



**Meeting of the Health and Safety Committee of  
Bassingbourn Community Primary School**

**Friday 21 September 2018 9am**

**Present**

Rachael Schofield (RS), Co-Head Teacher  
 Claire Wright (CW), Co-opted Governor  
 Chris Bishop (CB), [Local Authority] Governor  
 Nichola Morse (NM), Co-opted Governor

**In attendance**

Steve Kinsey (SK), Site Manager

		<b>ACTION</b>
<b>1.</b>	<b>Welcome and Apologies</b> No apologies.	
<b>2.</b>	<b>Election of Chair</b> Claire Wight was unanimously re-elected as Chair.	
<b>3.</b>	<b>Minutes of last meeting</b> (Minutes of meeting: 27th April 2018) Approved.	
<b>4.</b>	<b>Matters arising from the minutes (but not elsewhere on agenda)</b>	
<b>a.</b>	Telephone in staff room – This will be taken into account when the school is remodeled. Until this time SK’s mobile is being used as an alternative. As a cost reduction exercise the telephone line in the canteen has been removed.	
<b>b.</b>	Court yard- SK has installed the bird spikes leading to an increased level of hygiene in the court yard.	
<b>c.</b>	Assessing the validity of threatening calls – CB sent list of questions which RS is reviewing. RS noted that the Individual who is believed to be making the hoax has been arrested.	
<b>d.</b>	Boiler valve - County haven’t completed remedial work, but Steve is chasing.	
<b>e.</b>	Keir – As noted in the previous meeting Kier as not honoring the SLA and as such the level of provision is not acceptable. This is especially the case with regards to the outstanding energy certificate. Original level of service is required - NM to take to Resources.	<b>NM</b>
<b>f.</b>	Drains in playground - postpone from summer and will be completed in Oct half term.	
<b>5.</b>	<b>Agreement of terms of reference</b> Recommendation to be made to the governing body to adopt following the correction of a minor typo in point 8.	

<p><b>6.</b></p>	<p><b>Updated risk assessments:</b></p> <ul style="list-style-type: none"> <li>a) Asbestos – approved but it was noted that a more formal assessment will be undertaken when the full building works take place</li> <li>b) Bodily fluids</li> <li>c) Bus - 4 pupils use this service</li> <li>d) Car park</li> <li>e) Classrooms – defer to the next meeting</li> <li>f) Climbing apparatus</li> <li>g) Courtyard</li> <li>h) Electricity - RS noted that they had updated this with notices on laptop charger trolley due to residual charge - [RDS] should be considered.</li> <li>i) Head Teacher absence</li> <li>j) KS2 entering and leaving the building</li> <li>k) Mobile</li> <li>l) Open class</li> <li>m) Playground</li> </ul> <p>Each of the above risk assessments were discussed in turn with only minor amends recommended.</p>	
<p><b>7.</b></p>	<p><b>Matters arising from risk assessments / site</b></p> <ul style="list-style-type: none"> <li>a) Car park</li> <li>b) Courtyard</li> <li>c) Playgrounds</li> <li>d) Year 6 Mobiles</li> </ul> <p>No additional risks where identified on the tour.</p>	
<p><b>8.</b></p>	<p><b>Policies</b></p>	
<p><b>a.</b></p>	<p>Keeping and Managing CP record RS noted that were ever possible the handover of records takes place in person. This makes it more secure and allows for informal conversations which can be invaluable. It was agreed that the school will continue to hold files for leavers who do not leave to go to another UK school (overseas leavers, travelers and home-schooled pupils).</p>	
<p><b>b.</b></p>	<p>Protocol for children not collected from school This policy will now be covered in P&amp;C.</p>	
<p><b>9.</b></p>	<p><b>Training</b></p>	
<p><b>a.</b></p>	<p>General Data Protection Training has taken place for teachers and emails to other members of staff.</p>	
<p><b>b.</b></p>	<p>Risk assessments Circulated to staff as necessary.</p>	
<p><b>c.</b></p>	<p>Child Protection Training to be held on 28th September.</p>	

<b>10.</b>	<b>Action plan 2017/2018 review (GDPR)</b>	
	<p>The only outstanding points are related to confirmations from sub-contractors. Karen in the office will take on the continued maintenance of these records.</p> <p>RS also noted that IT services were due to visit next week to undertake an audit.</p>	
<b>11.</b>	<b>Security update</b>	
	<p>A number of young adults broke in the pool in the summer but did not cause any damage.</p> <p>There have been no other instances.</p>	
<b>12.</b>	<b>Accidents and near-misses</b>	
	<p>There was a minor incident in the playground, girl on the play equipment, but as it was after 3pm the child was under parental supervision and the incident does not need to be recorded.</p>	
<b>13.</b>	<b>BOSC and other clubs</b>	
<b>a.</b>	<p>BOSC</p> <p>BOSC have been asked not to use hard balls in the playground due to damage to the black wooden cladding in the KS1 end of the playground.</p>	
<b>b.</b>	<p>Other clubs</p> <p>It was noted that a new teacher has started with Helen O'Grady and she did not bring the appropriate paperwork. Although this was quickly resolved this was the second incident of this nature with the club.</p>	
<b>14.</b>	<b>Maintenance Reports (documentation of dates / contractors / recording of cycle)</b>	
	<p>With the exception of the electricity certificate noted above, all records are up to date.</p>	
<b>15.</b>	<b>Any Other Business</b>	
	<p>None noted.</p>	

**Date and Time of Next Meeting: 23rd November 2018**