## **WESTGATE PRIMARY SCHOOL** PROPERTY, HEALTH & SAFETY COMMITTEE MINUTES OF THE MEETING HELD ON $5^{\mathrm{TH}}$ 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

		Action
1	Apologies	
	• None	
2	Minutes and matters arising	
	Two corrections made and the minutes accepted.	
3	Accessibility Plan (standing item)	
	This plan is due to be rewritten for April 2021	
	<ul> <li>A governor asked if there were any new accessibility issues since COVID-</li> </ul>	
	19 and lockdown etc eg in relation to gates/ entrances/ exits etc. HC	
	confirmed children now coming in 3 different gates and no accessibility	
	issues had been observed.	
	General accessibility has improved due to better distribution of access.	
	Road closure due to School Streets scheme also increased accessibility.	
	Parents with disability blue badge and access permits have access to	
	Scarborough Road.	
	<ul> <li>Aim to continue some of these practices post COVID-19 which will be considered at next meeting, including assessing need to improve any gates</li> </ul>	
	as needed.	
	Gates in Long Row are listed and have been painted recently. A governor	
	asked whether finger guards were needed for the external gate on Long	
	Row. HC/ PW confirmed there is a latch at bottom of gate when open which	
	prevents it from closing.	
	EYFS playground equipment has been a huge improvement.	
	HC to bring draft of new Accessibility Plan to the next meeting.	HC
Ļ	COVID-19 Risk Assessment & associated documentation	
	Risk Assessment	
	<ul> <li>Governors reviewed the school COVID-19 risk assessment.</li> </ul>	
	1 bubble (Y6) collapsed in autumn tern 2020 - from pupil whose parent	
	tested positive. Symptoms occurred within 48 hours of being in school.	
	During this time off 2 more pupils caught it from parents also. A KS2 pupil	
	tested positive but was already self-isolating and hadn't been in school while infectious.	
	Lateral flow testing for staff started spring term 2021. One false positive  recorded for staff member. No space in staff or pupils since start of spring.	
	recorded for staff member. No cases in staff or pupils since start of spring term 2021.	
	<ul> <li>A governor enquired about plans for wider reopening. HC said this depends</li> </ul>	
	on govt instructions - if similar to last June will repeat bubbles of 15. If it's a	
	full re-opening will do what they did in Sept 2020 - worked well and well-	HC
	versed in this routine now, including access, cleaning, separations of	
	Reception & Nursery and outdoor timetabling etc. Will adapt as necessary if	
	government make any changes to guidance.	
	JM raised anti-viral spray for outdoor play equipment he'd come across	
	elsewhere which was being done in another place & suggested Leeds City	HC
	Council might be able to help. HC to contact LCC H&S team to make	
	enquiries.	
	HC recently shared hard copies with staff rand updates as soon as these	
	come from LCC, including on website and to parents.	
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	to school should be briefed, behave etc re COVID-19-19 safety etc.  Available on school website for any external visitors to access.	
	Face Shields Guidance	
	<ul> <li>This was received from Leeds CC: it has been distributed to all staff and</li> </ul>	
	displayed throughout school as a reminder to wear face shields safely	
	(including kitchen staff).	
	<ul> <li>Staff wear masks or visors (or both if up v close to others) at all-time in</li> </ul>	
	schools. Teaching staff have been provided with mics and headset for voice	
_	amplification when wearing a mask.	
5	Educational Visits Policy (held over from last meeting)	
	<ul> <li>Question asked if Risk Assessment included COVID-19. HC confirmed it would.</li> </ul>	
	<ul> <li>Addition to policy this time includes designation of the Extended Learning</li> </ul>	
	Locality.	
	HC has sought advice about the possibility of residentials in the summer	
	term. Leeds Health & Safety had advised that day visits likely but not	
	residentials for summer term- although this is subject to further DfE advice.	HC
	<ul> <li>Day visits to Herd Farm with parents dropping off and collecting are a</li> </ul>	
	possibility.	нс
	A day trip to Whitby is also being considered.	
	JM shared online sleepover ideas as alternative for Y6.  This policy is regioned agreedly and will post be regioned in Automa 2004.	нс
6	<ul> <li>This policy is reviewed annually and will next be reviewed in Autumn 2021.</li> <li>Premises Development Plan</li> </ul>	
0	Document had been required to obtain funding for the new KS1 boiler.	
	<ul> <li>Agreed to adopt this plan and adapt it to work for Westgate as a helpful</li> </ul>	
	framework for prioritising capital works.	
	A governor suggested adding timescales and RAG rating column. HC	HC
	agreed to adapt for the next meeting.	
	<ul> <li>Agreed to align with site inspections to help decide what could be applied</li> </ul>	
	for from LCC.	JM
	Agreed to revisit this document in meetings that follow normal site	HC/ JM
7	inspections and to share it with the Finance & Personnel Committee.	110/ 510
7	Site security	
	New fire alarm service contractors are good.      Lightning strike affected a microschip last term which was quickly repaired.	
8	<ul> <li>Lightning strike affected a microchip last term which was quickly repaired</li> <li>Health &amp; Safety</li> </ul>	
"	Three physical interventions needed since Sept. for one pupil only. This is a	
	significant reduction compared with lower KS2.	
	No CF50As (assault) since February 2020.	
	Three CF50s (accidents) since Sept 2020:	
	<ul> <li>running collision led to wrist pain;</li> </ul>	
	<ul> <li>going over on ankle in playground when running;</li> </ul>	
	<ul> <li>child tripped in classroom and had abrasion to face - but no trip</li> </ul>	
	hazards in classroom identified.	
	Fire & First Aid Training still in date. Next due May 2022.      Indetent to Readistric First Aid due 2021 on part of FVFS statutory.	
	<ul> <li>Updates to Paediatric First Aid due 2021 as part of EYFS statutory requirements.</li> </ul>	
1	reconcentents.	i l

	<ul> <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>Update: HC has now distributed the LCC DSE guidance to all staff.</li> </ul>	
9	Devolved capital	
	<ul> <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> </ul>	
	<ul> <li>Explore a conversation with LCC re priority application for kitchen needs in similar way to boiler.</li> </ul>	НС
	<ul> <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>	
10	AOB	
	JM - having difficulty accessing Teams - explore improving that access	JM
11	Date of next meeting	
	<ul> <li>09:30, Friday 26 March 2021, via Microsoft Teams.</li> </ul>	ALL