime of the following week. On 28 March 2017 the alarms would be serviced.</p> <p>An additional programme had been installed into the alarm system that checked the outside line was working and alerted Mrs E Barrow and Mr J Fisher if this failed.</p> <p>The fire extinguishers were checked regularly by an outside agency.</p>	
131/16	<p>Review emergency plan, including evacuation procedures and update as required</p> <p>Mrs H Ricks had reviewed this with other members of the office staff. The staff and children would evacuate to the church while office staff would go to Lane Fields Nursery. This was a verbal agreement but would be added to the plan. This was a reciprocal arrangement. It was felt that in terms of the supervisory role, more clarity was required about who did what.</p> <p>The updated plan would be circulated around the Committee and reviewed again at the next meeting.</p>	HR
132/16	<p>Maintenance Report</p> <p>Mr J Fisher reported all tasks identified previously had been completed and a list had been emailed to the Chair.</p> <p>Q. Did we resolve the problem with the outdoor storage area?</p> <p>A. This has been removed.</p>	JF

		<p>Q. Has the earlier issues with the bin outside school overflowing with dog poo bags been resolved.</p> <p>A. Mrs H Ricks said she did contact Kirklees regarding signs going on the bin, but nothing has ever happened. The problem however does not seem to be ongoing.</p> <p>Q. Any concerns regarding maintenance?</p> <p>A. No. A number of jobs will be carried out during the Easter holiday.</p> <p>Q. What about the new signage for the new school name?</p> <p>A. This is being done by Visual Signage over Easter.</p>	
133/16	Play area funding – alternate funding plan	<p>Ms F Thornton and Mrs H Ricks had met and in preparation for submitting a bid to Awards for All, had sent out an email to parents to ask for feedback as to what the children would like in relation to the play area. Those parents who did not have email had been sent a letter. It was suggested Survey Monkey sent by email and linked to Facebook may get a better response. The School Council had been asked to produce drawings. Advice had been that the bid was most likely to be successful if it was submitted after April.</p> <p>The Denby Dale Grant money would be used to purchase swing bars. This fund would only cover the bars and not the safety mats or installation. These may be purchased from Playday. Mrs H Thornton agreed to research alternate providers.</p>	FT
134/16	Any Other business	<p><u>Traffic Parking on zig zag lines</u></p> <p>There was an issue with parents parking on the zig zag lines outside of school when dropping off and picking up children.</p> <p>It was agreed that a safety poster based on a photograph taken outside of St Aidan's a number of years ago, would be circulated via Facebook and on the school newsletter.</p> <p><u>Safeguarding Training</u></p> <p>Mrs R Sherrin had recently attended Safeguarding Training. She stated the training had</p>	

	<p>highlighted that when computers are serviced the history should be checked and recorded for inappropriate sites. It was stated this is carried out as a standard practice and a report produced. Staff and pupils are aware of the procedure to follow if inappropriate material is inadvertently accessed.</p>	
135/16	<p>RESOLVED: That the date of future Health and Safety committee meeting would be: Friday 30 June 2017 at 9.00am</p> <p>The following items should be added to the Agenda:</p> <p>Review emergency plan, including evacuation procedures and update as required Health and Safety Walkaround School</p> <p>The following item should be added to the Agenda for the next full LGB Meeting:</p> <p>Review Health and Safety Committee Terms of Reference</p>	<p>Dates of future meetings and possible agenda items.</p>
136/16	<p>RESOLVED: That no part of these minutes, agenda or supporting papers be omitted from the copy to be made available at the School under the Freedom of Information Act.</p>	<p>Agenda, minutes and related papers – school copy</p>

Meeting closed at 10.00 am.

Chair Ruth Sherrin

Date 30/06/2017