

**WESTGATE PROPERTY HEALTH & SAFETY COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**FRIDAY APRIL 29<sup>TH</sup> 2022 AT 09:30**

**Present:** Helen Carpenter; Patrick Wardman; Louise Shackleton; Sarah Mumford; James Millson (chair)  
**Minutes:** S Mumford

<b>Item</b>	<b>Notes</b>	<b>Action</b>
<b>1</b>	<b>Minutes &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>• Dorma door been properly serviced and now being maintained by a local service. This includes the replacement of the magna lock. More cost effective than a full door replacement.</li> <li>• No accessibility issues. Displays all compliant. Makaton Training taking place this term for EYFS staff.</li> <li>• Premises Development: new metal shed been delivered and replaced old one in EYFS, with flat decking base.</li> <li>• Water heater has now been installed in EYFS kitchen to replace the kettle.</li> <li>• Butterfly garden replanting has been completed.</li> <li>• Freezer replaced in school kitchen.</li> <li>• Ventilation pipe in school kitchen still an ongoing issue. Catering agency and council don't know who could replace it.</li> <li>• Replacement boiler in KS2 - 2 site inspections in prep for that. Possible asbestos risk was flagged but a further investigation confirmed any asbestos is encapsulated within paint and asbestos levels are within safety limits so not a risk.</li> <li>• Roof ongoing maintenance.</li> <li>• Potentially refurbishing EYFS kitchen area using extended schools budget.</li> </ul>	
<b>2</b>	<b>KS2 Site inspection</b> <ul style="list-style-type: none"> <li>• See separate inspection notes.</li> <li>• Boiler House and cellars have been sorted and charity shopped, skipped.</li> <li>• Storage issues in outside of kitchen area and check needed/clean of dead flies etc</li> </ul>	<b>PW/ HC Kitchen staff</b>
<b>3</b>	<b>Policy Reviews</b> No policies to review today	
<b>4</b>	<b>Any other matters arising/ incidents/ accidents</b> <ul style="list-style-type: none"> <li>• No uses of calm room</li> <li>• No incidents/ accidents. CF50/ CF50a are now online forms.</li> <li>• Plastic greenhouse blew over into back lane of Ilkley Road in high winds. Now secured to prevent it escaping again in future.</li> </ul>	
<b>5</b>	<b>Date &amp; time of next meeting</b> <ul style="list-style-type: none"> <li>• Wed 29 June 2022 9.30am</li> <li>• Items for agenda:               <ul style="list-style-type: none"> <li>○ Site Survey report</li> <li>○ KS1 Site Inspection</li> </ul> </li> </ul>	<b>ALL</b>  <b>JM</b>