

**WESTGATE PRIMARY SCHOOL  
PROPERTY, HEALTH & SAFETY COMMITTEE  
MINUTES OF THE MEETING HELD ON 5<sup>TH</sup> FEBRUARY 2021 AT 09:30  
VIA MICROSOFT TEAMS**

**Present: James Millson (JM); Sarah Mumford (SM); Helen Carpenter (HC);**

**In attendance: Patrick Wardman (PW)**

**Minutes: Sarah Mumford**

[illegible]

	<ul style="list-style-type: none"> <li>A governor asked about any additional funds open to schools to apply to cover expenses incurred due to COVID-19. HC unaware of additional funds at the moment.</li> <li>A governor asked about lateral flow tests for primary pupils. HC said there are no plans for this that she was aware of.</li> <li>Risk assessment to be reviewed following next govt announcement re opening of schools again.</li> </ul> <p><b>Safer Systems of Work</b></p> <ul style="list-style-type: none"> <li>HC explained how this had been developed, giving guidance for how visitors to school should be briefed, behave etc re COVID-19 safety etc. Available on school website for any external visitors to access.</li> </ul> <p><b>Face Shields Guidance</b></p> <ul style="list-style-type: none"> <li>This was received from Leeds CC: it has been distributed to all staff and displayed throughout school as a reminder to wear face shields safely (including kitchen staff).</li> <li>Staff wear masks or visors (or both if up v close to others) at all-time in schools. Teaching staff have been provided with mics and headset for voice amplification when wearing a mask.</li> </ul>	HC/ PW
5	<p><b>Educational Visits Policy (held over from last meeting)</b></p> <ul style="list-style-type: none"> <li>Question asked if Risk Assessment included COVID-19. HC confirmed it would.</li> <li>Addition to policy this time includes designation of the Extended Learning Locality.</li> <li>HC has sought advice about the possibility of residential in the summer term. Leeds Health &amp; Safety had advised that day visits likely but not residential for summer term- although this is subject to further DfE advice.</li> <li>Day visits to Herd Farm with parents dropping off and collecting are a possibility.</li> <li>A day trip to Whitby is also being considered.</li> <li>JM shared online sleepover ideas as alternative for Y6.</li> <li>This policy is reviewed annually and will next be reviewed in Autumn 2021.</li> </ul>	<p>HC</p> <p>HC</p> <p>HC</p>
6	<p><b>Premises Development Plan</b></p> <ul style="list-style-type: none"> <li>Document had been required to obtain funding for the new KS1 boiler.</li> <li>Agreed to adopt this plan and adapt it to work for Westgate as a helpful framework for prioritising capital works.</li> <li>A governor suggested adding timescales and RAG rating column. HC agreed to adapt for the next meeting.</li> <li>Agreed to align with site inspections to help decide what could be applied for from LCC.</li> <li>Agreed to revisit this document in meetings that follow normal site inspections and to share it with the Finance &amp; Personnel Committee.</li> </ul>	<p>HC</p> <p>JM</p> <p>HC/ JM</p>
7	<p><b>Site security</b></p> <ul style="list-style-type: none"> <li>New fire alarm service contractors are good.</li> <li>Lightning strike affected a microchip last term which was quickly repaired</li> </ul>	
8	<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Three physical interventions needed since Sept. for one pupil only. This is a significant reduction compared with lower KS2.</li> <li>No CF50As (assault) since February 2020.</li> <li>Three CF50s (accidents) since Sept 2020: <ul style="list-style-type: none"> <li>running collision led to wrist pain;</li> <li>going over on ankle in playground when running;</li> <li>child tripped in classroom and had abrasion to face - but no trip hazards in classroom identified.</li> </ul> </li> <li>Fire &amp; First Aid Training still in date. Next due May 2022.</li> <li>Updates to Paediatric First Aid due 2021 as part of EYFS statutory requirements.</li> </ul>	

	<ul style="list-style-type: none"> <li>Governor recommended Display Screen Assessment Training for staff working from home to ensure people's home working conditions do not lead to any health and safety issues. HC to follow up with LCC.</li> <li><i>Update: HC has now distributed the LCC DSE guidance to all staff.</i></li> </ul>	
9	<b>Devolved capital</b> <ul style="list-style-type: none"> <li>Next capital allocation in budget will be for IT hardware. Also need to make sure all laptops on same operating system. Some staff laptops need replacing.</li> <li>Explore a conversation with LCC re priority application for kitchen needs in similar way to boiler.</li> <li>HC suggested 150th Westgate Anniversary could be opportunity to do a wider fundraising drive for Westgate, appealing to former families/ pupils. HC has written article on the anniversary and set up dedicated email address for people to submit their memories and stories.</li> </ul>	<b>HC</b>
10	<b>AOB</b> <ul style="list-style-type: none"> <li>JM - having difficulty accessing Teams - explore improving that access</li> </ul>	<b>JM</b>
11	<b>Date of next meeting</b> <ul style="list-style-type: none"> <li>09:30, Friday 26 March 2021, via Microsoft Teams.</li> </ul>	<b>ALL</b>