

# WESTGATE PRIMARY SCHOOL

## MINUTES OF THE PROPERTY MANAGEMENT/ HEALTH & SAFETY COMMITTEE MEETING HELD ON FRIDAY 19th OCTOBER 2018

**Present:** Helen Carpenter (HC); Patrick Wardman (PW); Sarah Mumford (SM); James Gould (JG); James Millson

**Minutes:** Sarah Mumford

ITEM:	MINUTES:	ACTION:
1.	<b>Apologies:</b> None	
2.	<b>Minutes &amp; actions from previous meeting:</b> <b>Fire Panel</b> <ul style="list-style-type: none"> <li>Abel Fire not yet contacted: PW thinks it is a big job to connect both buildings. PW to talk to Gough &amp; Kelly. James M to contact Adam Wider of Airedale Maintenance Services.</li> </ul> <b>Accessibility Plan updates- see also item 6 below</b> <ul style="list-style-type: none"> <li>Door frames painted in contrasting colours.</li> <li>Accessibility plan now RAG-rated by year.</li> <li>Training Day for ASC now in place.</li> <li>Agreed to leave disabled parking bay where it is for now as after 7 years' worth of correspondence with LCC, no changes have been considered. Update: LCC have confirmed no action will/ can be taken with regard to creating on street disabled bays. Therefore car park re-marking will be planned for in line with the Accessibility Plan</li> </ul> <b>Letting Policy</b> <ul style="list-style-type: none"> <li>Letting rates – letting policy is on the website. Prices to be reviewed annually at the April H&amp;S meeting annually.</li> </ul> <b>General maintenance</b> <ul style="list-style-type: none"> <li>Issue with the boundary wall now has been rectified; 4 outstanding matters on the inspection grids but not critical or urgent.</li> <li>Roof repairs complete.</li> <li>Water tap outlets – now part of monthly check.</li> <li>Corner hall door replaced.</li> </ul> <b>GDPR</b> <ul style="list-style-type: none"> <li>GDPR is being managed by external provider via cluster – staff trained with 1 session still to do. Actions to be outlined by the end of the Autumn term.</li> </ul> <b>Accidents/ Health &amp; Safety Incidents</b> <ul style="list-style-type: none"> <li>Added standing item of incidents since the last meeting to this committee's agenda.</li> </ul>	<p><b>PW / JM</b></p> <p><b>JM</b></p> <p><b>JM</b></p>
3.	<b>Review roles &amp; responsibilities (annual review):</b> <ul style="list-style-type: none"> <li>JM agreed to chair for another year.</li> <li>SM agreed as vice-chair.</li> <li>Terms of reference agreed at full governing body meeting in September.</li> </ul>	
4.	<b>Annual Review of Health and Safety Policy</b> <ul style="list-style-type: none"> <li>Query was raised regarding 3.6 'consultation' – HC confirmed that Trade Unions were consulted as needed.</li> </ul>	
5.	<b>Approve Educational Visit Policy</b> <ul style="list-style-type: none"> <li>Query regarding 2.3.3 and what the AFPE Safe Practice in PE, School Sports &amp; Physical Activity was – HC confirmed it is a publication and the Educational Visits Co-ordinator, PE Co-Ordinator (HH) knows when it is and checks it as relevant.</li> <li>Remove bullet 4.1.3</li> </ul>	<b>HC</b>

	<ul style="list-style-type: none"> <li>Staff have 28 days to evaluate the visit. Need to re-iterate importance of doing this with Staff as it is the one area not consistently completed on Evolve.</li> </ul>	HC
6.	<p><b>Accessibility Plan: 2018 - 2021</b></p> <ul style="list-style-type: none"> <li>Signage: Amber - still some display labels needing more contrast. Staff reminded to consider visual impairment when making labels.</li> <li>Access to events: Parent's Evening will be in the Hall – more accessible for wheelchair users. Also safer for teachers who may be isolated at the end of the evening in the KS1 building. Should also help parents stick to time slots.</li> <li>Access for hearing impaired: Induction loop still to be checked.</li> <li>Differentiation of doorways: <ul style="list-style-type: none"> <li>Processed in KS1; still to check.</li> <li>Still to check KS2 and overall at next walk around</li> <li>External door out of KS1 needs painting in contrast</li> </ul> </li> <li>Personal workspaces: Focus for 2019</li> <li>SLD: Not started yet other than on-going SEN work.</li> <li>Children from disadvantaged backgrounds: Fewer pupils accessing holiday activities, but taking up more activity days in total. Those not engaging, still not engaging. More personal contact with families is effective.</li> <li>Talk Boost: In hand</li> <li>Level 2 Autism training: Sept 2019</li> <li>Curriculum displays/ visual accessibility: Ongoing – steadily improving</li> <li>Accessing key information: Ongoing</li> </ul>	<p>Committee PW</p> <p>HC MC HC</p>
7.	<p><b>Site Security:</b></p> <ul style="list-style-type: none"> <li>Calm Room: created for time out for Y3 pupil who needs a space with no stimulation on occasions. Safer door being fitted this term.</li> <li>See Matters arising re Fire Alarm panel</li> </ul>	PW
8.	<p><b>Devolved capital</b></p> <ul style="list-style-type: none"> <li>£1,500 to carry out works on Calm Room.</li> <li>Some capital with match funding from FOW for replacement of playground equipment.</li> <li>Some for EYFS playground allocated.</li> <li>IT hardware: new server needed in 2019/20.</li> <li>No large Capital works planned at present.</li> <li>Looking forward: fixed wiring quote in. Railings painting quote in to be done in 2019.</li> <li>Glazing on south side of KS2 to be reviewed. It <u>is</u> safe but would like to replace. Action: Get H&amp;S check on glazing for good measure.</li> </ul>	PW
9.	<p><b>Health &amp; Safety concerns:</b></p> <ul style="list-style-type: none"> <li>Parents concerned dogs tied to railings that jump up on children. HC to mention to parents.</li> <li>Cat poo in playground – PW to leave plug-in sonic equipment to try and deter it.</li> </ul>	<p>HC</p> <p>PW</p>
10.	<p><b>Matters Arising from Health &amp; Safety walk-round Action Plans :</b></p> <p>Outstanding:</p> <ul style="list-style-type: none"> <li>Round window with hole in. Needs scaffold to access it. Will be repaired when scaffold next needed.</li> <li>Toilet refurbishments: After Xmas</li> <li>Y5 skirting board: Possibly Oct 2019 to be done or in another holiday period.</li> <li>Gazebo: - Canvas panels to be cleaned separately. No products will “key” into the timber. Must continue to monitor. PW to monitor base of timbers in particular for rotting etc.</li> <li>Question asked re accidents. PW said HC would know.</li> <li>Fire risk assessment done and OK'd by Fire Service.</li> <li>No site security issues over the summer holidays.</li> </ul>	<p>PW</p> <p>HC</p>
11.	<p><b>Date &amp; Time of Next Meeting:</b></p> <p>Friday 1<sup>st</sup> February 2019 at 09:15 (Site inspection)</p>	